

Meeting Agenda

Tuesday, October 21, 2025

2:30-4:00pm

CAADO 209/Zoom

Committee Members	Guests
☐ Steven Schmidt (Chair, MUS)	☐ Lijuan Zhai (AVC ES&IE, RCCD)
☐ <i>Vacant</i> (Co-Chair, VC Ed. Services)	☐ Bryan Medina (CPRO, RCCD)
☐ Kelly Douglass (ENGL, RCC)	☐ Nicole Banerjee (AO, RCC)
☐ Brian Johnson (MAT, NOR)	☐ Nick Franco (AO, NOR)
☐ Nick Sinigaglia (PHI, MVC)	☐ Deanna Murrell (AO, MVC)
	☐ Sabina Fernandez (CPRO, MVC)
	☐ Casandra Greene (CPRO, RCC)
	☐ Nicole Brown (CPRO, NOR)
Additional Guests:	

Zoom Information

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTiYvQT09>

+1 669 900 6833 US

Meeting ID: 865 5544 6612

Passcode: 627472

Call to Order:

Agenda and Minutes

1. Approval of Agenda
The agenda will be reviewed, discussed, and considered for approval.
2. Approval of Minutes – October 7, 2025
The minutes will be reviewed, discussed, and considered for approval.

Action Items

1. Curriculum Proposals
Curriculum proposals will be reviewed, discussed, and considered for forwarding to the College Curriculum Committees.

Discussion Items and Public Comment

1. COR Review Tool – Kelly Douglass
2. AP 2101 Independent Study – Kelly Douglass
3. COR Hours and Units Review Tool – David Buitron
4. Attach CCN Template to Proposal – Steven Schmidt
5. Suggested SAAM Course Guidelines – Kelly Douglass
6. Correspondence Courses for CRC – Brian Johnson
7. Open Forum
8. Public Comment for all items on or not otherwise on the agenda.

Adjournment:

Technical Review - Curriculum Proposals

Proposals for Review for 10/21/2025

Courses

Course Deletions

M N R Notes

H ACC 61 **Cost Accounting** ☐ ☐ ☒

Holding for NOR Business Admin ACC program.

CAT 200 **Computer Applications and Office Technology Work Experience** ☒ ☒ ☒

CAT 36BDE **Legal Office Procedures II** ☐ ☐ ☐

CAT 37DE **Legal Terminology** ☐ ☐ ☒

CAT 38DE **Legal Word Processing and Forms** ☐ ☐ ☒

CIS 1B **Advanced Concepts in Computer Information Systems** ☒ ☐ ☐

CIS 22 **Systems Auditing** ☒ ☐ ☐

CIS 4 **Practical Computer Security** ☒ ☐ ☐

CIS 54A **Introduction to Animate** ☒ ☐ ☐

CIS 65 **Introduction to Microsoft PowerPoint** ☒ ☐ ☐

CIS 76A **Introduction to Microsoft Expression Web** ☒ ☐ ☐

CIS 810 **Cloud Computing Fundamentals** ☒ ☐ ☐

CIS 897A **Windows Operating System and Internet Literacy** ☒ ☐ ☐

CIS 897B **Linux Operating System and Internet Literacy** ☒ ☐ ☐

CIS 897C **Mac Operating System and Internet Literacy** ☒ ☐ ☐

CMI 82 **Intermediate Legal Interpreting** ☒ ☐ ☐

COMM 5 **Parliamentary Procedure** ☐ ☐ ☒

COMM 51 **Enhancing Communication Skills** ☐ ☐ ☒

COMM 85A **Communication Studies Clinic** ☐ ☐ ☒

COMM 85B **Communication Studies Clinic II** ☐ ☐ ☒

CUL 842 **International Cuisine** ☐ ☐ ☒

EDU 200 **Education Work Experience** ☒ ☐ ☒

ESL 810 **IT Workplace Language Support** ☒ ☐ ☒

ESL 811 **Basic Computer and Technology Language Support** ☒ ☐ ☒

Courses

Course Deletions

M N R Notes

EST 10	Industrial Calculations	☐	☐	☒	
EST 15	Zero Net Energy Building Science	☐	☐	☒	
EST 20	California Energy Codes	☐	☐	☒	
EST 200	Energy Systems Technology Work Experience	☐	☐	☒	
EST 21	California Building Codes	☐	☐	☒	
EST 23	California Plumbing Codes	☐	☐	☒	
EST 24	California Electrical Codes	☐	☐	☒	
EST 25	California Residential Codes	☐	☐	☒	
EST 26	California Fire Codes	☐	☐	☒	
EST 30	Architectural Blueprint Reading	☐	☐	☒	
EST 32	Architectural Practice I	☐	☐	☒	
EST 33	Materials of Construction	☐	☐	☒	
ETS 50	Introduction to African American Families and Populations	☒	☐	☐	
ETS 51	Introduction to Latina and Latino American Families and Populations	☒	☐	☐	
ETS 52	Introduction to Asian American Families and Populations	☒	☐	☐	
ETS 53	Introduction to Native American Families and Populations	☒	☐	☐	
GUI 48A	College Success Strategies-Study Skills	☒	☐	☐	
HMS 14	Job Development	☒	☐	☐	
HMS 34	Counseling Emotionally Disabled Students	☒	☐	☐	
HMS 35	Counseling Students with a Learning Disability	☒	☐	☐	
HMS 37	Counseling Clients with Disabilities	☒	☐	☐	
HMS 40	Counseling Youth and Adolescents	☒	☐	☐	
HMS 45	Counseling Youth on Probation	☒	☐	☐	
HMS 49	Careers in Social Work - Counseling Athletes	☒	☐	☐	

Courses

Course Deletions

		M	N	R	Notes
HMS 70	Social Work Administration Studies - Non-Profit Organizations	☒	☐	☐	
HMS 72	Social Work Administration Studies - Social Welfare Policy	☒	☐	☐	
HMS 73	Social Work Administration Studies - Administration in Social Work	☒	☐	☐	
HMS 74	Social Work Administration Studies - Social Work Theory	☒	☐	☐	
MDA 58B	Advanced Medical Transcription	☒	☐	☐	
NRN 100	Essentials of Nursing Practice	☐	☐	☒	
NRN 100DE	Essentials of Nursing Practice	☐	☐	☐	
NRN 107	Essentials of Nursing Practice Laboratory	☐	☐	☒	
NRN 107DE	Essentials of Nursing Practice Laboratory	☐	☐	☐	
H NRN 14	Health Promotion and Wellness Across the Lifespan	☐	☐	☒	
H NRN 14DE	Health Promotion and Wellness Across the Lifespan	☐	☐	☒	
H NVN 52	Introductory Concepts of Vocational Nursing - Nursing Fundamentals	☐	☐	☒	
H NVN 52A	Nursing Learning Laboratory	☐	☐	☒	
H NVN 52ADE	Nursing Learning Laboratory	☐	☐	☒	
H NVN 52BDE	Nursing Learning Laboratory	☐	☐	☒	
H NVN 52DE	Introductory Concepts of Vocational Nursing – Nursing Fundamentals	☐	☐	☒	
H NVN 60	Intermediate Vocational Nursing Foundations-Nursing Process	☐	☐	☒	
H NVN 60DE	Intermediate Vocational Nursing Foundations– Nursing Process	☐	☐	☒	
H NVN 61	Intermediate Concepts of Vocational Nursing-Care of the Family	☐	☐	☒	
H NVN 61DE	Intermediate Concepts of Vocational Nursing – Care of the Family	☐	☐	☒	
H NXN 81	Introduction to Critical Care Nursing	☐	☐	☒	
H NXN 81DX	Introduction to Critical Care Nursing	☐	☐	☒	

Courses

Course Deletions

M N R Notes

PHO 200 Photography Work Experience ☒ ☐ ☒

WEL 200 Welding Work Experience ☐ ☐ ☒

Course Exclusions

M N R Notes

H ACC 55 Applied Accounting and Bookkeeping ☒ ☐ ☐

ART 20 Beginning Sculpture ☒ ☐ ☐

ART 21 Intermediate Sculpture ☒ ☐ ☐

ART 35A Illustration - Beginning ☒ ☐ ☐

ART 35B Illustration - Intermediate ☒ ☐ ☐

ART 46 Studio Sculpture ☒ ☐ ☐

H BUS 24 Business Communications ☒ ☐ ☐

H BUS 30 Entrepreneurship ☒ ☐ ☐

H BUS 51 Principles of E-commerce ☒ ☐ ☐

H BUS 814 Business Skills: Professional Communication Basics ☒ ☐ ☐

H BUS 817 Business Skills: Professional Self-Management ☒ ☐ ☐

H BUS 82 Freight Claims ☒ ☐ ☐

H BUS 83 Contracts ☒ ☐ ☐

H BUS 85 Warehouse Management ☒ ☐ ☐

H BUS 86 Transportation and Traffic Management ☒ ☐ ☐

H BUS 87 Introduction to Purchasing ☒ ☐ ☐

CAT 1A Business Etiquette ☒ ☐ ☐

CAT 200 Computer Applications and Office Technology Work Experience ☒ ☐ ☐

CAT 3 Computer Applications for Business ☒ ☐ ☐

CAT 30 Business English ☒ ☐ ☐

CAT 31 Business Communication Fundamentals ☒ ☐ ☐

CAT 50 Beginning Computer Keyboarding ☒ ☐ ☐

CAT 51 Intermediate Keyboarding/Document Formatting ☒ ☐ ☐

Courses

Course Exclusions

M N R Notes

CAT 53	Keyboarding Fundamentals	☒	☐	☐	
CAT 55	Applied Accounting/Bookkeeping	☒	☐	☐	
CAT 61	Professional Office Procedures	☒	☐	☐	
CAT 62	Records Management	☒	☐	☐	
CAT 65	Introduction to Microsoft PowerPoint	☒	☐	☐	
CAT 78A	Introduction to Adobe Photoshop	☒	☐	☐	
CAT 78B	Advanced Adobe Photoshop	☒	☐	☐	
CAT 79	Introduction to Adobe Illustrator	☒	☐	☐	
CAT 80	Word Processing: Microsoft Word for Windows	☒	☐	☐	
CAT 81	Introduction to Desktop Publishing using Adobe InDesign	☒	☐	☐	
CAT 811	High Impact Presentations and Proposals for the Work Place	☒	☐	☐	
CAT 814	Business Skills: Professional Communication Basics	☒	☐	☐	
CAT 817	Business Skills: Professional Self-Management	☒	☐	☐	
CAT 841	MOSPrep: Microsoft Office Word-Expert Exam Preparation	☒	☐	☐	
CAT 842	MOSPrep: Microsoft Office Excel Expert Exam Preparation	☒	☐	☐	
CAT 843	MOSPrep: Microsoft Office PowerPoint Core Exam Preparation	☒	☐	☐	
CAT 844	MOSPrep: Microsoft Office Access Core Exam Preparation	☒	☐	☐	
CAT 845	MOSPrep: Microsoft Office Outlook Core Exam Preparation	☒	☐	☐	
CAT 90	Microsoft Outlook	☒	☐	☐	
CAT 93	Computers for Beginners	☒	☐	☐	
CAT 95A	Introduction to the Internet -- Living Online	☒	☐	☐	
CAT 98A	Introduction to Excel	☒	☐	☐	
CAT 98B	Advanced Excel	☒	☐	☐	

Courses

Course Exclusions

M N R Notes

CIS 17B C++ Programming: Advanced Objects ☒ ☐ ☐

CIS 18B Java Programming: Advanced Objects ☒ ☐ ☐

CIS 18C Java Programming: Data Structures ☒ ☐ ☐

CIS 3 Computer Applications for Business ☒ ☐ ☐

CIS 56A Designing Web Graphics ☒ ☐ ☐

CIS 72A Introduction to Web Page Creation ☒ ☐ ☐

CIS 72B Intermediate Web Page Creation Using Cascading Style Sheets (CSS) ☒ ☐ ☐

CIS 76A Introduction to Microsoft Expression Web ☒ ☐ ☐

CIS 76B Introduction to Dreamweaver ☒ ☐ ☐

CIS 78A Introduction to Adobe Photoshop ☒ ☐ ☐

CIS 78B Advanced Adobe Photoshop ☒ ☐ ☐

CIS 79 Introduction to Adobe Illustrator ☒ ☐ ☐

CIS 80 Word Processing: Microsoft Word for Windows ☒ ☐ ☐

CIS 81 Introduction to Desktop Publishing using Adobe InDesign ☒ ☐ ☐

CIS 834 Historical Perspective: Napier to Torvalds ☒ ☐ ☐

CIS 835 Foundational Approach: Word Problems to Work Flow ☒ ☐ ☐

CIS 836 Computational Tools: Calculators to Spreadsheets ☒ ☐ ☐

CIS 837 Boolean Formulation: Logic to Relationships ☒ ☐ ☐

CIS 838 Pseudocode and Flowcharts: Descriptive to Visual ☒ ☐ ☐

CIS 839 Tools of the trade: IDE's to Backup ☒ ☐ ☐

CIS 87A Introduction to IT Project Management ☒ ☐ ☐

CIS 90 Microsoft Outlook ☒ ☐ ☐

CIS 93 Computers for Beginners ☒ ☐ ☐

CIS 95A Introduction to the Internet -- Living Online ☒ ☐ ☐

CIS 98A Introduction to Excel ☒ ☐ ☐

CIS 98B Advanced Excel ☒ ☐ ☐

Courses

Course Exclusions

		M	N	R	Notes
ENE 51	Print Reading	☐	☐	☒	
ENE 60	Math for Engineering Technology	☐	☐	☒	
H ENGL 16	Introduction to Linguistics	☐	☒	☐	
H ENGL 16	Introduction to Linguistics	☐	☐	☒	
H GEG 30D	Field Studies in Geography	☒	☐	☐	
GEO 4	Earth Science for Educators	☒	☐	☐	
GUI 845	College Readiness	☒	☐	☐	
GUI 847A	Career Readiness	☒	☐	☐	
GUI 847B	Educational Planning	☒	☐	☐	
GUI 848	Student Success	☒	☐	☐	
MAT 1AH	Honors Calculus I	☒	☐	☐	
H MKT 42	Retail Management	☒	☐	☐	
H PDS 805	Difficult Conversations	☒	☐	☐	
H PDS 811	High Impact Presentations and Proposals for the Work Place	☒	☐	☐	
H PDS 814	Closing Techniques That Win the Sale	☒	☐	☐	
H PDS 815	Winning Sales Scripts	☒	☐	☐	
H PDS 816	Personal Finance	☒	☐	☐	
H PDS 817	Financial Future	☒	☐	☐	
H PDS 818	The Successful Job Search	☒	☐	☐	
H PHS 1	Introduction to Physical Science	☒	☐	☐	
H POLS 20	Latin American Politics	☐	☒	☐	
H POLS 20	Latin American Politics	☐	☐	☒	
H POLS 22	Politics of the Middle East	☐	☐	☒	
H POLS 3	Introduction to Politics	☒	☐	☐	
SOC 47	Special Topics in Sociology	☒	☐	☐	

Courses

Course Major Modifications

M N R Notes

ACC 200 Accounting Work Experience ☒ ☒ ☒

ACC 67 U.S. and California Income Tax Preparation ☒ ☒ ☒

ADJ B1A Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies ☒ ☐ ☐

ADJ B1B Basic Peace Officer Training Academy ☒ ☐ ☐

ADJ R1A2 Level III Modular Academy Training ☒ ☐ ☐

ADJ R1B Level II Modular Academy Training ☒ ☐ ☐

ADJ R1C Regular Basic Course, Modular Format, Module I Training ☒ ☐ ☐

H AHS 17 Gender and Sexuality in Art ☒ ☒ ☒
Minutes are from 2023. Kelly to review.

AIR 200 Applied Technology Work Experience ☐ ☐ ☒

ANT 3 Prehistoric Cultures ☒ ☒ ☒

ARE 24 Revit I-Architectural Drafting ☐ ☒ ☐

ARE 25 Revit II-Advanced Architectural Drafting ☐ ☒ ☐

H ARTH C1100 Survey of Art from Prehistory to the Medieval Era ☒ ☒ ☒
Entrance skills without prereqs. Concern regarding the drastic change to content from the previous version of the course to the CCN content and potential impacts on articulation. Nick to review with faculty.

H ARTH C1100H Survey of Art from Prehistory to the Medieval Era - Honors ☒ ☐ ☒
Entrance skills without prereqs. Concern regarding the drastic change to content from the previous version of the course to the CCN content and potential impacts on articulation. Nick to review with faculty.

H ARTH C1200 Survey of Art from the Renaissance to Contemporary ☒ ☒ ☒
Entrance skills without prereqs. Concern regarding the drastic change to content from the previous version of the course to the CCN content and potential impacts on articulation. Nick to review with faculty.

H ARTH C1200H Survey of Art from the Renaissance to Contemporary - Honors ☒ ☒ ☒
Entrance skills without prereqs. Concern regarding the drastic change to content from the previous version of the course to the CCN content and potential impacts on articulation. Nick to review with faculty.

AUB 50 Introduction to Automotive Collision Repair ☐ ☐ ☒
Content format, has GESLOs. Kelly to review.

BUS 20 Business Mathematics ☒ ☒ ☒

Courses

Course Major Modifications

M N R Notes

H BUS 200 **Business Administration Work Experience** ☒ ☒ ☒

Methods of instruction references online. Variable hours and units need to be reviewed.

BUS 22 **Management Communications** ☒ ☒ ☒

BUS 24 **Business Communication** ☒ ☒ ☒

BUS 40 **Introduction to Global Business** ☐ ☐ ☒

BUS 43 **Global Marketing** ☐ ☐ ☒

BUS 46 **Global Trade** ☐ ☐ ☒

BUS 48 **Global Management** ☐ ☐ ☒

BUS 53 **Introduction to Personal Finance** ☒ ☐ ☒

BUS 840 **Introduction to Global Business** ☐ ☐ ☒

BUS 843 **Global Marketing** ☐ ☐ ☒

BUS 846 **Global Trade** ☐ ☐ ☒

BUS 848 **Global Management** ☐ ☐ ☒

CAT 3 **Computer Applications for Business** ☒ ☒ ☒

CAT 50 **Beginning Computer Keyboarding** ☒ ☐ ☒

CAT 51 **Intermediate Keyboarding/Document Formatting** ☒ ☒ ☒

CAT 53 **Keyboarding Fundamentals** ☒ ☐ ☒

CAT 62 **Records Management** ☒ ☐ ☒

CAT 65 **Introduction to Microsoft PowerPoint** ☒ ☐ ☐

CAT 80 **Word Processing: Microsoft Word for Windows** ☒ ☒ ☒

CAT 90 **Microsoft Outlook** ☒ ☒ ☒

CAT 91 **Microsoft Project** ☐ ☐ ☒

CAT 93 **Computers for Beginners** ☒ ☒ ☒

CAT 98A **Introduction to Excel** ☒ ☒ ☒

CAT 98B **Advanced Excel** ☒ ☒ ☒

CIS 11 **Computer Architecture and Organization: Assembly** ☒ ☒ ☒

CIS 17A **Programming Concepts and Methodology II: C++** ☒ ☒ ☒

Courses

Course Major Modifications

M N R Notes

CIS 17B C++ Programming: Advanced Objects ☒ ☒ ☒

CIS 17C C++ Programming: Data Structures ☒ ☒ ☒

CIS 18A Java Programming: Objects ☒ ☒ ☒

CIS 18B Java Programming: Advanced Objects ☒ ☒ ☒

CIS 18C Java Programming: Data Structures ☒ ☒ ☒

CIS 2 Fundamentals of Systems Analysis ☒ ☒ ☒

CIS 20 Systems Analysis and Design ☒ ☐ ☒

CIS 3 Computer Applications for Business ☒ ☒ ☒

CIS 35 Introduction to Simulation and Game Development ☒ ☐ ☐

CIS 36 Introduction to Computer Game Design ☒ ☐ ☐

CIS 37 Beginning Level Design/Computer Games ☒ ☐ ☐

CIS 56A Designing Web Graphics ☒ ☐ ☒

CIS 63 Introduction to Structured Query Language (SQL) ☒ ☒ ☒

CIS 7 Discrete Structures ☒ ☒ ☒

CIS 70A Foundations of Data Science ☒ ☐ ☒

CIS 80 Word Processing: Microsoft Word for Windows ☒ ☒ ☒

CIS 90 Microsoft Outlook ☒ ☒ ☒

CIS 91 Microsoft Project ☐ ☐ ☒

CIS 93 Computers for Beginners ☒ ☒ ☒

CIS 98A Introduction to Excel ☒ ☒ ☒

CIS 98B Advanced Excel ☒ ☒ ☒

CSC 11 Computer Architecture and Organization: Assembly ☐ ☒ ☒

CSC 17A Programming Concepts and Methodology II: C++ ☐ ☒ ☒

CSC 17B C++ Programming: Advanced Objects ☐ ☐ ☒

CSC 17C C++ Programming: Data Structures ☐ ☐ ☒

CSC 18A Java Programming: Objects ☐ ☒ ☒

CSC 18B Java Programming: Advanced Objects ☐ ☐ ☒

Courses

Course Major Modifications

		M	N	R	Notes
CSC 18C	Java Programming: Data Structures	☐	☐	☒	
CSC 2	Fundamentals of Systems Analysis	☐	☒	☒	
CSC 20	Systems Analysis and Design	☐	☐	☒	
CSC 63	Introduction to Structured Query Language (SQL)	☐	☐	☒	
CSC 7	Discrete Structures	☐	☒	☒	
CUL 825	Menu Planning	☐	☐	☒	
CUL 826	Food Cost Accounting	☐	☐	☒	
CUL 827	Culinary Purchasing and Receiving	☐	☐	☒	
CUL 828A	Culinary Food Preparation I	☐	☐	☒	
CUL 828B	Culinary Food Preparation II	☐	☐	☒	
H DEH 10A	Pre-Clinical Dental Hygiene 1 Entrance skill links needed.	☒	☐	☐	
DEH 11	Principles of Dental Hygiene	☒	☐	☐	
DEH 12A	Principles of Oral Radiology	☒	☐	☐	
DEH 12B	Oral Radiology Laboratory	☒	☐	☐	
DEH 13	Infection Control in Dentistry	☒	☐	☐	
DEH 14	Systems Analysis of Dental Anatomy, Morphology, Histology and Embryology	☒	☐	☐	
DEH 15	Head and Neck Anatomy	☒	☐	☐	
DEH 16	Preventive Dentistry	☒	☐	☐	
DEH 17	General Pathology	☒	☐	☐	
DEH 20A	Clinical Dental Hygiene	☒	☐	☐	
DEH 28	Basic and Applied Pharmacology	☒	☐	☐	
H DFT 63	Advanced Fusion 360 Outside of class hours; entrance skills.	☐	☒	☐	
H DFT 863	Advanced Fusion 360 Entrance skills.	☐	☒	☐	
EAR 200	Early Childhood and Education Work Experience	☒	☒	☒	
EAR 41	Practicum in Early Intervention/Special Education	☒	☒	☒	

Courses

Course Major Modifications

M N R Notes

EAR 43 Children with Challenging Behaviors ☒ ☒ ☒

ECO 4 Introduction to Economics ☒ ☒ ☒

H ECON C2001 Principles of Microeconomics ☒ ☒ ☒

Entrance skills. Methods of instruction has an online statement, which is what we do not normally do.

H ECON C2001H Principles of Microeconomics - Honors ☒ ☒ ☒

Entrance skills. Methods of instruction has an online statement, which is what we do not normally do.

H ECON C2002 Principles of Macroeconomics ☒ ☒ ☒

Entrance skills. Methods of instruction has an online statement, which is what we do not normally do.

H ECON C2002H Principles of Macroeconomics - Honors ☒ ☒ ☒

Entrance skills. Methods of instruction has an online statement, which is what we do not normally do.

ENGL 16 Introduction to Linguistics ☒ ☒ ☒

ESL 71 Basic Reading and Vocabulary ☒ ☒ ☒

ESL 72 Intermediate Reading and Vocabulary ☒ ☒ ☒

ESL 73 High Intermediate Reading and Vocabulary ☒ ☒ ☒

ESL 90D Special Topics in ESL: Verb Tense Review ☒ ☒ ☒

ESL 90L Special Topics in English as a Second Language: Punctuation of Phrases and Clauses ☒ ☒ ☒

ESL 90M Special Topics in English as a Second Language: Articles and Prepositions ☒ ☒ ☒

ESL 90P Special Topics in ESL: Mastering Academic Vocabulary ☒ ☒ ☒

ESL 91 Oral Skills I: Beginning Oral Communication ☒ ☒ ☒

ESL 92 Oral Skills II: Intermediate Oral Communication ☒ ☒ ☒

ESL 93 Oral Skills III: Advanced Oral Communication ☒ ☒ ☒

ESL 95 Pronunciation and Accent Reduction ☐ ☒ ☒

ETS 1 Introduction to Ethnic Studies ☒ ☒ ☒

ETS 13 Survey of Black Thought ☒ ☒ ☒

ETS 3 Introduction to African American Studies ☒ ☒ ☒

ETS 7 Women of Color in the United States ☒ ☒ ☒

Courses

Course Major Modifications

M N R Notes

ETS 8 Introduction to Black Feminism and Womanism ☒ ☒ ☒

H FIT S3 Basic Fire Fighter Academy ☒ ☐ ☐

Entrance skills with no links. Many SLOs. The lecture units calculate to 14.560.

HCA 3 Advanced Principles of Anesthesia Technology ☐ ☐ ☒

HCA 5 Anesthesia Technology Clinical Experience I ☐ ☐ ☒

HCA 6 Anesthesia Technology Clinical Experience II ☐ ☐ ☒

H HIST C1001 United States History to 1877 ☒ ☒ ☒

Minutes appear to be missing. Sections that call out the CCN in the objectives.

Course material section formatting. Outcomes/Objectives were not labeled as CCN.

Will be returned to originator.

H HIST C1001H United States History to 1877 - Honors ☒ ☒ ☒

Minutes appear to be missing. Sections that call out the CCN in the objectives.

Course material section formatting. Outcomes/Objectives were not labeled as CCN.

Will be returned to originator.

H HIST C1002 United States History since 1865 ☒ ☒ ☒

Minutes appear to be missing. Sections that call out the CCN in the objectives.

Course material section formatting. Outcomes/Objectives were not labeled as CCN.

Will be returned to originator.

H HIST C1002H United States History since 1865 - Honors ☒ ☒ ☒

Minutes appear to be missing. Sections that call out the CCN in the objectives.

Course material section formatting. Outcomes/Objectives were not labeled as CCN.

Will be returned to originator.

H HLS 1 Introduction to Homeland Security and Terrorism ☒ ☐ ☐

COR indicates GE, but this can be disregarded. Curriqunet will be removing that section of the COR. Missing minutes.

H HLS 101 Introduction to Emergency Management ☒ ☐ ☐

Missing minutes. Needs to hold for PSF-1, areas of the COR are missing.

H HLS 2 Preparedness for Emergencies, Disasters & Homeland Security Incidents ☒ ☐ ☐

Minutes; minutes do not reflect modification. Entrance skill for HLS-1.

H HLS 3 Response to Emergencies, Disasters and Homeland Security Incidents ☒ ☐ ☐

Minutes; minutes do not reflect modification. Entrance skill for HLS-1.

H HLS 4 Recovery in Emergencies, Disasters and Homeland Security Incidents ☒ ☐ ☐

Minutes; minutes do not reflect modification. Entrance skill for HLS-1.

HLS 5 Investigation of Emergencies, Disasters and Homeland Security Incidents ☒ ☐ ☐

Courses

Course Major Modifications

M N R Notes

HLS 6	Case Studies in Emergencies, Disasters and Homeland Security Incidents	☒	☐	☐	
HLS 801	Community Emergency Response Team (CERT)	☒	☐	☐	
H HLS 810 Minutes.	Basic Security Guard Training	☒	☐	☐	
H HLS 811 Minutes.	Advanced Security Guard Training	☒	☐	☐	
HLS 830	ICS 300: Intermediate Incident Command System for Expanding Incidents	☒	☐	☐	
HLS 840	ICS 400: Advanced Incident Command System for Complex Incidents	☒	☐	☐	
HMS 42	Counseling and Resources for Families	☒	☐	☐	
KIN 29	Soccer Theory	☐	☒	☒	
KIN 33	Baseball Theory	☐	☐	☒	
KIN 44A	Yoga Instructor Fundamentals	☒	☐	☒	
H KIN 44B Verifying vote reflects discipline membership.	Yoga Instructor Methodologies	☒	☐	☒	
KIN A43	T'ai-chi Ch'uan, Beginning	☐	☒	☒	
KIN A44	T'ai-chi Ch'uan, Intermediate	☐	☒	☒	
H MAG 200 Mentions online in methods of instruction.	Management Work Experience	☒	☒	☒	
MAT 39	Preparation for Calculus I	☒	☒	☒	
MAT C2210	Calculus I: Early Transcendentals	☒	☒	☒	
MAT C2210H	Calculus I: Early Transcendentals - Honors	☒	☒	☒	
MAT C2220	Calculus II: Early Transcendentals	☒	☒	☒	
MKT 20	Principles of Marketing	☒	☒	☒	
H MKT 200 Mentions online in methods of instruction. Units need to be updated.	Marketing Work Experience	☒	☒	☒	
MKT 40	Advertising	☒	☒	☒	
MKT 41	Techniques of Selling	☒	☒	☒	
MKT 42	Retail Management	☒	☒	☒	

Courses

Course Major Modifications

M N R Notes

MKT 43 Digital Marketing ☐ ☐ ☒

NNA 80 Nursing Assistant Training Program (NATP) ☐ ☐ ☒

NNA 81 Certified Home Health Aide ☐ ☐ ☒

NNA 86 Acute Care Nurse Assistant ☐ ☐ ☒

NRN 12A Nursing Learning Laboratory ☐ ☐ ☒

NRN 18 Transition Course for Advanced Placement Students ☐ ☐ ☒

NRN 18B Nursing Learning Laboratory ☐ ☐ ☒

NRN 19 Transition Course for Advanced Placement for Non-Nursing Healthcare Professionals ☐ ☐ ☒

NRN 19B Nursing Learning Laboratory ☐ ☐ ☒

NVN 42 Introductory Concepts of Vocational Nursing - Fundamentals and Mental Health ☐ ☐ ☒

NVN 44 Intermediate Concepts of Vocational Nursing - Medical/Surgical ☐ ☐ ☒

NVN 45 Advanced Concepts of Vocational Nursing - Medical/Surgical ☐ ☐ ☒

NVN 55A Vocational Nursing Practice and Nutrition Across the Lifespan ☐ ☐ ☒

PAL 200 Paralegal Studies Work Experience ☐ ☐ ☒

PHI 14 Survey of Black Thought ☐ ☐ ☒

PHO 12 Photojournalism ☐ ☐ ☒

PHO 15 Wedding and Event Photography ☐ ☐ ☒

PHO 21 Photoshop, Lightroom, and Editing for Photographers ☐ ☐ ☒

PHO 23 Introduction to Drone Photography ☐ ☐ ☒

PSYC 11 Psychology of Human Sexuality ☒ ☒ ☒

RLE 200 Real Estate Work Experience ☒ ☒ ☒

RLE 80 Real Estate Principles ☒ ☒ ☒

RLE 81 Real Estate Practices ☒ ☒ ☒

RLE 82 Legal Aspects of Real Estate ☒ ☒ ☒

Courses

Course Major Modifications

M N R Notes

RLE 83 Real Estate Finance ☒ ☒ ☒

RLE 84 Real Estate Appraisal ☒ ☒ ☒

RLE 85 Real Estate Economics ☒ ☒ ☒

RLE 86 Escrow Procedures I ☒ ☒ ☒

STAT 13 Introduction to Statistics With Embedded Support ☒ ☒ ☒

Course Minor Modifications

M N R Notes

H ACC 19 Volunteer Income Tax Assistance Training ☐ ☐ ☒

ACC 1A Principles of Accounting I ☒ ☒ ☒

ACC 1B Principles of Accounting II ☒ ☒ ☒

ACC 62 Payroll Accounting ☒ ☒ ☒

ACC 802 Monthly Procedures using QuickBooks ☒ ☒ ☒

ACC 803 Year End Procedures with QuickBooks ☒ ☒ ☒

H ACC 819 Volunteer Income Tax Assistance Training ☒ ☐ ☒

AHS 10 Modern and Contemporary Art History ☒ ☒ ☒

AHS 12 Asian Art History ☒ ☒ ☒

AHS 3 Islamic Art History ☒ ☐ ☒

AHS 5 Arts of Africa, Oceania, and Indigenous North America ☒ ☒ ☒

AHS 7 Women Artists in History ☒ ☒ ☒

AHS 8 Art History of the Photographic Image ☒ ☒ ☒

AHS 9 African Art History ☒ ☒ ☒

ANT 10 Forensic Anthropology ☒ ☒ ☒

ANT 4 Native American Cultures ☒ ☒ ☒

ASL 11 American Sign Language Interpreting I ☐ ☐ ☒

ASL 12 American Sign Language Interpreting II ☐ ☐ ☒

ASL 13 American Sign Language Interpreting III ☐ ☐ ☒

ASL 14 American Sign Language Interpreting IV/Practicum ☐ ☐ ☒

Courses

Course Minor Modifications

M N R Notes

ASL 20	Ethical and Professional Standards of Interpreting	☐	☐	☒	
ASL 22	American Deaf Culture	☒	☐	☒	
BUS 10H	Honors Introduction to Business	☒	☒	☒	
BUS 15	Street Law: An Introduction to Law and Legal Issues	☐	☐	☒	
BUS 18A	Business Law I	☒	☒	☒	
BUS 18B	Business Law II	☒	☒	☒	
BUS 813	Solopreneurs: Personal Finance and QuickBooks Quickstart	☐	☐	☒	
BUS 814	Business Skills: Professional Communication Basics	☒	☐	☒	
BUS 815	Business Skills: Professional Online Presence	☐	☐	☒	
BUS 816	Business Skills: Managing the Customer Experience	☐	☐	☒	
BUS 817	Business Skills: Professional Self-Management	☒	☐	☒	
BUS 819	Business Success Seminar	☐	☐	☒	
CAT 78A	Introduction to Adobe Photoshop	☒	☒	☐	
CAT 79	Introduction to Adobe Illustrator	☒	☒	☒	
CAT 808	Critical Thinking, Problem Solving and Decision Making	☒	☐	☒	
CAT 809	Business Writing in a Technological World	☐	☐	☒	
H CAT 898	Windows, File Management, Internet, and Canvas Basics	☐	☐	☒	
Waiting for CIS crosslisted partner.					
CHE 10	Chemistry for Everyone	☐	☒	☒	
CHE 1BH	Honors General Chemistry, II	☒	☐	☒	
CIS 100	IT Workplace Readiness	☒	☐	☒	
CIS 12	PHP Dynamic Web Site Programming	☒	☒	☒	
CIS 14A	Web Programming: JavaScript	☒	☐	☒	
CIS 1A	Introduction to Computer Information Systems	☒	☒	☒	
CIS 21	Introduction to Operating Systems	☒	☒	☒	
CIS 21A	Linux Operating System Administration	☐	☐	☒	

Courses

Course Minor Modifications

M N R Notes

CIS 25	Information and Communication Technology Essentials	☒	☐	☒	
CIS 27	Information and Network Security	☒	☐	☒	
CIS 27A	Computer Forensics Fundamentals	☒	☐	☒	
CIS 5	Programming Concepts and Methodology I:C++	☒	☒	☒	
CIS 71	UX/UI Web Design	☐	☐	☒	
CIS 72A	Introduction to Web Page Creation	☒	☐	☒	
CIS 72B	Intermediate Web Page Creation Using Cascading Style Sheets (CSS)	☒	☐	☒	
CIS 76B	Introduction to Dreamweaver	☒	☐	☒	
CIS 78A	Introduction to Adobe Photoshop	☒	☒	☒	
CIS 79	Introduction to Adobe Illustrator	☒	☒	☒	
CIS 825	Cyber Skills - Introduction to Cybersecurity	☐	☐	☒	
CIS 826	Cyber Skills - Introduction to Virtualization	☐	☐	☒	
CIS 827	Cyber Skills - Introduction to Protocol Analysis	☐	☐	☒	
CIS 830	Introduction to Python Programming: Part 1	☐	☐	☒	
CIS 831	Introduction to Python Programming: Part 2	☐	☐	☒	
CIS 832	Introduction to Python Programming: Part 3	☐	☐	☒	
CIS 834	Historical Perspective: Napier to Torvalds	☒	☐	☒	
CIS 835	Foundational Approach: Word Problems to Work Flow	☒	☐	☒	
CIS 836	Computational Tools: Calculators to Spreadsheets	☒	☐	☒	
CIS 837	Boolean Formulation: Logic to Relationships	☒	☐	☒	
CIS 838	Pseudocode and Flowcharts: Descriptive to Visual	☒	☐	☒	
CIS 839	Tools of the trade: IDE's to Backup	☒	☐	☒	
CIS 898	Windows, File Management, Internet, and Canvas Basics	☐	☐	☒	
COMM 89	Intramural Competition	☐	☐	☒	
CSC 12	PHP Dynamic Web Site Programming	☐	☒	☒	
CSC 14A	Web Programming: JavaScript	☐	☒	☒	

Courses

Course Minor Modifications

M N R Notes

CSC 5	Programming Concepts and Methodology I:C++	☐	☒	☒	
CUL 20	Fundamentals of Baking I	☐	☐	☒	
CUL 21	Fundamentals of Baking II	☐	☐	☒	
CUL 22	Cake Decorating I	☐	☐	☒	
CUL 23	Cake Decorating II	☐	☐	☒	
CUL 36	Introduction to Culinary Arts	☐	☐	☒	
CUL 37	Intermediate Culinary Arts	☐	☐	☒	
CUL 38	Advanced Culinary Arts	☐	☐	☒	
CUL 41	Fundamentals of Exploring Wine	☐	☐	☒	
CUL 50	ServSafe Food Safety	☐	☐	☒	
CUL 824	The Art Of Garde Manger	☐	☐	☒	
CUL 850	ServSafe Food Safety	☐	☐	☒	
CUL 875	Introduction to Math for Baking Professionals	☐	☐	☒	
CUL 876	Introduction to Cost Control for Professional Bakers	☐	☐	☒	
CUL 877	Baker's Percentages and Recipe Conversion	☐	☐	☒	
CUL 878	Cost Control for Baking & Pastry	☐	☐	☒	
DAN 12	Kinesiology for Pilates/Dance	☐	☐	☒	
DAN 6	Dance Appreciation	☒	☒	☒	
DAN 6H	Honors Dance Appreciation	☐	☒	☒	
DAN D10	Dance Performance	☐	☐	☒	
DAN D20	Introduction to Social Dance	☐	☒	☒	
DAN D22	Ballet, Intermediate	☐	☐	☒	
DAN D23	Ballet, Advanced	☐	☐	☒	
DAN D26	Mexican Ballet Folklorico	☐	☐	☒	
DAN D29	Celebrate Dance Rehearsal	☐	☐	☒	
DAN D30A	Tango	☐	☐	☒	
DAN D30C	Latin Social Dance	☐	☐	☒	

Courses

Course Minor Modifications

M N R Notes

DAN D31 Hip-Hop Dance, Beginning ☒ ☒ ☒

DAN D31B Hip-Hop Dance - Intermediate ☐ ☐ ☒

DAN D32 Jazz, Beginning ☐ ☒ ☒

DAN D33 Jazz, Intermediate ☐ ☐ ☒

DAN D34 Jazz, Advanced ☐ ☐ ☒

DAN D35 Dance Repertoire, Hip-Hop ☐ ☐ ☒

DAN D37 Modern Dance, Beginning ☒ ☒ ☒

DAN D38 Modern Dance, Intermediate ☐ ☐ ☒

DAN D39 Modern Dance, Advanced ☐ ☐ ☒

DAN D43 Tap, Beginning ☐ ☐ ☒

DAN D44 Tap, Intermediate ☐ ☐ ☒

DAN D46 Pilates Mat Work ☐ ☒ ☒

DAN D48 Universal Reformer Technique ☐ ☐ ☒

DAN D49 Pilates, Intermediate ☐ ☐ ☒

DAN D5 Summer Showcase Dance Performance ☐ ☐ ☒

DAN D50 Pilates for Dancers ☐ ☐ ☒

DAN D51 Pilates, Advanced ☐ ☐ ☒

DAN D60 Musical Theater Dance ☐ ☐ ☒

DAN D9 Performance Lab ☐ ☐ ☒

DEH 10B Pre-Clinical Dental Hygiene ☒ ☐ ☐

DEH 19 Pain Control ☒ ☐ ☐

DEH 20B Clinical Dental Hygiene ☒ ☐ ☐

DEH 21 Clinical Seminar ☒ ☐ ☐

DEH 22 Oral Radiology Interpretation ☒ ☐ ☐

DEH 23 Introduction to Periodontology ☒ ☐ ☐

DEH 24 Ethics ☒ ☐ ☐

DEH 25 Medical and Dental Emergencies ☒ ☐ ☐

Courses

Course Minor Modifications

M N R Notes

DEH 26	Dental Treatment of Geriatric and Medically Compromised Patients	☒	☐	☐	
DEH 27	Oral Pathology	☒	☐	☐	
DEH 30A	Clinical Dental Hygiene	☒	☐	☐	
DEH 30B	Clinical Dental Hygiene	☒	☐	☐	
DEH 31	Clinical Seminar	☒	☐	☐	
DEH 32	Dental Materials	☒	☐	☐	
DEH 33	Periodontology	☒	☐	☐	
DEH 34	Cultural Diversity in Healthcare	☒	☐	☐	
DEH 35	Community Dental Health Education Practicum	☒	☐	☐	
DEH 36	Research Methodology	☒	☐	☐	
DEH 37	Nutrition in Dentistry	☒	☐	☐	
DEH 40	Clinical Dental Hygiene	☒	☐	☐	
DEH 41	Clinical Seminar	☒	☐	☐	
DEH 42	Practice Management and Jurisprudence	☒	☐	☐	
DEH 43	Advanced Periodontology	☒	☐	☐	
DEH 44	Community Dental Health Education	☒	☐	☐	
DEH 45	Community Dental Health Education Practicum	☒	☐	☐	
DEH 46	Advanced Topics in Dental Hygiene	☒	☐	☐	
H DFT 21 No minutes.	Drafting	☐	☒	☐	
EAR 19	Observation and Assessment in Early Childhood Education	☒	☒	☒	
EAR 20	Child Growth and Development	☒	☒	☒	
EAR 24	Introduction to Curriculum	☒	☒	☒	
EAR 25	Teaching in a Diverse Society	☒	☒	☒	
EAR 26	Health, Safety and Nutrition	☒	☒	☒	
EAR 28	Principles and Practices of Teaching Young Children	☒	☒	☒	

Courses

Course Minor Modifications

		M	N	R	Notes
EAR 30	Practicum in Early Childhood Education	☒	☒	☒	
EAR 33	Infant and Toddler Development	☒	☒	☒	
EAR 34	Infant and Toddler Care and Education	☒	☒	☒	
EAR 35	Practicum in Infant and Toddler Care	☒	☐	☒	
EAR 38	Adult Supervision and Mentoring in Early Care and Education	☒	☒	☒	
EAR 40	Introduction to Children with Special Needs	☒	☒	☒	
EAR 42	Child, Family, and Community	☒	☒	☒	
EAR 44	Administration I: Programs in Early Childhood Education	☒	☒	☒	
EAR 45	Administration II: Personnel and Leadership in Early Childhood Education	☒	☒	☒	
EAR 46	Curriculum and Strategies for Children with Special Needs	☒	☒	☒	
EAR 47	Childhood Stress and Trauma	☒	☒	☒	
EDU 1	Introduction to Elementary Classroom Teaching	☒	☒	☒	
EDU 10	Introduction to Education Studies	☐	☐	☒	
EDU 51	Introduction to Leadership	☒	☐	☒	
ENE 21	Drafting	☐	☒	☐	
ENGL 10	Special Studies in Literature	☒	☒	☒	
ESL 801	ESL Support for Career and Technical Programs	☐	☒	☒	
ETS 21	Latinx Politics	☒	☒	☒	
FIT 4	Building Construction for Fire Protection	☒	☐	☐	
GEG 6	Geography of the United States and Canada	☐	☒	☒	
H GEO 32	Regional Field Studies in Geology	☐	☐	☒	
Missing entrance skill.					
HCA 1	Professional Aspects of Anesthesia Technology	☐	☐	☒	
HCA 2	Basic Principles of Anesthesia Technology	☐	☐	☒	
HCA 4	Anesthesia Technology Pharmacology	☐	☐	☒	

Courses

Course Minor Modifications

M N R Notes

HCA 7 Anesthesia Technology Case Study Development and Program Review ☐ ☐ ☒

H HLS 5 Investigation of Emergencies, Disasters and Homeland Security Incidents ☒ ☐ ☐

No minutes and HLS entry skill link is needed. May need to be relaunched as a major mod.

KIN 16 Introduction to Athletic Training ☐ ☒ ☒

KIN 17 Athletic Training, Fall Sports, Lower Extremity ☐ ☐ ☒

KIN 18 Athletic Training, Spring Sports, Upper Extremity ☐ ☐ ☒

KIN 19 Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip ☐ ☐ ☒

KIN 20 Athletic Training, Spring Sports, General Medical ☐ ☐ ☒

KIN 21A Athletic Training Applications A ☐ ☐ ☒

KIN 21B Athletic Training Applications B ☐ ☐ ☒

KIN 21C Athletic Training Applications C ☐ ☐ ☒

KIN 21D Athletic Training Applications D ☐ ☐ ☒

KIN 35 Foundation for Fitness and Wellness ☒ ☒ ☒

KIN 45 Group Fitness Instructor ☐ ☐ ☒

KIN A64A Soccer, Beginning ☒ ☒ ☒

KIN A64B Soccer, Intermediate ☒ ☒ ☒

KIN A64C Soccer, Advanced ☒ ☒ ☒

H KIN A71 Beach Volleyball ☐ ☐ ☒

Minutes do not include that class.

KIN A75A Walking for Fitness: Beginning ☒ ☒ ☒

KIN A77A Jogging for Fitness, Beginning ☐ ☒ ☒

KIN A77B Jogging for Fitness, Intermediate ☐ ☒ ☒

KIN A77C Jogging for Fitness, Advanced ☐ ☒ ☒

KIN V20 Basketball, Varsity, Women ☐ ☐ ☒

KIN V82 Speed, Agility, and Quickness Training ☐ ☐ ☒

MAT 2 Differential Equations ☒ ☒ ☒

Courses

Course Minor Modifications

M N R Notes

MAT 3 Linear Algebra ☒ ☒ ☒

MDA 100 Medical Assisting Externship ☒ ☐ ☐

NNA 79 Medical Terminology for Healthcare Professionals ☐ ☐ ☒

NNA 80B Nursing Learning Laboratory ☐ ☐ ☒

NRN 11A Nursing Learning Laboratory ☐ ☐ ☒

NRN 11B Nursing Learning Laboratory ☐ ☐ ☒

NRN 11C Nursing Learning Laboratory ☐ ☐ ☒

NRN 12B Nursing Learning Laboratory ☐ ☐ ☒

NRN 12C Nursing Learning Laboratory ☐ ☐ ☒

NRN 21A Nursing Learning Laboratory ☐ ☐ ☒

NRN 21B Nursing Learning Laboratory ☐ ☐ ☒

NRN 21C Nursing Learning Laboratory ☐ ☐ ☒

NRN 22A Nursing Learning Laboratory ☐ ☐ ☒

NRN 22B Nursing Learning Laboratory ☐ ☐ ☒

NRN 22C Nursing Learning Laboratory ☐ ☐ ☒

NRN 6 Nursing Learning Laboratory ☐ ☐ ☒

NRN 7 Nursing Learning Laboratory ☐ ☐ ☒

NRN 8 Nursing Learning Laboratory ☐ ☐ ☒

NRN 93 Calculations for Healthcare Providers ☐ ☐ ☒

NVN 42A Nursing Learning Laboratory ☐ ☐ ☒

NVN 42B Nursing Learning Laboratory ☐ ☐ ☒

NVN 42C Nursing Learning Laboratory ☐ ☐ ☒

NVN 44A Nursing Learning Laboratory ☐ ☐ ☒

NVN 44B Nursing Learning Laboratory ☐ ☐ ☒

NVN 44C Nursing Learning Laboratory ☐ ☐ ☒

NVN 55B Principles of Pathophysiology ☐ ☐ ☒

NXN 78 Pharmacology in Clinical Nursing Practice ☐ ☐ ☒

Courses

Course Minor Modifications

M N R Notes

NXN 84	Preparing for Success in Nursing School	☐	☐	☒	
PAL 10	Introduction to Paralegal Studies	☐	☐	☒	
PAL 14	Legal Ethics	☐	☐	☒	
PAL 64	Legal Research and Computer Applications	☐	☐	☒	
PAL 65	Law Office Technology	☐	☐	☒	
PAL 68	Civil Litigation and Procedures I	☐	☐	☒	
PAL 70	Law Office Policies, Procedures and Ethics	☐	☐	☒	
PAL 72	Legal Analysis and Writing	☐	☐	☒	
PAL 78	Civil Litigation and Procedures II	☐	☐	☒	
PAL 80	Internship Project	☐	☐	☒	
PAL 81	Bankruptcy Law and Procedures	☐	☐	☒	
PAL 82	Immigration Law, Practice and Procedures	☐	☐	☒	
PAL 83	Estate Planning and Probate Procedures	☐	☐	☒	
PAL 84	Criminal Law and Procedure	☐	☐	☒	
PAL 85	Family Law and Procedures	☐	☐	☒	
PAL 86	Tort Law and Alternative Dispute Resolution	☐	☐	☒	
PAL 87	Trial Practice Preparation and Procedures	☐	☐	☒	
PAL 89	Sports Management and Entertainment Law	☐	☐	☒	
PAL 90	E-Discovery and Litigation Support Applications	☐	☐	☒	
PDS 801	Leadership Skills	☒	☒	☒	
PDS 802	Supervisory Skills	☒	☒	☒	
PDS 803	Increasing Productivity	☒	☒	☒	
PDS 805	Difficult Conversations	☒	☒	☒	
PDS 806	The Art of Negotiating and Collaborating	☒	☒	☒	
PDS 807	Personality Styles and Difficult Relationships	☒	☒	☒	
PDS 808	Critical Thinking, Problem Solving and Decision Making	☒	☒	☒	
PDS 809	Business Writing in a Technological World	☒	☒	☒	

Courses

Course Minor Modifications

M N R Notes

PDS 810 Time Management ☒ ☒ ☒

PDS 811 High Impact Presentations and Proposals for the Work Place ☒ ☒ ☒

PDS 812 Workplace Communication Strategies ☒ ☒ ☒

PDS 813 Best Practices in Customer Service ☒ ☒ ☒

PDS 814 Closing Techniques That Win the Sale ☒ ☒ ☒

PDS 815 Winning Sales Scripts ☒ ☒ ☒

PDS 816 Personal Finance ☒ ☒ ☒

PDS 817 Financial Future ☒ ☒ ☒

PDS 818 The Successful Job Search ☒ ☒ ☒

PHO 11 Commercial and Advertising Photography ☐ ☐ ☒

PHO 14 Lighting for Photographers ☐ ☐ ☒

PHO 19 Color Correction and the Photographic Portfolio ☐ ☐ ☒

PHO 20 Introduction to Digital Photography ☒ ☒ ☒

PHO 22 Photography for Social Media ☐ ☐ ☒

PHO 27 Forensic & Crime Scene Photography ☐ ☒ ☒

PHO 67 Business Practices for Photographers ☒ ☐ ☒

PHO 7 Medium and Large Format Film Photography ☐ ☐ ☒

PHO 9 Intermediate Photography ☐ ☐ ☒

POLS 10 International Organizations ☐ ☐ ☒

POLS 17 Politics of Developing Countries ☐ ☐ ☒

POLS 21 Latinx Politics ☒ ☒ ☒

SCE 809 Computer Basics for Lifelong Learners ☐ ☐ ☒

SCE 811 Drawing and Painting for Lifelong Learners ☐ ☐ ☒

SCE 813 Healthy Aging for Lifelong Learners ☐ ☐ ☒

SCE 830 Mature Driver Improvement for Lifelong Learners ☐ ☐ ☒

SCE 840 Craft Design for Lifelong Learners ☐ ☐ ☒

Courses

Course Minor Modifications

M N R Notes

SPA 51 [Introductory Listening Comprehension I](#)

☐ ☐ ☒

Distance Education

M N R Notes

H ADM 66DE [Visual Storytelling](#)

Regular effective content is blank.

☐ ☐ ☒

ANT 1DX CRC [Physical Anthropology](#)

☐ ☐ ☐

ANT 1LDX CRC [Physical Anthropology Laboratory](#)

☐ ☐ ☐

AUB 81DX [Advanced Collision Repair Techniques](#)

☐ ☐ ☒

AUB 82DX [Introduction to Powder Coating](#)

☐ ☐ ☒

AUB 83DX [Advanced Powder Coating Techniques](#)

☐ ☐ ☒

CIS 910DE [Introduction to Canvas: Essentials for Online Learning](#)

☐ ☐ ☐

CIS 911DE [Intermediate Canvas: Communicating and Interacting in Canvas](#)

☐ ☐ ☐

CIS 912DE [Advanced Canvas: Assignments and Quizzes](#)

☐ ☐ ☐

PSYC 9HDE [Developmental Psychology Honors](#)

☐ ☐ ☐

Distance Education Modifications

M N R Notes

EAR 20DE [Child Growth and Development](#)

☒ ☒ ☒

EAR 24DE [Introduction to Curriculum](#)

☐ ☐ ☐

EAR 25DE [Teaching in a Diverse Society](#)

☐ ☐ ☐

EAR 26DE [Health, Safety and Nutrition](#)

☒ ☒ ☒

EAR 28DE [Principles and Practices of Teaching Young Children](#)

☒ ☒ ☒

EAR 33DE [Infant and Toddler Development](#)

☒ ☒ ☒

EAR 34DE2 [Infant and Toddler Care and Education](#)

☒ ☒ ☒

EAR 38DE [Adult Supervision and Mentoring in Early Care and Education](#)

☒ ☒ ☒

EAR 40DE [Introduction to Children with Special Needs](#)

☒ ☒ ☒

EAR 42DE [Child, Family, and Community](#)

☒ ☒ ☒

EAR 43DE2 [Children with Challenging Behavior](#)

☒ ☒ ☒

Courses

Distance Education Modifications

M N R Notes

EAR 44DE Administration I: Programs in Early Childhood Education ☒ ☒ ☒

EAR 45DE Administration II Personnel and Leadership ☒ ☒ ☒

EAR 47DE Childhood Stress and Trauma ☒ ☒ ☒

H KIN 10DE Introduction to Kinesiology ☒ ☒ ☒
Holding to verify minutes.

New Courses

M N R Notes

ACC 307 Public Safety Finance ☒ ☐ ☐

ACC 68 Taxation of Business Entities and Fiduciaries ☐ ☐ ☒

ADJ RQ01 POST Requalification Course ☒ ☐ ☐

ALR 803 Reading for Academic and Lifelong Literacy ☒ ☐ ☐

H AUB 81 Advanced Collision Repair Techniques ☐ ☐ ☒
Entrance skills aren't linked, formatting.

H AUB 82 Introduction to Powder Coating ☐ ☐ ☒
Formatting. Pre-req and advisory skills.

H AUB 83 Advanced Powder Coating Techniques ☐ ☐ ☒
Formatting. Areas are blank.

CIS 910 Introduction to Canvas: Essentials for Online Learning ☐ ☐ ☒

CIS 911 Intermediate Canvas: Communicating and Interacting in Canvas ☐ ☐ ☒

CIS 912 Advanced Canvas: Assignments and Quizzes ☐ ☐ ☒

DAN D15 Ballet Ensemble ☐ ☐ ☒

ENGL 304 Writing for Government ☒ ☐ ☐

ESL 871 Basic Reading and Vocabulary ☒ ☒ ☒

ESL 872 Intermediate Reading and Vocabulary ☐ ☐ ☒

ESL 873 High Intermediate Reading and Vocabulary ☐ ☐ ☒

ESL 890D Special Topics in ESL: Verb Tense Review ☒ ☒ ☒

ESL 890L Special Topics in English as a Second Language: Punctuation of Phrases and Clauses ☒ ☒ ☒

ESL 890M Special Topics in English as a Second Language: Articles and Prepositions ☒ ☒ ☒

Courses

New Courses

		M	N	R	Notes
ESL 890P	Special Topics in ESL: Mastering Academic Vocabulary	☒	☒	☒	
ESL 891	Oral Skills I: Beginning Oral Communication	☐	☐	☒	
ESL 892	Oral Skills II: Intermediate Oral Communication	☐	☐	☒	
ESL 893	Oral Skills III: Advanced Oral Communication	☐	☐	☒	
ESL 895	Pronunciation and Accent Reduction	☐	☒	☒	
ETS 4	Introduction to Chicana/o/x and Latina/o/x Studies	☒	☒	☒	
GEG 305	Science of Natural Hazards and Disasters	☒	☐	☐	
GEG 9	Introduction to Environmental Remote Sensing and Image Analysis	☒	☐	☒	
HMS 63	Addiction Prevention, Intervention, and Recovery	☒	☐	☐	
H KIN V16	Flag Football, Varsity, Women	☒	☒	☒	
This course has overhang units that would go unfunded. Holding for further discussion. All KIN V courses have overhang units.					
MAT 11E	College Algebra with Support	☒	☒	☒	
MAT 1AE	Calculus I: Early Transcendentals – Embedded Support	☒	☒	☒	
MAT 25E	Mathematics for the Liberal Arts Student with Embedded Support	☒	☒	☒	
MAT 5E	Calculus for Business and Life Science with Embedded Support	☒	☒	☒	
MAT 9E	STEM College Algebra with Embedded Support	☒	☒	☒	
PHO 24	Creative Drone Photography	☐	☐	☒	
PHO 25	Drone Photography for Public Service	☐	☐	☒	
PHO 30	Storytelling and Composition in Photography	☐	☐	☒	
PHO 31	Photography Presentation and Gallery Prep	☐	☐	☒	
PHO 32	Practical Visual Effects for Photography	☐	☐	☒	
PHO 33	Food and Product Photography	☐	☐	☒	
PHO 38	Creative Photography	☐	☐	☒	
PHO 6	Experimental and Alternative Process Photography	☐	☐	☒	
PHO 66	Self-Promotion For Photographers	☐	☐	☒	

Courses

New Courses

M N R Notes

H PSF 101 **Introduction to Emergency Management** ☒ ☐ ☐

Holding for cross listed partner.

H PSF 2 **Preparedness for Emergencies, Disasters & Homeland Security Incidents** ☒ ☐ ☐

Holding for cross listed partner.

H PSF 3 **Response to Emergencies, Disasters and Homeland Security Incidents** ☒ ☐ ☐

Holding for cross listed partner.

H PSF 301 **Leadership and Ethics in Public Safety** ☒ ☐ ☐

Prerequisites should reflect lower division course work being applied in upper division courses.

H PSF 302 **Media, Crisis and Public Communications** ☒ ☐ ☐

Prerequisites should reflect lower division course work being applied in upper division courses. Sample reading assignments could be further developed. Sample assignment is meant to be a sample, not a description of what you would do, but an actual sample. This helps display the rigor of the class.

H PSF 308 **Information Systems in Emergency Management** ☒ ☐ ☐

Prerequisites should reflect lower division course work being applied in upper division courses. Sample reading assignments could be further developed. Sample assignment is meant to be a sample, not a description of what you would do, but an actual sample. This helps display the rigor of the class.

H PSF 309 **Human Resources in Public Safety Management** ☒ ☐ ☐

Prerequisites should reflect lower division course work being applied in upper division courses.

H PSF 310 **Emergency Exercise Design and Evaluation** ☒ ☐ ☐

Prerequisites should reflect lower division course work being applied in upper division courses.

PSF 311 **Whole Community Approach – Government Partners, Non-Profit and Allied Organizations in Public Safety** ☒ ☐ ☐

H PSF 312 **Grants Management in Emergency Management** ☒ ☐ ☐

Prerequisites should reflect lower division course work being applied in upper division courses.

H PSF 313 **Public Health and Disasters** ☒ ☐ ☐

Prerequisites should reflect lower division course work being applied in upper division courses.

H PSF 314 **Research Methods and Analytical Techniques for Public Safety Management** ☒ ☐ ☐

Question regarding whether this course belongs in the PSF or STAT discipline based on the content. Could any PSF faculty member teach the statistics material? If the statistics work is lower division, perhaps the application of the lower division course work is PSF if nature, and the COR can be updated to reflect this.

PSF 315 **Emergency Management Capstone** ☒ ☐ ☐

Courses

New Courses

		M	N	R	Notes
	PSF 316	Emergency Management Internship		☒ ☐ ☐	
H	PSF 4	Recovery in Emergencies, Disasters and Homeland Security Incidents		☒ ☐ ☐	
	PSF 5	Investigation of Emergencies, Disasters and Homeland Security Incidents		☒ ☐ ☐	
	PSF 6	Case Studies in Emergencies, Disasters and Homeland Security Incidents		☒ ☐ ☐	
H	PSF 8	Public Administration for Public Safety Leaders		☒ ☐ ☐	
	PSF 801	Community Emergency Response Team (CERT)		☒ ☐ ☐	
H	PSF 810	Basic Security Guard Training		☒ ☐ ☐	
H	PSF 811	Advanced Security Guard Training		☒ ☐ ☐	
	PSF 830	ICS 300: Intermediate Incident Command System for Expanding Incidents		☒ ☐ ☐	
	PSF 840	ICS 400: Advanced Incident Command System for Complex Incidents		☒ ☐ ☐	
H	PSYC 2H	Honors Biological Psychology		☐ ☒ ☒	This course is not supposed to be offered at Moreno Valley. Brian will check if Norco intends to hold it. GESLOs do not match PSYC-2.
	PSYC 306	Psychology of Disaster		☒ ☐ ☐	
	PSYC 42	Forensic and Legal Psychology		☒ ☒ ☒	
	PSYC 9H	Developmental Psychology - Honors		☒ ☐ ☐	
	SCE 822	Self-Expression for Older Adults		☐ ☐ ☒	
H	THE 60	Acting for Non-Majors		☐ ☐ ☒	Large number of GESLOs. Kelly will work with faculty.
H	THE 70	Drama in the Classroom		☐ ☐ ☒	Large number of GESLOs. Kelly will work with faculty. Content may need more development to show the theatre routes as opposed to education routes.

Disciplines

Discipline Discontinuance

		M	N	R	Notes
	PHS	Physical Science		☒ ☐ ☐	

Programs

New Programs

M N R Notes

ADT

H BIO Nutrition and Dietetics ☒ ☐ ☐

Is this interdisciplinary? The core disciplines should have had a conversation.

Bachelor of Science

H PSF Emergency Management ☒ ☐ ☐

Holding for courses. The catalog description states "interdisciplinary" but this is a PSF degree.

Certificate

ADM Design Agency Experience ☐ ☐ ☒

ENGL Global Studies ☒ ☐ ☐

ENGL Global Studies ☐ ☒ ☐

ENGL Global Studies ☐ ☐ ☒

Degree & Certificate

PHO Creative Photography ☐ ☐ ☒

PHO Drone Photography ☐ ☐ ☒

Non-Credit Certificate

ESL Intermediate American College English ☐ ☐ ☒

ESL Medical Terminology for English Language Learners ☐ ☐ ☒

Program Modifications

M N R Notes

ADT

ENGL English ☐ ☐ ☒

GEG Geography ☒ ☐ ☐

POLS Political Science ☒ ☐ ☐

SJS Social Justice Studies ☐ ☒ ☐

Certificate

BUS Small Business Accounting ☒ ☐ ☐

BUS Small Business Payroll Accounting ☒ ☐ ☐

H BUS Business Administration: General Business Specialized Area ☐ ☐ ☒

Question regarding use of the word credential in the title.

H BUS Business Administration: Global Business Specialized Area ☐ ☐ ☒

Question regarding use of the word credential in the title.

Programs

Program Modifications

M N R Notes

Certificate

H BUS Business Administration: Human Resources Specialized Area ☐ ☐ ☒

Question regarding use of the word credential in the title. Waiting for regional consortium recommendation.

H BUS Business Administration: Management Specialized Area ☐ ☐ ☒

Question regarding use of the word credential in the title.

CIS Web Master - Web Designer ☐ ☐ ☒

CIS Web Master - Web Developer ☐ ☐ ☒

HMS Behavioral Therapist ☒ ☐ ☐

HMS Child Welfare and Family Studies ☒ ☐ ☐

HMS Military Social Work ☒ ☐ ☐

HMS Multicultural Counseling & Advocacy Resources ☒ ☐ ☐

HMS Social Justice System Studies ☒ ☐ ☐

H MKT Business Administration: Marketing Specialized Area Credential ☐ ☐ ☒

Question regarding use of the word credential in the title.

PHO Crime Scene Photography Essentials ☐ ☐ ☒

Degree

H CIS Information Technology (IT) Cybersecurity ☒ ☐ ☐

Holding for BUS-24 exclusion.

Degree & Certificate

H AUB Automotive Collision Repair ☐ ☐ ☒

Holding for AUB new courses.

H AUB Automotive Refinishing and Paint ☐ ☐ ☒

Holding for AUB new courses.

H AUB Automotive Trim and Upholstery ☐ ☐ ☒

Holding for AUB new courses.

BUS Business Administration: Accounting Concentration ☐ ☐ ☒

H BUS Business Administration: Marketing Concentration ☐ ☐ ☒

Minutes appear to be missing.

CIS Simulation and Gaming: Game Art ☒ ☐ ☐

HMS Drug and Alcohol Studies ☒ ☐ ☐

HMS Social Work, Human Services, & Counseling Practices ☒ ☐ ☐

Programs

Program Modifications

M N R Notes

Degree & Certificate

MDA	Transcriptionist/Health Documentation Specialist	☒	☐	☐	
PHO	Entrepreneurial Photography	☐	☐	☒	
PHO	Photography	☐	☐	☒	

Non-Credit Certificate

ESL	Advanced American College English	☐	☐	☒	
ESL	Beginning American College English	☐	☐	☒	

Technical Review - Curriculum Proposals

Proposals for Review for 10/21/2025

Courses

Course Deletions

		M	N	R	Discussion	Action
H	ACC 61 Rationale: ACC 1B covers the main concepts of Cost Accounting.			☒	Holding for NOR Business Admin ACC program.	
	CAT 200 Rationale: Course has never been offered due to the constraints of the old outline. Consolidating the course under CIS.	☒	☒	☒		
	CAT 36BDE Rationale:	☐	☐	☐		
	CAT 37DE Rationale: Two-Year CTE Review-program and course deletion	☐	☐	☒		
	CAT 38DE Rationale: course and program deletion	☐	☐	☒		
	CIS 1B Rationale: Course has not been offered in the last 4 years. Course deletion based on sunset policy.	☒	☐	☐		
	CIS 22 Rationale: Course has not been offered in the last 4 years. Course deletion due to sunset policy.	☒	☐	☐		
	CIS 4 Rationale: Course has not been offered in the last 4 years. Course deletion.	☒	☐	☐		
	CIS 54A Rationale: Course has not been offered in the last 4 years. Course deletion based on sunset policy.	☒	☐	☐		
	CIS 65 Rationale: Courses has not been offered over the last four years. Course deletion due to sunset policy.	☒	☐	☐		
	CIS 76A Rationale: Course deletion due to not being offered in the last 4 years, based on sunset policy.	☒	☐	☐		

Courses

Course Deletions

M N R Discussion

Action

CIS 810 [Cloud Computing Fundamentals](#) ☒ ☐ ☐

Rationale: Course is a stand-alone course and has not been offered in the last 3 years, needs to be deleted.

CIS 897A [Windows Operating System and Internet Literacy](#) ☒ ☐ ☐

Rationale: Course has not been offered in the last three years. The course is on the sunset list and needs to be deleted.

CIS 897B [Linux Operating System and Internet Literacy](#) ☒ ☐ ☐

Rationale: Course has not been offered in the last three years. The course is on the sunset list and needs to be deleted.

CIS 897C [Mac Operating System and Internet Literacy](#) ☒ ☐ ☐

Rationale: Course has not been offered in the last three years. The course is on the sunset list and needs to be deleted.

CMI 82 [Intermediate Legal Interpreting](#) ☒ ☐ ☐

Rationale: This course has not been offered in several years and there are no foreseeable intentions to offer it in the near future.

COMM 5 [Parliamentary Procedure](#) ☐ ☐ ☒

Rationale: This course has not been taught since prior to 2019. In department discussions, we did not see this course being taught in the near future.

COMM 51 [Enhancing Communication Skills](#) ☐ ☐ ☒

Rationale: This course has not been taught since spring of 2021. After department discussions, we assessed that the course is not likely to be taught in the near future, and agreed to have it deleted in order to meet discipline course compliance requirements.

COMM 85A [Communication Studies Clinic](#) ☐ ☐ ☒

Rationale: COMM-85A - Communication Studies Clinic has not been taught since Spring 2020. The department discussed if we were planning to have this course in the near future, and decided that for now, our students are served by ILA 800 instead. As a department, we voted to delete this course. This is a riv only course.

Courses

Course Deletions

M N R Discussion

Action

COMM 85B [Communication Studies Clinic II](#) ☐ ☐ ☒

Rationale: COMM-85B - Communication Studies Clinic II, has not been taught since Spring 2020. The department discussed if this course would be taught in the near future, and decided against it given less than ideal enrollment. Further, our students are served by ILA 800. As a department, we voted to delete this course. This is a riv only course.

CUL 842 [International Cuisine](#) ☐ ☐ ☒

Rationale: This course is no longer being offered.

EDU 200 [Education Work Experience](#) ☒ ☐ ☒

Rationale: This class is no longer offered, instead will be cross- disciplined with EAR 200

ESL 810 [IT Workplace Language Support](#) ☒ ☐ ☒

Rationale: These courses were developed prior to the pandemic when language learners were struggling to access technology. ESL 810 and ESL 811 were originally developed prior to the COVID-19 pandemic to serve beginning-level ESL students who lacked basic computer skills. The primary objectives of these courses were to introduce fundamental digital literacy concepts and essential computer-related vocabulary (e.g., “keyboard,” “Tab,” “indent”) within the context of early language acquisition and to help ESL students explore computer related CTE fields. In the post-pandemic academic environment, incoming ESL students—regardless of English proficiency level—demonstrate a markedly higher degree of digital literacy. The widespread adoption of remote learning during the pandemic significantly accelerated students’ familiarity with computers and related technologies. Consequently, the original intent of these courses no longer aligns with the current skill levels and educational needs of the ESL student population. Given this shift, ESL 810 and ESL 811 are no longer pedagogically necessary, and their continued offering does not reflect the present realities of the student body. For these reasons, it is recommended that both courses, and the corresponding noncredit certificate be formally discontinued.

Courses

Course Deletions

M N R Discussion

Action

ESL 811 **Basic Computer and Technology Language Support** ☒ ☐ ☒

Rationale: These courses were developed prior to the pandemic when language learners were struggling to access technology. ESL 810 and ESL 811 were originally developed prior to the COVID-19 pandemic to serve beginning-level ESL students who lacked basic computer skills. The primary objectives of these courses were to introduce fundamental digital literacy concepts and essential computer-related vocabulary (e.g., “keyboard,” “Tab,” “indent”) within the context of early language acquisition and to help ESL students explore computer-related CTE fields. In the post-pandemic academic environment, incoming ESL students—regardless of English proficiency level—demonstrate a markedly higher degree of digital literacy. The widespread adoption of remote learning during the pandemic significantly accelerated students’ familiarity with computers and related technologies. Consequently, the original intent of these courses no longer aligns with the current skill levels and educational needs of the ESL student population. Given this shift, ESL 810 and ESL 811 are no longer pedagogically necessary, and their continued offering does not reflect the present realities of the student body. For these reasons, it is recommended that both courses, and the corresponding noncredit certificate be formally discontinued.

EST 10 **Industrial Calculations** ☐ ☐ ☒

Rationale: The course is being deleted as the program has been discontinued.

EST 15 **Zero Net Energy Building Science** ☐ ☐ ☒

Rationale: The course is being deleted as the program has been discontinued.

EST 20 **California Energy Codes** ☐ ☐ ☒

Rationale: The course is being deleted as the program has been discontinued.

EST 200 **Energy Systems Technology Work Experience** ☐ ☐ ☒

Rationale: The course is being deleted as the program has been discontinued.

EST 21 **California Building Codes** ☐ ☐ ☒

Rationale: The course is being deleted as the program has been discontinued.

EST 23 **California Plumbing Codes** ☐ ☐ ☒

Rationale: The course is being deleted as the program has been discontinued.

EST 24 **California Electrical Codes** ☐ ☐ ☒

Rationale: The course is being deleted as the program has been discontinued.

Courses

Course Deletions

		M	N	R	Discussion	Action
EST 25	California Residential Codes	☐	☐	☒		
Rationale:	The course is being deleted as the program has been discontinued.					
EST 26	California Fire Codes	☐	☐	☒		
Rationale:	The course is being deleted as the program has been discontinued.					
EST 30	Architectural Blueprint Reading	☐	☐	☒		
Rationale:	The course is being deleted as the program has been discontinued.					
EST 32	Architectural Practice I	☐	☐	☒		
Rationale:	The course is being deleted as the program has been discontinued.					
EST 33	Materials of Construction	☐	☐	☒		
Rationale:	The course is being deleted as the program has been discontinued.					
ETS 50	Introduction to African American Families and Populations	☒	☐	☐		
Rationale:	Upon review of the Course Outline of Record for ETS 50, we respectfully request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 50, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.					
ETS 51	Introduction to Latina and Latino American Families and Populations	☒	☐	☐		
Rationale:	Upon review of the Course Outline of Record for ETS 51, Ethnic Studies faculty request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 51, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.					
ETS 52	Introduction to Asian American Families and Populations	☒	☐	☐		
Rationale:	Upon review of the Course Outline of Record for ETS 52, Ethnic Studies faculty request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 52, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.					
ETS 53	Introduction to Native American Families and Populations	☒	☐	☐		
Rationale:	Upon review of the Course Outline of Record for ETS 53, Ethnic Studies faculty request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 53, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.					
GUI 48A	College Success Strategies-Study Skills	☒	☐	☐		
Rationale:	No plans to offer this course within the next two academic years					

Courses

Course Deletions

M N R Discussion

Action

HMS 14 **Job Development** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

HMS 34 **Counseling Emotionally Disabled Students** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

HMS 35 **Counseling Students with a Learning Disability** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

HMS 37 **Counseling Clients with Disabilities** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

HMS 40 **Counseling Youth and Adolescents** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

HMS 45 **Counseling Youth on Probation** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

HMS 49 **Careers in Social Work - Counseling Athletes** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

HMS 70 **Social Work Administration Studies - Non-Profit Organizations** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

HMS 72 **Social Work Administration Studies - Social Welfare Policy** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

HMS 73 **Social Work Administration Studies - Administration in Social Work** ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

Courses

Course Deletions

M N R Discussion

Action

HMS 74 [Social Work Administration Studies - Social Work Theory](#) ☒ ☐ ☐

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

MDA 58B [Advanced Medical Transcription](#) ☒ ☐ ☐

Rationale: The course is being deleted as interest in the course has declined and it has been canceled the last several times it has been offered. The last time it successfully ran was in 2011.

NRN 100 [Essentials of Nursing Practice](#) ☐ ☐ ☒

Rationale: There is no longer a need for this course, and it has not been offered since 2019.

NRN 100DE [Essentials of Nursing Practice](#) ☐ ☐ ☐

Rationale:

NRN 107 [Essentials of Nursing Practice Laboratory](#) ☐ ☐ ☒

Rationale: There is no longer a need for this course, and it has not been offered since 2019.

NRN 107DE [Essentials of Nursing Practice Laboratory](#) ☐ ☐ ☐

Rationale:

H NRN 14 [Health Promotion and Wellness Across the Lifespan](#) ☐ ☐ ☒

Rationale: The course was previously approved for Area E of the CSU transfer pattern and, with the inception of CalGETC no longer meets the Lifelong Learning requirements for the CSU. Content was reintegrated into the required course for the ADN (RN) program (Nursing 11, 12, 21 & 22)

H NRN 14DE [Health Promotion and Wellness Across the Lifespan](#) ☐ ☐ ☒

Rationale:

H NVN 52 [Introductory Concepts of Vocational Nursing - Nursing Fundamentals](#) ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

Courses

Course Deletions

M N R Discussion

Action

H NVN 52A **Nursing Learning Laboratory** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

H NVN 52ADE **Nursing Learning Laboratory** ☐ ☐ ☒

Rationale:

H NVN 52BDE **Nursing Learning Laboratory** ☐ ☐ ☒

Rationale:

H NVN 52DE **Introductory Concepts of Vocational Nursing – Nursing Fundamentals** ☐ ☐ ☒

Rationale:

H NVN 60 **Intermediate Vocational Nursing Foundations-Nursing Process** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

H NVN 60DE **Intermediate Vocational Nursing Foundations– Nursing Process** ☐ ☐ ☒

Rationale:

H NVN 61 **Intermediate Concepts of Vocational Nursing-Care of the Family** ☐ ☐ ☒

Rationale: Needed to redistribute hours and units in order to conform to the District's summer session calendar and change in regulatory allowable hours. The Spring courses were too many units and students needed to have override clearance each year. In addition, in preparing for the BVNPT 4-year continued approval self-study, it was determined that there was duplication of course content and content needed to be better distributed across the program curriculum. Took the VN program from 6 required courses in the program to 4 required courses. The VN curriculum was changed and re-numbered.

Courses

Course Deletions

		M	N	R	Discussion	Action
H	NVN 61DE Rationale: Intermediate Concepts of Vocational Nursing – Care of the Family	☐	☐	☒		
H	NXN 81 Rationale: Introduction to Critical Care Nursing	☐	☐	☒		
	There is no longer a need for this course. The course has not been offered in several years.					
H	NXN 81DX Rationale: Introduction to Critical Care Nursing	☐	☐	☒		
	PHO 200 Rationale: Photography Work Experience	☒	☐	☒		
	We have decided as a department (Applied Technical Art and Trade) to consolidate 200 Work Experience courses into one class.					
	WEL 200 Rationale: Welding Work Experience	☐	☐	☒		
	The course is no longer in compliance and has now been integrated into the Air 200 work experience class.					

Course Exclusions

		M	N	R	Discussion	Action
H	ACC 55 Rationale: Applied Accounting and Bookkeeping	☒	☐	☐		
	Discipline will not offer course in the near future.					
	ART 20 Rationale: Beginning Sculpture	☒	☐	☐		
	The courses up for exclusion are not planned to be offered in 2YR course rotation. The courses have not been offered at MVC for at least the past 3 years and we do not offer sufficient classroom facilities to support sculpture.					
	ART 21 Rationale: Intermediate Sculpture	☒	☐	☐		
	The courses up for exclusion are not planned to be offered in 2YR course rotation. The courses have not been offered at MVC for at least the past 3 years and we do not offer sufficient classroom facilities to support sculpture.					
	ART 35A Rationale: Illustration - Beginning	☒	☐	☐		
	The courses up for exclusion are not planned to be offered in 2YR course rotation. The courses have not been offered at MVC for at least the past 3 years and we do not offer sufficient classroom facilities to support sculpture.					

Courses

Course Exclusions

		M	N	R	Discussion	Action
	ART 35B	Illustration - Intermediate	☒	☐	☐	
	Rationale:	The courses up for exclusion are not planned to be offered in 2YR course rotation. The courses have not been offered at MVC for at least the past 3 years and we do not offer sufficient classroom facilities to support sculpture.				
	ART 46	Studio Sculpture	☒	☐	☐	
	Rationale:	The courses up for exclusion are not planned to be offered in 2YR course rotation. The courses have not been offered at MVC for at least the past 3 years and we do not offer sufficient classroom facilities to support sculpture.				
H	BUS 24	Business Communications	☒	☐	☐	
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.				
H	BUS 30	Entrepreneurship	☒	☐	☐	
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.				
H	BUS 51	Principles of E-commerce	☒	☐	☐	
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.				
H	BUS 814	Business Skills: Professional Communication Basics	☒	☐	☐	
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.				
H	BUS 817	Business Skills: Professional Self-Management	☒	☐	☐	
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.				
H	BUS 82	Freight Claims	☒	☐	☐	
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.				
H	BUS 83	Contracts	☒	☐	☐	
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.				
H	BUS 85	Warehouse Management	☒	☐	☐	
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.				

Courses

Course Exclusions

Course Exclusions		M	N	R	Discussion	Action
H	BUS 86 Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	Transportation and Traffic Management		☒	☐	☐
H	BUS 87 Rationale: These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.	Introduction to Purchasing		☒	☐	☐
	CAT 1A Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.	Business Etiquette		☒	☐	☐
	CAT 200 Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.	Computer Applications and Office Technology Work Experience		☒	☐	☐
	CAT 3 Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.	Computer Applications for Business		☒	☐	☐
	CAT 30 Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.	Business English		☒	☐	☐
	CAT 31 Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.	Business Communication Fundamentals		☒	☐	☐

Courses

Course Exclusions

M N R Discussion

Action

CAT 50 [Beginning Computer Keyboarding](#) ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 51 [Intermediate Keyboarding/Document Formatting](#) ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 53 [Keyboarding Fundamentals](#) ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 55 [Applied Accounting/Bookkeeping](#) ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 61 [Professional Office Procedures](#) ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 62 [Records Management](#) ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

Courses

Course Exclusions

M N R Discussion

Action

CAT 65 **Introduction to Microsoft PowerPoint** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 78A **Introduction to Adobe Photoshop** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 78B **Advanced Adobe Photoshop** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 79 **Introduction to Adobe Illustrator** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 80 **Word Processing: Microsoft Word for Windows** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 81 **Introduction to Desktop Publishing using Adobe InDesign** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

Courses

Course Exclusions

M N R Discussion

Action

CAT 811 **High Impact Presentations and Proposals for the Work Place** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 814 **Business Skills: Professional Communication Basics** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 817 **Business Skills: Professional Self-Management** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 841 **MOSPrep: Microsoft Office Word-Expert Exam Preparation** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 842 **MOSPrep: Microsoft Office Excel Expert Exam Preparation** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 843 **MOSPrep: Microsoft Office PowerPoint Core Exam Preparation** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

Courses

Course Exclusions

M N R Discussion

Action

CAT 844 **MOSPrep: Microsoft Office Access Core Exam Preparation** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 845 **MOSPrep: Microsoft Office Outlook Core Exam Preparation** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 90 **Microsoft Outlook** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 93 **Computers for Beginners** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 95A **Introduction to the Internet -- Living Online** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CAT 98A **Introduction to Excel** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

Courses

Course Exclusions

M N R Discussion

Action

CAT 98B **Advanced Excel** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 17B **C++ Programming: Advanced Objects** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 18B **Java Programming: Advanced Objects** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 18C **Java Programming: Data Structures** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 3 **Computer Applications for Business** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 56A **Designing Web Graphics** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

Courses

Course Exclusions

M N R Discussion

Action

CIS 72A **Introduction to Web Page Creation** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 72B **Intermediate Web Page Creation Using Cascading Style Sheets (CSS)** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 76A **Introduction to Microsoft Expression Web** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 76B **Introduction to Dreamweaver** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 78A **Introduction to Adobe Photoshop** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 78B **Advanced Adobe Photoshop** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

Courses

Course Exclusions

M N R Discussion

Action

CIS 79 **Introduction to Adobe Illustrator** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 80 **Word Processing: Microsoft Word for Windows** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 81 **Introduction to Desktop Publishing using Adobe InDesign** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 834 **Historical Perspective: Napier to Torvalds** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 835 **Foundational Approach: Word Problems to Work Flow** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 836 **Computational Tools: Calculators to Spreadsheets** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

Courses

Course Exclusions

M N R Discussion

Action

CIS 837 **Boolean Formulation: Logic to Relationships** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 838 **Pseudocode and Flowcharts: Descriptive to Visual** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 839 **Tools of the trade: IDE's to Backup** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 87A **Introduction to IT Project Management** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 90 **Microsoft Outlook** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 93 **Computers for Beginners** ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

Courses

Course Exclusions

M N R Discussion

Action

CIS 95A [Introduction to the Internet -- Living Online](#) ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 98A [Introduction to Excel](#) ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

CIS 98B [Advanced Excel](#) ☒ ☐ ☐

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

ENE 51 [Print Reading](#) ☐ ☐ ☒

Rationale: This course has not been offered at RCC since 2010.

ENE 60 [Math for Engineering Technology](#) ☐ ☐ ☒

Rationale: This class has not been offered at RCC since 2010.

H ENGL 16 [Introduction to Linguistics](#) ☐ ☒ ☐

Rationale: While Norco had hoped to offer ENGL-16 as a collaboration between ENGL and ESL, the college has never actually offered the course. The college sees no future demand for the course and so believes it is best to exclude it from Norco's catalog.

H ENGL 16 [Introduction to Linguistics](#) ☐ ☐ ☒

Rationale: The English & Media Studies Department has not successfully offered the course in several years and has removed it from its course rotation, with no plans to offer it going forward.

H GEG 30D [Field Studies in Geography](#) ☒ ☐ ☐

Rationale: GEG-30D is the 4th course in a series of repeatable, similar courses, all titled "Field Studies in Geography". With four courses in this rotation, offering one each year will result in one of them always being on the course sunset list; therefore, we are requesting to exclude GEG-30D, reducing the rotation to 3 courses. This will avoid the problem of always having one of the courses on the course sunset list.

Courses

Course Exclusions

		M	N	R	Discussion	Action
GEO 4	Earth Science for Educators	☒	☐	☐		
Rationale:	MVC has no one with the FSA and has no intention to offer this course within the foreseeable future. It is no longer a required course in any degree or certificate program.					
GUI 845	College Readiness	☒	☐	☐		
Rationale:	Course has not been offered in several years and faculty do not intend to offer the course in the future.					
GUI 847A	Career Readiness	☒	☐	☐		
Rationale:	Course has not been offered and faculty do not intend to offer the course.					
GUI 847B	Educational Planning	☒	☐	☐		
Rationale:	Course has not been offered and faculty do not intend to offer the course.					
GUI 848	Student Success	☒	☐	☐		
Rationale:	Course has not been offered and faculty do not intend to offer the course.					
MAT 1AH	Honors Calculus I	☒	☐	☐		
Rationale:	MVC does not have the student demand to offer a section of Honors Calculus I. We occasionally get students who want to take it, but in these instances an honors contract suffices.					
H MKT 42	Retail Management	☒	☐	☐		
Rationale:	This course has not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer it in the foreseeable future.					
H PDS 805	Difficult Conversations	☒	☐	☐		
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.					
H PDS 811	High Impact Presentations and Proposals for the Work Place	☒	☐	☐		
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.					
H PDS 814	Closing Techniques That Win the Sale	☒	☐	☐		
Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.					

Courses

Course Exclusions

M N R Discussion

Action

H	PDS 815	Winning Sales Scripts	☒ ☐ ☐		
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.			
H	PDS 816	Personal Finance	☒ ☐ ☐		
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.			
H	PDS 817	Financial Future	☒ ☐ ☐		
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.			
H	PDS 818	The Successful Job Search	☒ ☐ ☐		
	Rationale:	These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.			
H	PHS 1	Introduction to Physical Science	☒ ☐ ☐		
	Rationale:	This course has not been offered for more than fifteen years and there are no plans for the Science faculty to offer this class at Moreno Valley College.			
H	POLS 20	Latin American Politics	☐ ☒ ☐		
	Rationale:	The Political Science discipline at Norco College does not currently have the staff to offer this course. However, we will be searching for faculty who can teach POLS-20 Latin American Politics in future academic years.			
H	POLS 20	Latin American Politics	☐ ☐ ☒		
	Rationale:	At RCC, we feel that POLS 2 (Comparative), offered each semester and taught by our new faculty dedicated to that course, covers these specialized topics. We also don't want students to become confused between POLS 20 Latin American Politics and the high demand POLS 21 Latinx politics. POLS 22, Politics of the Middle East, has never been taught at RCC before. These courses are occasionally taught at MVC and Norco so we need to go the exemption route.			
H	POLS 22	Politics of the Middle East	☐ ☐ ☒		
	Rationale:	At RCC, we feel that POLS 2 (Comparative), offered each semester and taught by our new faculty dedicated to that course, covers these specialized topics. We also don't want students to become confused between POLS 20 Latin American Politics and the high demand POLS 21 Latinx politics. POLS 22, Politics of the Middle East, has never been taught at RCC before. These courses are occasionally taught at MVC and Norco so we need to go the exemption route.			

Courses

Course Exclusions

M N R Discussion

Action

H	POLS 3	Introduction to Politics	☒	☐	☐	
	Rationale:	MVC has made efforts to maintain degree pathways per regulations of the California Community College Chancellor's Office, and will implement a sunseting policy for courses that have not been offered for the prior three academic years. These courses have not been offered in that time, or if attempted to be offered by discipline faculty they were cancelled for low enrollment. Following discussion with the discipline faculty and the MVC Honors Program, based on enrollment needs and degree pathways, the discipline faculty have elected not to offer POLS-2H or POLS-4H to focus on POLS-C1000H Honors American Politics which does meet enrollment numbers and is transferable to many programs. These courses will still be offered at other Colleges in the District, and the college will teach non-Honors sections of POLS-2 & POLS-4 on a regular basis which does fulfill the ADT Political Science and other degree program pathways.				

SOC 47	Special Topics in Sociology	☒	☐	☐	
Rationale:	This course has not been offered at MVC to the knowledge of current faculty, and we do not plan to offer it in the future. RCC confirms that they will offer the course in the future.				

Course Major Modifications

M N R Discussion

Action

ACC 200	Accounting Work Experience	☒	☒	☒	
Rationale:	Modifications made to be compliant with the State Chancellor's office recommendations.				

ACC 67	U.S. and California Income Tax Preparation	☒	☒	☒	
Rationale:	Updating to reflect:-course content of ethics, as established by CA Tax Education Council (Reference CTEC: CP22 and CP23A)-course textbook to current edition-equity student learning objective-professional accounting associations and their commitment to diversity and equity				

ADJ B1A	Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies	☒	☐	☐	
Rationale:	CTE review. Add lab content.				

ADJ B1B	Basic Peace Officer Training Academy	☒	☐	☐	
Rationale:	CTE review. Update Requisite language. Update the instructional materials.				

Courses

Course Major Modifications

		M	N	R	Discussion	Action
	ADJ R1A2 <u>Level III Modular Academy Training</u>	☒	☐	☐		
	Rationale: CTE review. Update Requisite language. Update materials.					
	ADJ R1B <u>Level II Modular Academy Training</u>	☒	☐	☐		
	Rationale: CTE review. Update Requisites. Update materials.					
	ADJ R1C <u>Regular Basic Course, Modular Format, Module I Training</u>	☒	☐	☐		
	Rationale: CTE review. Update Requisites. Update materials.					
H	AHS 17 <u>Gender and Sexuality in Art</u>	☒	☒	☒	Minutes are from 2023. Kelly to review.	
	Rationale: Updating the CORs and SLOs to make it expressly clear that course does indeed feature an integration of history, theory, aesthetics, and criticism.					
	AIR 200 <u>Applied Technology Work Experience</u>	☐	☐	☒		
	Rationale: Work experience course update is required by the state and combined Automotive, Autobody, Air-conditioning and Refrigeration (HVACR), and Welding program work experience class.					
	ANT 3 <u>Prehistoric Cultures</u>	☒	☒	☒		
	Rationale: Modify and review the course materials to ensure that the class complies with Riverside City College District and state policy for instruction.					
	ARE 24 <u>Revit I-Architectural Drafting</u>	☐	☒	☐		
	Rationale: To update lab hours to 81 hrs, match with the offered 3.0 units.					
	ARE 25 <u>Revit II-Advanced Architectural Drafting</u>	☐	☒	☐		
	Rationale: To update lab hours to 81, match the offered 3 units.					
H	ARTH C1100 <u>Survey of Art from Prehistory to the Medieval Era</u>	☒	☒	☒	Entrance skills without prereqs. Concern regarding the drastic change to content from the previous version of the course to the CCN content and potential impacts on articulation. Nick to review with faculty.	
	Rationale: This major modification is taking place as part of Phase IIA of the Common Course Numbering initiative.					
H	ARTH C1100H <u>Survey of Art from Prehistory to the Medieval Era - Honors</u>	☒	☐	☒	Entrance skills without prereqs. Concern regarding the drastic change to content from the previous version of the course to the CCN content and potential impacts on articulation. Nick to review with faculty.	
	Rationale: This major course modification is taking place as part of Phase IIA of the Common Course Numbering initiative.					

Courses

Course Major Modifications

		M	N	R	Discussion	Action
H	ARTH C1200 Rationale: Survey of Art from the Renaissance to Contemporary This major course modification is undertaken in alignment with PhaseIIA of the Common Course Numbering initiative.	☒	☒	☒	Entrance skills without prereqs. Concern regarding the drastic change to content from the previous version of the course to the CCN content and potential impacts on articulation. Nick to review with faculty.	
H	ARTH C1200H Rationale: Survey of Art from the Renaissance to Contemporary - Honors This major course modification is undertaken in alignment with PhaseIIA of the Common Course Numbering initiative.	☒	☒	☒	Entrance skills without prereqs. Concern regarding the drastic change to content from the previous version of the course to the CCN content and potential impacts on articulation. Nick to review with faculty.	
	AUB 50 Rationale: Introduction to Automotive Collision Repair The course content has been updated to align with current industry demands.	☐	☐	☒	Content format, has GESLOs. Kelly to review.	
	BUS 20 Rationale: Business Mathematics This course's major modification is to add BUS 10 as an advisory.	☒	☒	☒		
H	BUS 200 Rationale: Business Administration Work Experience Modifications to be compliant with the State Chancellor's office recommendation.	☒	☒	☒	Methods of instruction references online. Variable hours and units need to be reviewed.	
	BUS 22 Rationale: Management Communications This course's major modification is to add BUS 10 as Advisory.	☒	☒	☒		
	BUS 24 Rationale: Business Communication This course's major modification is to add BUS 10 as an advisory.	☒	☒	☒		
	BUS 40 Rationale: Introduction to Global Business This course's major modification is to add BUS 10 as Advisory.	☐	☐	☒		
	BUS 43 Rationale: Global Marketing This course's major modification is to add BUS 10 as Advisory.	☐	☐	☒		
	BUS 46 Rationale: Global Trade This course's major modification is to add BUS 10 as Advisory.	☐	☐	☒		
	BUS 48 Rationale: Global Management This course's major modification is to add BUS 10 as Advisory.	☐	☐	☒		
	BUS 53 Rationale: Introduction to Personal Finance This course's major modification is to add BUS 10 as an advisory.	☒	☐	☒		

Courses

Course Major Modifications

M N R Discussion

Action

BUS 840 [Introduction to Global Business](#) ☐ ☐ ☒

Rationale: This course's major modification is to add BUS 10 as Advisory.

BUS 843 [Global Marketing](#) ☐ ☐ ☒

Rationale: This course's major modification is to add BUS 10 as Advisory.

BUS 846 [Global Trade](#) ☐ ☐ ☒

Rationale: This course's major modification is to add BUS 10 as Advisory.

BUS 848 [Global Management](#) ☐ ☐ ☒

Rationale: This course's major modification is to add BUS 10 as Advisory.

CAT 3 [Computer Applications for Business](#) ☒ ☒ ☒

Rationale: Review course and materials for 2-year CTE Review. Update to lecture/lab for SAAM.

CAT 50 [Beginning Computer Keyboarding](#) ☒ ☐ ☒

Rationale: Two-year CTE review of materials and content; update to lecture/lab for SAAM.

CAT 51 [Intermediate Keyboarding/Document Formatting](#) ☒ ☒ ☒

Rationale: Two-year CTE review of course and materials; update lecture/lab for SAAM.

CAT 53 [Keyboarding Fundamentals](#) ☒ ☐ ☒

Rationale: Two-year CTE review of content and course materials. Update lecture/lab for SAAM

CAT 62 [Records Management](#) ☒ ☐ ☒

Rationale: Two-year CTE Review of course and materials; update to lecture/lab for SAAM.

CAT 65 [Introduction to Microsoft PowerPoint](#) ☒ ☐ ☐

Rationale: Two-Year CTE Review of content and materials; update lecture/lab for SAAM compliance.

CAT 80 [Word Processing: Microsoft Word for Windows](#) ☒ ☒ ☒

Rationale: Two-year CTE Review of course and content. Review and update lecture/lab for SAAM.

CAT 90 [Microsoft Outlook](#) ☒ ☒ ☒

Rationale: Two-year CTE Review and update lecture/lab for SAAM.

CAT 91 [Microsoft Project](#) ☐ ☐ ☒

Rationale: Two-Year CTE Update; Lecture/lab update for SAAM.

Courses

Course Major Modifications

M N R Discussion

Action

CAT 93 **Computers for Beginners** ☒ ☒ ☒

Rationale: Two-year CTE Review of materials and curriculum; lecture/lab update for SAAM.

CAT 98A **Introduction to Excel** ☒ ☒ ☒

Rationale: Two-year CTE review of content and materials; lecture/lab update for SAAM.

CAT 98B **Advanced Excel** ☒ ☒ ☒

Rationale: Two-year CTE review of content and materials; update to lecture/lab for SAAM.

CIS 11 **Computer Architecture and Organization: Assembly** ☒ ☒ ☒

Rationale: Two-year CTE Review of course and content. Review and update lecture/lab for SAAM.

CIS 17A **Programming Concepts and Methodology II: C++** ☒ ☒ ☒

Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27.

CIS 17B **C++ Programming: Advanced Objects** ☒ ☒ ☒

Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

CIS 17C **C++ Programming: Data Structures** ☒ ☒ ☒

Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

CIS 18A **Java Programming: Objects** ☒ ☒ ☒

Rationale: Two-year review and book update. Review and update lecture/lab for SAAM.

CIS 18B **Java Programming: Advanced Objects** ☒ ☒ ☒

Rationale: Two-year review and book update. Review and update lecture/lab for SAAM.

CIS 18C **Java Programming: Data Structures** ☒ ☒ ☒

Rationale: Two year review and book update. Review and update lecture/lab for SAAM.

CIS 2 **Fundamentals of Systems Analysis** ☒ ☒ ☒

Rationale: Two-year review and book update. Review and update lecture/lab for SAAM.

CIS 20 **Systems Analysis and Design** ☒ ☐ ☒

Rationale: Two-year review and book update. Review and update lecture/lab for SAAM.

CIS 3 **Computer Applications for Business** ☒ ☒ ☒

Rationale: Review course and materials for 2-year CTE Review. Update to lecture/lab for SAAM.

Courses

Course Major Modifications

M N R Discussion

Action

CIS 35 **Introduction to Simulation and Game Development**
 Rationale: SAAM adjustment – Change lecture hours to 45 and lab hours to 27.

☒ ☐ ☐

CIS 36 **Introduction to Computer Game Design**
 Rationale: SAAM adjustment – Change lecture hours to 45 and lab hours to 27. Update textbooks

☒ ☐ ☐

CIS 37 **Beginning Level Design/Computer Games**
 Rationale: SAAM adjustment – Change lecture hours to 45 and lab hours to 27. Update textbooks.

☒ ☐ ☐

CIS 56A **Designing Web Graphics**
 Rationale: Change of TOPs code from 0707.10 (Computer programming) to the more appropriate 0614.30 (Website Design and Development). Textbooks updated as well for new editions.

☒ ☐ ☒

CIS 63 **Introduction to Structured Query Language (SQL)**
 Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

☒ ☒ ☒

CIS 7 **Discrete Structures**
 Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

☒ ☒ ☒

CIS 70A **Foundations of Data Science**
 Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

☒ ☐ ☒

CIS 80 **Word Processing: Microsoft Word for Windows**
 Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

☒ ☒ ☒

CIS 90 **Microsoft Outlook**
 Rationale: Two-year CTE Review and update lecture/lab for SAAM.

☒ ☒ ☒

CIS 91 **Microsoft Project**
 Rationale: Two-Year CTE Update; Lecture/lab update for SAAM.

☐ ☐ ☒

CIS 93 **Computers for Beginners**
 Rationale: Two-year CTE Review of materials and curriculum; lecture/lab update for SAAM.

☒ ☒ ☒

CIS 98A **Introduction to Excel**
 Rationale: Two-year CTE review of content and materials; lecture/lab update for SAAM.

☒ ☒ ☒

Courses

Course Major Modifications

M N R Discussion

Action

CIS 98B **Advanced Excel** ☒ ☒ ☒

Rationale: Two-year CTE Review of content and materials. Update lecture/lab for SAAM compliance.

CSC 11 **Computer Architecture and Organization: Assembly** ☐ ☒ ☒

Rationale: Two-year CTE Review of course and content. Review and update lecture/lab for SAAM.

CSC 17A **Programming Concepts and Methodology II: C++** ☐ ☒ ☒

Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

CSC 17B **C++ Programming: Advanced Objects** ☐ ☐ ☒

Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

CSC 17C **C++ Programming: Data Structures** ☐ ☐ ☒

Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27.

CSC 18A **Java Programming: Objects** ☐ ☒ ☒

Rationale: Two-year review and book update. Review and update lecture/lab for SAAM.

CSC 18B **Java Programming: Advanced Objects** ☐ ☐ ☒

Rationale: Two-year review and book update. Review and update lecture/lab for SAAM.

CSC 18C **Java Programming: Data Structures** ☐ ☐ ☒

Rationale: Two year review and book update. Review and update lecture/lab for SAAM.

CSC 2 **Fundamentals of Systems Analysis** ☐ ☒ ☒

Rationale: Two-year review and book update. Review and update lecture/lab for SAAM.

CSC 20 **Systems Analysis and Design** ☐ ☐ ☒

Rationale: Two-year review and book update. Review and update lecture/lab for SAAM.

CSC 63 **Introduction to Structured Query Language (SQL)** ☐ ☐ ☒

Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

CSC 7 **Discrete Structures** ☐ ☒ ☒

Rationale: SAAM modifications for Lecture/Lab Hours - 54/18 to 45/27

CUL 825 **Menu Planning** ☐ ☐ ☒

Rationale: This course has been reviewed and requires no changes except for a Textbook update at this time.

Courses

Course Major Modifications

		M	N	R	Discussion	Action
	CUL 826	Food Cost Accounting		☐	☐	☒
	Rationale:	This course is required for the RCC Cook & Pastry Apprenticeship Program				
	CUL 827	Culinary Purchasing and Receiving		☐	☐	☒
	Rationale:	This course has been reviewed and requires no changes except for a Textbook update at this time.				
	CUL 828A	Culinary Food Preparation I		☐	☐	☒
	Rationale:	This course has been reviewed and requires no changes except for a Textbook update at this time.				
	CUL 828B	Culinary Food Preparation II		☐	☐	☒
	Rationale:	This course is currently out of compliance and requires a minor modifications to bring it into alignment.This course has been reviewed and requires no changes except for a Textbook update at this time.				
H	DEH 10A	Pre-Clinical Dental Hygiene 1		☒	☐	☐
	Rationale:	Revised course description to align with guidelines and clarify language. Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.				
	DEH 11	Principles of Dental Hygiene		☒	☐	☐
	Rationale:	Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.				
	DEH 12A	Principles of Oral Radiology		☒	☐	☐
	Rationale:	Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.				
	DEH 12B	Oral Radiology Laboratory		☒	☐	☐
	Rationale:	Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.				
	DEH 13	Infection Control in Dentistry		☒	☐	☐
	Rationale:	Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.				
	DEH 14	Systems Analysis of Dental Anatomy, Morphology, Histology and Embryology		☒	☐	☐
	Rationale:	Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.				

Technical Review Proposals for 10/21/2025

Proposals marked with a red "H" were held at a previous Tech Review meeting.

Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Courses

Course Major Modifications

		M	N	R	Discussion	Action
	DEH 15 Head and Neck Anatomy	☒	☐	☐		
	Rationale: Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.					
	DEH 16 Preventive Dentistry	☒	☐	☐		
	Rationale: Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.					
	DEH 17 General Pathology	☒	☐	☐		
	Rationale: Updated prerequisites to include all requisite courses for program entry and revised textbook listings for currency.					
	DEH 20A Clinical Dental Hygiene	☒	☐	☐		
	Rationale: Revised textbook listings for currency and added course objectives, as none were previously included.					
	DEH 28 Basic and Applied Pharmacology	☒	☐	☐		
	Rationale: Revised textbook listings for currency and removed duplicate SLO listed.					
H	DFT 63 Advanced Fusion 360	☐	☒	☐	Outside of class hours; entrance skills.	
	Rationale: Cross-listed courses need to be added in prerequisites.					
H	DFT 863 Advanced Fusion 360	☐	☒	☐	Entrance skills.	
	Rationale: To update the prerequisites with their cross-lists					
	EAR 200 Early Childhood and Education Work Experience	☒	☒	☒		
	Rationale: Updating course to meet new state regulations and cross discipline with Education and Early Childhood.					
	EAR 41 Practicum in Early Intervention/Special Education	☒	☒	☒		
	Rationale: Modifying to update textbook editions					
	EAR 43 Children with Challenging Behaviors	☒	☒	☒		
	Rationale: To change prerequisite EAR 19 to advisory.					
	ECO 4 Introduction to Economics	☒	☒	☒		
	Rationale: As part of the periodic comprehensive program review process for economics, all CORs in economics shall be updated for materials.					
H	ECON C2001 Principles of Microeconomics	☒	☒	☒	Entrance skills. Methods of instruction has an online statement, which is what we do not normally do.	
	Rationale: CCN Implementation and modifying prerequisites.					

Technical Review Proposals for 10/21/2025

Proposals marked with a red "H" were held at a previous Tech Review meeting.

Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Courses

Course Major Modifications

		M	N	R	Discussion	Action
H	ECON C2001H Principles of Microeconomics - Honors Rationale: CCN Implementation and modifying prerequisites	✓	✓	✓	Entrance skills. Methods of instruction has an online statement, which is what we do not normally do.	
H	ECON C2002 Principles of Macroeconomics Rationale: CCN Implementation and modifying prerequisites	✓	✓	✓	Entrance skills. Methods of instruction has an online statement, which is what we do not normally do.	
H	ECON C2002H Principles of Macroeconomics - Honors Rationale: CCN Implementation and modifying prerequisites	✓	✓	✓	Entrance skills. Methods of instruction has an online statement, which is what we do not normally do.	
	ENGL 16 Introduction to Linguistics Rationale: Updated textbooks published within the last five years, as well as some minor changes to the advisory and entrance skills	✓	✓	✓		
	ESL 71 Basic Reading and Vocabulary Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.	✓	✓	✓		
	ESL 72 Intermediate Reading and Vocabulary Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.	✓	✓	✓		
	ESL 73 High Intermediate Reading and Vocabulary Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.	✓	✓	✓		
	ESL 90D Special Topics in ESL: Verb Tense Review Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.	✓	✓	✓		

Courses

Course Major Modifications

M N R Discussion

Action

ESL 90L [Special Topics in English as a Second Language: Punctuation of Phrases and Clauses](#) ☒ ☒ ☒

Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.

ESL 90M [Special Topics in English as a Second Language: Articles and Prepositions](#) ☒ ☒ ☒

Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.

ESL 90P [Special Topics in ESL: Mastering Academic Vocabulary](#) ☒ ☒ ☒

Rationale: Updating course materials.

ESL 91 [Oral Skills I: Beginning Oral Communication](#) ☒ ☒ ☒

Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.

ESL 92 [Oral Skills II: Intermediate Oral Communication](#) ☒ ☒ ☒

Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.

ESL 93 [Oral Skills III: Advanced Oral Communication](#) ☒ ☒ ☒

Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.

ESL 95 [Pronunciation and Accent Reduction](#) ☐ ☒ ☒

Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.

Courses

Course Major Modifications

M N R Discussion

Action

ETS 1	Introduction to Ethnic Studies	☒ ☒ ☒
Rationale:	Based on feedback received from the CSU review committee, the Course description was revised to provide greater clarity on how students will be introduced to the field of Ethnic Studies in this course.	
ETS 13	Survey of Black Thought	☒ ☒ ☒
Rationale:	Reviewers' comments said that this course did not meet the standard for Area 6. It read as a humanities course	
ETS 3	Introduction to African American Studies	☒ ☒ ☒
Rationale:	This major modification strengthens ETS 3 in response to reviewer feedback and ensures alignment with Area 6 Ethnic Studies requirements. Greater clarity has been added to the course description, objectives, and content to highlight how students are introduced to the field of African American/Black Studies. The revised description explicitly situates the course within the interdisciplinary origins of the discipline, names foundational frameworks such as Afrocentricity and intersectionality, and incorporates key scholars (e.g., W.E.B. Du Bois, Angela Davis, Kimberlé Crenshaw) and movements that define the field. Course objectives and content have been expanded with specific examples from readings, ensuring clear mapping to Ethnic Studies Core Competencies, particularly those emphasizing resistance, self-determination, intersectionality, and social transformation. College-level assignments have been updated to include a clarified community engagement component, with examples of guest speakers, organizations, and community-based opportunities. This adjustment makes explicit the connection between African American Studies and praxis, while providing students with concrete ways to bridge theory and community engagement. Overall, these modifications provide stronger transparency for students and instructors, create clear pathways for assessing student learning, and underscore the discipline's intellectual and activist foundations.	

Courses

Course Major Modifications

M N R Discussion

Action

ETS 7

Women of Color in the United States



Rationale:

The proposed major modification to ETS 7: Women of Color in the United States is necessary to address reviewer feedback and ensure alignment with both Area 6 Ethnic Studies and Area 3B Humanities requirements. Feedback indicated that the course description and content did not sufficiently highlight the diversity of Women of Color's perspectives, nor did it demonstrate a clear emphasis on the analysis of philosophical, historical, literary, aesthetic, religious, and cultural works. To strengthen the course's alignment with Area 6 Ethnic Studies, the revised description and content explicitly name and integrate diverse women's traditions and movements across American Indian/Native American, Chicana/o/x or Latina/o/x, African American, and Asian American Studies. This change ensures specificity regarding the struggles, histories, and contributions of Women of Color, while also foregrounding womanist perspectives as foundational to the discipline. Furthermore, the modification maps community engagement assignments—such as oral histories, case studies, and collaborative projects—directly to the analysis of these traditions, clarifying the applied and experiential dimensions of student learning. To meet the expectations of Area 3B Humanities, the revised course description incorporates explicit reference to philosophical, historical, literary, aesthetic, religious, and cultural works created by Women of Color. This language ensures that students are not only introduced to theoretical frameworks and historical struggles but are also encouraged to critically analyze and appreciate works of cultural and intellectual significance. Emphasis on critical reading and writing skills, along with assignments such as research papers, multimedia projects, and textual analysis, reinforce the course's grounding in humanities approaches. In sum, the modification is needed to more clearly articulate the breadth and depth of Women of Color's contributions, to reinforce the integration of womanist and intersectional frameworks, and to demonstrate the course's dual alignment with the Ethnic Studies and Humanities GE areas. These revisions respond directly to feedback, strengthen curricular coherence, and ensure that the course meets transfer and GE approval standards.

Courses

Course Major Modifications

M N R Discussion

Action

ETS 8 **Introduction to Black Feminism and Womanism**

☒ ☒ ☒

Rationale: The ETS 8 Course Outline of Record was revised to clarify how the course introduces Black Feminism and Womanism within African American Studies, Africana Studies, and Black Studies, thereby strengthening alignment with Area 6 Ethnic Studies competencies. Specific representative thinkers and texts were added to the course content to illustrate the intellectual genealogy of Black Feminist thought, while objectives were embedded into the content to highlight theory, methodology, and systemic analysis. Community engagement opportunities such as oral history projects and guest lectures were expanded to show how classroom learning connects to community practice. In response to Area 3B Humanities criteria, revisions emphasize the philosophical, historical, literary, and aesthetic significance of Black Feminist works, ensuring students analyze and appreciate their cultural and humanistic contributions.

H

FIT S3 **Basic Fire Fighter Academy**

☒ ☐ ☐

Rationale: Modification required to ensure unit totals meet requirements for degree.

Entrance skills with no links. Many SLOs. The lecture units calculate to 14.560.

HCA 3 **Advanced Principles of Anesthesia Technology**

☐ ☐ ☒

Rationale: CTE 2 year review. Added course content.

HCA 5 **Anesthesia Technology Clinical Experience I**

☐ ☐ ☒

Rationale: Increasing from 4.5 units to 5 units (256 hours to 270 hours) to comply with the new SAAM. Regulation for AT programs requires a minimum of 500 clinical hours in the program and, therefore, the only solution was to increase the hours of the course.

HCA 6 **Anesthesia Technology Clinical Experience II**

☐ ☐ ☒

Rationale: Increasing from 4.5 units to 5 units (256 hours to 270 hours) to comply with the new SAAM. Regulation for AT programs requires a minimum of 500 clinical hours in the program and, therefore, the only solution was to increase the hours of the course.

H

HIST C1001 **United States History to 1877**

☒ ☒ ☒

Rationale: Updating the current History 6 course to the new CCN History C1001 course as required by the State.

Minutes appear to be missing. Sections that call out the CCN in the objectives. Course material section formatting. Outcomes/Objectives were not labeled as CCN. Will be returned to originator.

Courses

Course Major Modifications

		M	N	R	Discussion	Action
H	HIST C1001H Rationale: United States History to 1877 - Honors Updating the current History 6 Honors course to the new CCN History C1001 Honors course as required by the State.	☒	☒	☒	Minutes appear to be missing. Sections that call out the CCN in the objectives. Course material section formatting. Outcomes/Objectives were not labeled as CCN. Will be returned to originator.	
H	HIST C1002 Rationale: United States History since 1865 Updating the current History 7 course to the new CCN History C1002 course as required by the State.	☒	☒	☒	Minutes appear to be missing. Sections that call out the CCN in the objectives. Course material section formatting. Outcomes/Objectives were not labeled as CCN. Will be returned to originator.	
H	HIST C1002H Rationale: United States History since 1865 - Honors Updating the current History 7H course to the new CCN History C1002H course as required by the State.	☒	☒	☒	Minutes appear to be missing. Sections that call out the CCN in the objectives. Course material section formatting. Outcomes/Objectives were not labeled as CCN. Will be returned to originator.	
H	HLS 1 Rationale: Introduction to Homeland Security and Terrorism Added cross-listing to PSF-1 and updated book.	☒	☐	☐	COR indicates GE, but this can be disregarded. Curriqunet will be removing that section of the COR. Missing minutes.	
H	HLS 101 Rationale: Introduction to Emergency Management Update CLOs, SLOs, Content and book to better align with forthcoming BSEM.	☒	☐	☐	Missing minutes. Needs to hold for PSF-1, areas of the COR are missing.	
H	HLS 2 Rationale: Preparedness for Emergencies, Disasters & Homeland Security Incidents Updated SLOs and Objectives and reworded Course Content. Book updated to latest edition.	☒	☐	☐	Minutes; minutes do not reflect modification. Entrance skill for HLS-1.	
H	HLS 3 Rationale: Response to Emergencies, Disasters and Homeland Security Incidents This modification updates course learning objectives, student learning outcomes, content and books to better prepare students for the Bachelor of Science in Emergency Management.	☒	☐	☐	Minutes; minutes do not reflect modification. Entrance skill for HLS-1.	
H	HLS 4 Rationale: Recovery in Emergencies, Disasters and Homeland Security Incidents This major modification updates the course objectives, student learning outcomes, content and book to better align the course with the Bachelor of Science in Emergency Management.	☒	☐	☐	Minutes; minutes do not reflect modification. Entrance skill for HLS-1.	

Courses

Course Major Modifications

Course Major Modifications			M	N	R	Discussion	Action
	HLS 5	Investigation of Emergencies, Disasters and Homeland Security Incidents	☒	☐	☐		
	Rationale:	In addition to cross-listing with PSF-5, this modifications updates course objectives, learning outcomes, content and materials to better align with the Bachelor of Science in Emergency Management.					
	HLS 6	Case Studies in Emergencies, Disasters and Homeland Security Incidents	☒	☐	☐		
	Rationale:	Update CLOs, SLOs, Course content and materials. Also cross-lists with new PSF-6.					
	HLS 801	Community Emergency Response Team (CERT)	☒	☐	☐		
	Rationale:	Adds cross listing with PSF-801					
H	HLS 810	Basic Security Guard Training	☒	☐	☐	Minutes.	
	Rationale:	Adds cross-listing to PSF					
H	HLS 811	Advanced Security Guard Training	☒	☐	☐	Minutes.	
	Rationale:	Adds cross-listing to PSF-811					
	HLS 830	ICS 300: Intermediate Incident Command System for Expanding Incidents	☒	☐	☐		
	Rationale:	Cross-Listing to PSF-830					
	HLS 840	ICS 400: Advanced Incident Command System for Complex Incidents	☒	☐	☐		
	Rationale:	Addition of PSF-840 as cross-listed course as part of HLS to PSF, addition of missing entrance skills, and update of SLOs.					
	HMS 42	Counseling and Resources for Families	☒	☐	☐		
	Rationale:	Title change and COR update to include a segment on how families are impacted by addiction					
	KIN 29	Soccer Theory	☐	☒	☒		
	Rationale:	Updating description, objectives, SLOs, content, and materials.					
	KIN 33	Baseball Theory	☐	☐	☒		
	Rationale:	Update course materials, add learning objectives, and update sample assignments.					
	KIN 44A	Yoga Instructor Fundamentals	☒	☐	☒		
	Rationale:	Updated the last sentence to align the description with becoming a Registered Yoga Teacher through Yoga Alliance.					

Courses

Course Major Modifications

M N R

Discussion

Action

H

KIN 44B

Yoga Instructor Methodologies

☒ ☐ ☒

Verifying vote reflects discipline membership.

Rationale:

Add a richer course description that includes topics and the connection to Yoga Alliance.

KIN A43

T'ai-chi Ch'uan, Beginning

☐ ☒ ☒

Rationale:

Updated Course Description Updated Course Objectives Updated Student Learning Outcomes Updated Course Materials

KIN A44

T'ai-chi Ch'uan, Intermediate

☐ ☒ ☒

Rationale:

Updated Course Description Updated Course Objectives Updated Course Materials

H

MAG 200

Management Work Experience

☒ ☒ ☒

Mentions online in methods of instruction.

Rationale:

Modifications made to be compliant with the State Chancellor's office recommendations.

MAT 39

Preparation for Calculus I

☒ ☒ ☒

Rationale:

This course is being created with the goal that RCCD will comply with the California Community College Chancellor's Office by offering a single-semester, innovative course to prepare students for first-semester calculus.

MAT C2210

Calculus I: Early Transcendentals

☒ ☒ ☒

Rationale:

Update for CCN and the change in the lecture/lab structure of the course. MAT needs to change to MATH in the course title.

MAT C2210H

Calculus I: Early Transcendentals - Honors

☒ ☒ ☒

Rationale:

CCN compliance.

MAT C2220

Calculus II: Early Transcendentals

☒ ☒ ☒

Rationale:

Update for CCN and the change in the lecture/lab structure of the course. MAT needs to change to MATH in the course title.

MKT 20

Principles of Marketing

☒ ☒ ☒

Rationale:

This course's major modification is to add BUS 10 as an advisory.

H

MKT 200

Marketing Work Experience

☒ ☒ ☒

Mentions online in methods of instruction. Units need to be updated.

Rationale:

Modifications to be compliant with the State Chancellor's office recommendation.

MKT 40

Advertising

☒ ☒ ☒

Rationale:

This course's major modification is to add BUS 10 as an advisory.

Courses

Course Major Modifications

		M	N	R	Discussion	Action
MKT 41	Techniques of Selling	☒	☒	☒		
Rationale:	This course's major modification is to add BUS 10 as Advisory.					
MKT 42	Retail Management	☒	☒	☒		
Rationale:	This course's major modification is to add BUS 10 as Advisory.					
MKT 43	Digital Marketing	☐	☐	☒		
Rationale:	This course's major modification is to add BUS 10 as Advisory.					
NNA 80	Nursing Assistant Training Program (NATP)	☐	☐	☒		
Rationale:	Update course hours/units for new SAAM regulation.					
NNA 81	Certified Home Health Aide	☐	☐	☒		
Rationale:	Change hours & units due to new SAAM regulation.					
NNA 86	Acute Care Nurse Assistant	☐	☐	☒		
Rationale:	Align course content with CCCCO approved curriculum and update hours/units for SAAM regulation. Added an objective and outcome.					
NRN 12A	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Remove NRN-14 as a prerequisite. CTE 2 year review.					
NRN 18	Transition Course for Advanced Placement Students	☐	☐	☒		
Rationale:	Need to increase by 0.5 units, so there are additional hours to accommodate for testing as Advanced Placement students are having difficulty when transitioning into the RN program on theory exams. Faculty are finding it difficult to cover the content adequately. Added additional content and restructured some of the course content. Updated MOI and MOE, along with course materials.					
NRN 18B	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Need to increase by 1 unit so there are additional hours to accommodate for competency testing, as Advanced Placement students are having difficulty when transitioning into the RN program and the approving/accrediting agencies want students tested on psychomotor skills before transitioning. Faculty are finding it difficult to cover the content adequately. Added additional content and restructured some of the course content. Updated MOI and MOE, along with course materials.					

Courses

Course Major Modifications

M N R Discussion

Action

NRN 19 **Transition Course for Advanced Placement for Non-Nursing Healthcare Professionals** ☐ ☐ ☒

Rationale: Need to increase by 0.5 units so there are additional hours to accommodate for testing as Advanced Placement students are having difficulty when transitioning into the RN program on theory exams. After teaching the course for the first time, the faculty are finding it difficult to cover the content adequately. Added additional content and re-structures some of the course content. Updated MOI and MOE, along with course materials.

NRN 19B **Nursing Learning Laboratory** ☐ ☐ ☒

Rationale: Need to increase by 1 unit so there are additional hours to accommodate for competency testing, as Advanced Placement students are having difficulty when transitioning into the RN program and the approving/accrediting agencies want students tested on psychomotor skills before transitioning. After teaching the course for the first time, the faculty are finding it difficult to cover the content adequately. Added additional content and restructured some of the course content. Updated MOI and MOE, along with course materials.

NVN 42 **Introductory Concepts of Vocational Nursing - Fundamentals and Mental Health** ☐ ☐ ☒

Rationale: Update course content and course materials.

NVN 44 **Intermediate Concepts of Vocational Nursing - Medical/Surgical** ☐ ☐ ☒

Rationale: Update course content and materials.

NVN 45 **Advanced Concepts of Vocational Nursing -Medical/Surgical** ☐ ☐ ☒

Rationale: Update course content and course materials.

NVN 55A **Vocational Nursing Practice and Nutrition Across the Lifespan** ☐ ☐ ☒

Rationale: Update objectives, course content, and review course materials.

PAL 200 **Paralegal Studies Work Experience** ☐ ☐ ☒

Rationale: This course provides students with supervised legal workplace experience that connects classroom learning with professional practice. By working in law offices, courts, government agencies, or corporate legal departments, students apply research, writing, and case management skills while developing professionalism, ethical responsibility, and workplace readiness. The course supports American Bar Association recommendations for experiential learning and strengthens student employability by preparing them for the demands of the legal profession.

Courses

Course Major Modifications

M N R Discussion

Action

PHI 14 [Survey of Black Thought](#) ☐ ☐ ☒

Rationale: This course is being updated to maintain Area 6 CalGETC transferability alongside its cross-listed course, ETS-13.

PHO 12 [Photojournalism](#) ☐ ☐ ☒

Rationale: Book updated, and lighting added to description.

PHO 15 [Wedding and Event Photography](#) ☐ ☐ ☒

Rationale: Reviewed course and updated book. Course description updated to make verba

PHO 21 [Photoshop, Lightroom, and Editing for Photographers](#) ☐ ☐ ☒

Rationale: Name changed to remove printing from the title and add the word "editing."
Books updated.

PHO 23 [Introduction to Drone Photography](#) ☐ ☐ ☒

Rationale: Rename to Introduction to Drone Photography, in order to make sense with the new program. Removes the statement "Students are expected to supply their own camera equipped drone." Students are no longer required to provide their own drone.

PSYC 11 [Psychology of Human Sexuality](#) ☒ ☒ ☒

Rationale: This major modification is designed to update the included textbooks and make the following changes to the course content: -Replace "intersexuality" with "differences of sexual development." The preferred language is evolving and this is currently the terminology that is most widely used. Delete a section that focused on the legal system, ethics, religious traditions, and education. This course is packed with content and these topics do not appear on the matching C-

RLE 200 [Real Estate Work Experience](#) ☒ ☒ ☒

Rationale: CTE 2-year Cycle Review. Updated to new state regulations.

RLE 80 [Real Estate Principles](#) ☒ ☒ ☒

Rationale: Clarifying Course Objectives, Course Content and Method of Instruction. Update Course Materials to current edition.

RLE 81 [Real Estate Practices](#) ☒ ☒ ☒

Rationale: Clarifying Course Objectives, Course Content and Method of Instruction. Update Course Materials to current edition.

Courses

Course Major Modifications

M N R Discussion

Action

RLE 82 [Legal Aspects of Real Estate](#) ☒ ☒ ☒

Rationale: Clarifying Course Description, Course Objectives, Student Learning Outcomes, Course Content and Method of Instruction. Update Course Materials to current edition.

RLE 83 [Real Estate Finance](#) ☒ ☒ ☒

Rationale: Clarifying Course Objectives, Student Learning Outcomes, Course Content and Sample Assignments. These updates were done in consultation with Kama Burton associate faculty lead for Real Estate.

RLE 84 [Real Estate Appraisal](#) ☒ ☒ ☒

Rationale: Clarifying Student Learning Outcomes, Course Content and Method of Instruction.

RLE 85 [Real Estate Economics](#) ☒ ☒ ☒

Rationale: Clarifying Course Content and Method of Instruction. Update Course Materials to reflect current edition.

RLE 86 [Escrow Procedures I](#) ☒ ☒ ☒

Rationale: Clarifying course objectives, course content, and methods of instruction.

STAT 13 [Introduction to Statistics With Embedded Support](#) ☒ ☒ ☒

Rationale: Making changes to satisfy C-ID requirements.

Course Minor Modifications

M N R Discussion

Action

H ACC 19 [Volunteer Income Tax Assistance Training](#) ☐ ☐ ☒

Rationale: No changes needed. Course mirrors ACC 819.

ACC 1A [Principles of Accounting I](#) ☒ ☒ ☒

Rationale: Two year update. Reviewed and determined textbook updates only were needed.

ACC 1B [Principles of Accounting II](#) ☒ ☒ ☒

Rationale: Two year update. Reviewed and determined no updates were needed.

ACC 62 [Payroll Accounting](#) ☒ ☒ ☒

Rationale: Two year update. Reviewed and determined only textbook updates were needed.

ACC 802 [Monthly Procedures using QuickBooks](#) ☒ ☒ ☒

Rationale: Two year update. Reviewed and determined that no updates were needed.

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
	ACC 803 Year End Procedures with QuickBooks	☒	☒	☒		
	Rationale: Two year updates. Reviewed and determined that no updates were needed.					
H	ACC 819 Volunteer Income Tax Assistance Training	☒	☐	☒		
	Rationale: 2 year CTE review. Mirrored course with ACC 19. Course was reviewed for course materials and other updates; no changes.					
	AHS 10 Modern and Contemporary Art History	☒	☒	☒		
	Rationale: Periodic review.					
	AHS 12 Asian Art History	☒	☒	☒		
	Rationale: Reviewed for up-to-date content.					
	AHS 3 Islamic Art History	☒	☐	☒		
	Rationale: Periodic review.					
	AHS 5 Arts of Africa, Oceania, and Indigenous North America	☒	☒	☒		
	Rationale: Reviewed to ensure up-to-date content.					
	AHS 7 Women Artists in History	☒	☒	☒		
	Rationale: Diversify the Art History curriculum by including artists from historically marginalized identities, especially in terms of their sex and gender.					
	AHS 8 Art History of the Photographic Image	☒	☒	☒		
	Rationale: Periodic review.					
	AHS 9 African Art History	☒	☒	☒		
	Rationale: Reviewed to ensure up-to-date information.					
	ANT 10 Forensic Anthropology	☒	☒	☒		
	Rationale: Textbook update.					
	ANT 4 Native American Cultures	☒	☒	☒		
	Rationale: At this time the discipline is doing a minor modification to update the course materials. We will be working with ETS later this year since the course is cross-listed with ETS-27 to discuss updating course content. MVC has hired a new ETS instructor who does have expertise in Native American Studies and I have had some discussion with her about it but she just arrived at MVC so now is not the right time. We will revisit a major modification later in Academic Year 25-26.					

Courses

Course Minor Modifications

M N R Discussion

Action

ASL 11 [American Sign Language Interpreting I](#) ☐ ☐ ☒

Rationale: No modifications are proposed for ASL 11 at this time. The course content, objectives, and resources remain current and continue to meet the program's and students' learning goals.

ASL 12 [American Sign Language Interpreting II](#) ☐ ☐ ☒

Rationale: No modifications are proposed for ASL 12 at this time. The course content, objectives, and resources remain current and continue to meet the program's and students' learning goals.

ASL 13 [American Sign Language Interpreting III](#) ☐ ☐ ☒

Rationale: No modifications are proposed for ASL 13 at this time. The course content, objectives, and resources remain current and continue to meet the program's and students' learning goals.

ASL 14 [American Sign Language Interpreting IV/Practicum](#) ☐ ☐ ☒

Rationale: No modifications are proposed for ASL 14 at this time. The course content, objectives, and resources remain current and continue to meet the program's and students' learning goals.

ASL 20 [Ethical and Professional Standards of Interpreting](#) ☐ ☐ ☒

Rationale: No modifications are proposed for ASL 20 at this time. The course content, objectives, and resources remain current and continue to meet the program's and students' learning goals.

ASL 22 [American Deaf Culture](#) ☒ ☐ ☒

Rationale: ASL 22 has been updated with minor modifications to maintain currency, inclusivity, and alignment with program and transfer goals. The new, updated textbook and supplementary resources support course objectives, while instructional and evaluation methods ensure student engagement and success.

BUS 10H [Honors Introduction to Business](#) ☒ ☒ ☒

Rationale: Textbook update

BUS 15 [Street Law: An Introduction to Law and Legal Issues](#) ☐ ☐ ☒

Rationale: Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review

BUS 18A [Business Law I](#) ☒ ☒ ☒

Rationale: Textbook updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review.

Courses

Course Minor Modifications

M N R Discussion

Action

BUS 18B	Business Law II	☒ ☒ ☒	
Rationale:	Textbook updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review.		
BUS 813	Solopreneurs: Personal Finance and QuickBooks Quickstart	☐ ☐ ☒	
Rationale:	2-year CTE Cycle Review for Content and Textbook updates		
BUS 814	Business Skills: Professional Communication Basics	☒ ☐ ☒	
Rationale:	2-year CTE Cycle Review for Content and Textbook updates.		
BUS 815	Business Skills: Professional Online Presence	☐ ☐ ☒	
Rationale:	CTE 2-year Course, Content, and Material Review.		
BUS 816	Business Skills: Managing the Customer Experience	☐ ☐ ☒	
Rationale:	CTE 2-year cycle Review o		
BUS 817	Business Skills: Professional Self-Management	☒ ☐ ☒	
Rationale:	2-year CTE Cycle Review for Content and Textbook updates.		
BUS 819	Business Success Seminar	☐ ☐ ☒	
Rationale:	2-year CTE Cycle Review for Content and Textbook updates.		
CAT 78A	Introduction to Adobe Photoshop	☒ ☒ ☐	
Rationale:	Outline reviewed, only textbook changes were needed.		
CAT 79	Introduction to Adobe Illustrator	☒ ☒ ☒	
Rationale:	COR reviewed, textbook updated, no other changes needed at this time.		
CAT 808	Critical Thinking, Problem Solving and Decision Making	☒ ☐ ☒	
Rationale:	COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed.		
CAT 809	Business Writing in a Technological World	☐ ☐ ☒	
Rationale:	CTE-Two-year review 5/15/25		
H CAT 898	Windows, File Management, Internet, and Canvas Basics	☐ ☐ ☒	Waiting for CIS crosslisted partner.
Rationale:	Two year review. Content and Materials review.		
CHE 10	Chemistry for Everyone	☐ ☒ ☒	
Rationale:	Textbook update.		
CHE 1BH	Honors General Chemistry, II	☒ ☐ ☒	
Rationale:	Textbook updates.		

Technical Review Proposals for 10/21/2025

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Courses

Course Minor Modifications

M N R Discussion

Action

CIS 100 **IT Workplace Readiness** ☒ ☐ ☒

Rationale: Course reviewed and no changes or updates needed.

CIS 12 **PHP Dynamic Web Site Programming** ☒ ☒ ☒

Rationale: Course outline was reviewed and found to be up to date. No changes needed at this time.

CIS 14A **Web Programming: JavaScript** ☒ ☐ ☒

Rationale: COR reviewed, textbook updated, otherwise no further changes needed.

CIS 1A **Introduction to Computer Information Systems** ☒ ☒ ☒

Rationale: COR was reviewed, textbook updates were made, otherwise no further changes are needed at this time.

CIS 21 **Introduction to Operating Systems** ☒ ☒ ☒

Rationale: Course review with text update.

CIS 21A **Linux Operating System Administration** ☐ ☐ ☒

Rationale: This rationale is part of the CTE (Career and Technical Education) program's standard two-year curriculum review cycle, ensuring our courses remain relevant and up-to-date with industry requirements. The book section has also been updated to reflect the most current and relevant materials for this course.

CIS 25 **Information and Communication Technology Essentials** ☒ ☐ ☒

Rationale: This rat is part of the CTE (Career and Technical Education) program's standard two-year curriculum review cycle, ensuring our courses remain relevant and up-to-date with industry requirements. The book section has also been updated to reflect the most current and relevant materials for this course.

CIS 27 **Information and Network Security** ☒ ☐ ☒

Rationale: This request is part of the CTE (Career and Technical Education) program's standard two-year curriculum review cycle, ensuring our courses remain relevant and up-to-date with industry requirements. The book section has also been updated to reflect the most current and relevant materials for this course.

CIS 27A **Computer Forensics Fundamentals** ☒ ☐ ☒

Rationale: Course review with text update.

CIS 5 **Programming Concepts and Methodology I:C++** ☒ ☒ ☒

Rationale: Two year review and course material update with new IDE software.

Courses

Course Minor Modifications

M N R Discussion

Action

CIS 71 **UX/UI Web Design** ☐ ☐ ☒

Rationale: Course outline was reviewed and found to be up to date. No changes needed at this time.

CIS 72A **Introduction to Web Page Creation** ☒ ☐ ☒

Rationale: Course outline was reviewed and found to be up to date. No changes needed at this time.

CIS 72B **Intermediate Web Page Creation Using Cascading Style Sheets (CSS)** ☒ ☐ ☒

Rationale: Course outline was reviewed and found to be up to date. No changes needed at this time.

CIS 76B **Introduction to Dreamweaver** ☒ ☐ ☒

Rationale: COR was reviewed, no changes needed at this time.

CIS 78A **Introduction to Adobe Photoshop** ☒ ☒ ☒

Rationale: Outline reviewed, only textbook changes were needed.

CIS 79 **Introduction to Adobe Illustrator** ☒ ☒ ☒

Rationale: COR was reviewed, textbook updated, no further changes needed at this time.

CIS 825 **Cyber Skills - Introduction to Cybersecurity** ☐ ☐ ☒

Rationale: This course has been reviewed and no changes or updates are necessary.

CIS 826 **Cyber Skills - Introduction to Virtualization** ☐ ☐ ☒

Rationale: This course has been reviewed and no changes or updates are necessary.

CIS 827 **Cyber Skills - Introduction to Protocol Analysis** ☐ ☐ ☒

Rationale: This course has been reviewed and no changes or updates are necessary.

CIS 830 **Introduction to Python Programming: Part 1** ☐ ☐ ☒

Rationale: Regular review and updates as necessary.

CIS 831 **Introduction to Python Programming: Part 2** ☐ ☐ ☒

Rationale: Regular review and updates where necessary.

CIS 832 **Introduction to Python Programming: Part 3** ☐ ☐ ☒

Rationale: Regular review and updates as necessary.

CIS 834 **Historical Perspective: Napier to Torvalds** ☒ ☐ ☒

Rationale: Regular review and updates as necessary.

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
CIS 835	Foundational Approach: Word Problems to Work Flow	☒	☐	☒		
Rationale:	Regular review and updates as necessary.					
CIS 836	Computational Tools: Calculators to Spreadsheets	☒	☐	☒		
Rationale:	Regular review and updates as necessary.					
CIS 837	Boolean Formulation: Logic to Relationships	☒	☐	☒		
Rationale:	Regular review and updates as necessary.					
CIS 838	Pseudocode and Flowcharts: Descriptive to Visual	☒	☐	☒		
Rationale:	Regular review and updates as necessary.					
CIS 839	Tools of the trade: IDE's to Backup	☒	☐	☒		
Rationale:	Regular review and updates as necessary.					
CIS 898	Windows, File Management, Internet, and Canvas Basics	☐	☐	☒		
Rationale:	Two-year CTE review 5/1/2025					
COMM 89	Intramural Competition	☐	☐	☒		
Rationale:	This course textbook materials are being updated for a minor mod.					
CSC 12	PHP Dynamic Web Site Programming	☐	☒	☒		
Rationale:	Course outline was reviewed and found to be up to date. No changes needed at this time.					
CSC 14A	Web Programming: JavaScript	☐	☒	☒		
Rationale:	COR reviewed, textbook updated, otherwise no further changes needed.					
CSC 5	Programming Concepts and Methodology I:C++	☐	☒	☒		
Rationale:	Two year course review and course materials update.					
CUL 20	Fundamentals of Baking I	☐	☐	☒		
Rationale:	The course materials have been reviewed, and there are no changes at this time.					
CUL 21	Fundamentals of Baking II	☐	☐	☒		
Rationale:	The course materials have been reviewed, and there are no changes at this time.					
CUL 22	Cake Decorating I	☐	☐	☒		
Rationale:	The course materials have been reviewed, and there are no changes at this time.					
CUL 23	Cake Decorating II	☐	☐	☒		
Rationale:	The course materials have been reviewed, and there are no changes at this time.					

Technical Review Proposals for 10/21/2025

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Courses

Course Minor Modifications

M N R Discussion

Action

CUL 36 **Introduction to Culinary Arts** ☐ ☐ ☒

Rationale: This course is currently out of compliance and requires a minor modification to bring it into alignment. This course has been reviewed and requires no changes except for a Textbook update at this time.

CUL 37 **Intermediate Culinary Arts** ☐ ☐ ☒

Rationale: This course is currently out of compliance and requires a minor modification to bring it into alignment. This course has been reviewed and requires no changes except for a Textbook update at this time.

CUL 38 **Advanced Culinary Arts** ☐ ☐ ☒

Rationale: This course is currently out of compliance and requires a minor modification to bring it into alignment. This course has been reviewed and requires no changes except for a Textbook update at this time.

CUL 41 **Fundamentals of Exploring Wine** ☐ ☐ ☒

Rationale: This course is currently out of compliance and requires a minor modification to bring it into alignment. This course has been reviewed and requires no changes except for a Textbook update at this time.

CUL 50 **ServSafe Food Safety** ☐ ☐ ☒

Rationale: The course materials have been reviewed, and there are no changes at this time.

CUL 824 **The Art Of Garde Manger** ☐ ☐ ☒

Rationale: This course is currently out of compliance and requires a minor modifications to bring it into alignment. This course has been reviewed and requires no changes except for a Textbook update at this time.

CUL 850 **ServSafe Food Safety** ☐ ☐ ☒

Rationale: The course materials have been reviewed, and there are no changes at this time.

CUL 875 **Introduction to Math for Baking Professionals** ☐ ☐ ☒

Rationale: The course materials have been reviewed, and there are no changes at this time.

CUL 876 **Introduction to Cost Control for Professional Bakers** ☐ ☐ ☒

Rationale: The course materials have been reviewed, and there are no changes at this time.

CUL 877 **Baker's Percentages and Recipe Conversion** ☐ ☐ ☒

Rationale: The course materials have been reviewed, and there are no changes at this time.

Courses

Course Minor Modifications		M	N	R	Discussion	Action
CUL 878	Cost Control for Baking & Pastry	☐	☐	☒		
Rationale:	The course materials have been reviewed, and there are no changes at this time.					
DAN 12	Kinesiology for Pilates/Dance	☐	☐	☒		
Rationale:	Update textbook					
DAN 6	Dance Appreciation	☒	☒	☒		
Rationale:	Update textbook					
DAN 6H	Honors Dance Appreciation	☐	☒	☒		
Rationale:	Updating textbooks					
DAN D10	Dance Performance	☐	☐	☒		
Rationale:	Updating textbooks					
DAN D20	Introduction to Social Dance	☐	☒	☒		
Rationale:	Update textbooks					
DAN D22	Ballet, Intermediate	☐	☐	☒		
Rationale:	Updating textbooks					
DAN D23	Ballet, Advanced	☐	☐	☒		
Rationale:	Update textbooks.					
DAN D26	Mexican Ballet Folklorico	☐	☐	☒		
Rationale:	Update textbooks					
DAN D29	Celebrate Dance Rehearsal	☐	☐	☒		
Rationale:	Update textbook					
DAN D30A	Tango	☐	☐	☒		
Rationale:	Update textbooks.					
DAN D30C	Latin Social Dance	☐	☐	☒		
Rationale:	Textbook update.					
DAN D31	Hip-Hop Dance, Beginning	☒	☒	☒		
Rationale:	Update textbooks.					
DAN D31B	Hip-Hop Dance - Intermediate	☐	☐	☒		
Rationale:	Updating textbooks.					

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
DAN D32	Jazz, Beginning	☐	☒	☒		
Rationale:	Update textbook					
DAN D33	Jazz, Intermediate	☐	☐	☒		
Rationale:	Update textbooks.					
DAN D34	Jazz, Advanced	☐	☐	☒		
Rationale:	Updating textbook					
DAN D35	Dance Repertoire, Hip-Hop	☐	☐	☒		
Rationale:	Updating textbooks.					
DAN D37	Modern Dance, Beginning	☒	☒	☒		
Rationale:	Update textbooks.					
DAN D38	Modern Dance, Intermediate	☐	☐	☒		
Rationale:	Updating textbooks.					
DAN D39	Modern Dance, Advanced	☐	☐	☒		
Rationale:	Update textbooks.					
DAN D43	Tap, Beginning	☐	☐	☒		
Rationale:	Updating textbook.					
DAN D44	Tap, Intermediate	☐	☐	☒		
Rationale:	Updating curriculum.					
DAN D46	Pilates Mat Work	☐	☒	☒		
Rationale:	Updating textbooks.					
DAN D48	Universal Reformer Technique	☐	☐	☒		
Rationale:	Update textbook.					
DAN D49	Pilates, Intermediate	☐	☐	☒		
Rationale:	Updating textbooks					
DAN D5	Summer Showcase Dance Performance	☐	☐	☒		
Rationale:	Updating textbooks.					
DAN D50	Pilates for Dancers	☐	☐	☒		
Rationale:	Updating textbooks.					

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
DAN D51	Pilates, Advanced	☐	☐	☒		
Rationale:	Updating textbook.					
DAN D60	Musical Theater Dance	☐	☐	☒		
Rationale:	Updating textbook.					
DAN D9	Performance Lab	☐	☐	☒		
Rationale:	Updating textbook.					
DEH 10B	Pre-Clinical Dental Hygiene	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 19	Pain Control	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 20B	Clinical Dental Hygiene	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 21	Clinical Seminar	☒	☐	☐		
Rationale:	Revised textbook listings for currency					
DEH 22	Oral Radiology Interpretation	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 23	Introduction to Periodontology	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 24	Ethics	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 25	Medical and Dental Emergencies	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 26	Dental Treatment of Geriatric and Medically Compromised Patients	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 27	Oral Pathology	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 30A	Clinical Dental Hygiene	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
DEH 30B	Clinical Dental Hygiene	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 31	Clinical Seminar	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 32	Dental Materials	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 33	Periodontology	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 34	Cultural Diversity in Healthcare	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 35	Community Dental Health Education Practicum	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 36	Research Methodology	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 37	Nutrition in Dentistry	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 40	Clinical Dental Hygiene	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 41	Clinical Seminar	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 42	Practice Management and Jurisprudence	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 43	Advanced Periodontology	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 44	Community Dental Health Education	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					
DEH 45	Community Dental Health Education Practicum	☒	☐	☐		
Rationale:	Revised textbook listings for currency.					

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
	DEH 46 Advanced Topics in Dental Hygiene	☒	☐	☐		
	Rationale: Revised textbook listings for currency.					
H	DFT 21 Drafting	☐	☒	☐	No minutes.	
	Rationale: Update course materials/books.					
	EAR 19 Observation and Assessment in Early Childhood Education	☒	☒	☒		
	Rationale: Update Textbooks to reflect current publication rates					
	EAR 20 Child Growth and Development	☒	☒	☒		
	Rationale: Update textbook					
	EAR 24 Introduction to Curriculum	☒	☒	☒		
	Rationale: Updating to add current textbook versions					
	EAR 25 Teaching in a Diverse Society	☒	☒	☒		
	Rationale: Modifying to update to more current version of the text					
	EAR 26 Health, Safety and Nutrition	☒	☒	☒		
	Rationale: Modifying to include most recent textbook editions					
	EAR 28 Principles and Practices of Teaching Young Children	☒	☒	☒		
	Rationale: Modifying to include most recent textbook editions					
	EAR 30 Practicum in Early Childhood Education	☒	☒	☒		
	Rationale: Modifying to update to most recent textbook edition					
	EAR 33 Infant and Toddler Development	☒	☒	☒		
	Rationale: Modifying to reflect current textbook editions					
	EAR 34 Infant and Toddler Care and Education	☒	☒	☒		
	Rationale: Modifying to update current textbook editions					
	EAR 35 Practicum in Infant and Toddler Care	☒	☐	☒		
	Rationale: Modifying to update textbook to current editions					
	EAR 38 Adult Supervision and Mentoring in Early Care and Education	☒	☒	☒		
	Rationale: Modifying to reflect updated textbook versions					
	EAR 40 Introduction to Children with Special Needs	☒	☒	☒		
	Rationale: Modifying to include updated textbook					

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
EAR 42	Child, Family, and Community	☒	☒	☒		
Rationale:	Modifying to reflect current textbook editions					
EAR 44	Administration I: Programs in Early Childhood Education	☒	☒	☒		
Rationale:	Modifying to reflect current textbook editions					
EAR 45	Administration II: Personnel and Leadership in Early Childhood Education	☒	☒	☒		
Rationale:	Modifying to reflect current textbook editions					
EAR 46	Curriculum and Strategies for Children with Special Needs	☒	☒	☒		
Rationale:	Modifying to reflect current textbook editions					
EAR 47	Childhood Stress and Trauma	☒	☒	☒		
Rationale:	Modifying to reflect current textbook editions					
EDU 1	Introduction to Elementary Classroom Teaching	☒	☒	☒		
Rationale:	To update to current textbooks.					
EDU 10	Introduction to Education Studies	☐	☐	☒		
Rationale:	Update to reflect current textbook edition.					
EDU 51	Introduction to Leadership	☒	☐	☒		
Rationale:	Update to reflect current textbook editions.					
ENE 21	Drafting	☐	☒	☐		
Rationale:	To update course materials/books					
ENGL 10	Special Studies in Literature	☒	☒	☒		
Rationale:	The course needed an updated textbook to remain current and in compliance.					
ESL 801	ESL Support for Career and Technical Programs	☐	☒	☒		
Rationale:	This minor modification is a standard course review. Only textbooks have been updated.					
ETS 21	Latinx Politics	☒	☒	☒		
Rationale:	Minor Modification- Textbook updates including OER					
FIT 4	Building Construction for Fire Protection	☒	☐	☐		
Rationale:	Course has been reviewed for accuracy.					

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
	GEG 6 Rationale: Textbook update.		☒	☒		
H	GEO 32 Rationale: Update textbooks.		☐	☒	Missing entrnace skill.	
	HCA 1 Rationale: CTE 2 year review.		☐	☒		
	HCA 2 Rationale: CTE 2 year review.		☐	☒		
	HCA 4 Rationale: CTE 2 year review.		☐	☒		
	HCA 7 Rationale: CTE 2 year review.		☐	☒		
H	HLS 5 Rationale: Materials update.	☒	☐	☐	No minutes and HLS entry skill link is needed. May need to be relaunched as a major mod.	
	KIN 16 Rationale: Update course materials, update methods of instruction, update methods of evaluation.		☒	☒		
	KIN 17 Rationale: Update course materials.		☐	☒		
	KIN 18 Rationale: Update course materials		☐	☒		
	KIN 19 Rationale: Update course materials		☐	☒		
	KIN 20 Rationale: Update course materials.		☐	☒		
	KIN 21A Rationale: Update methods of instruction, update course materials.		☐	☒		

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
KIN 21B	Athletic Training Applications B	☐	☐	☒		
Rationale:	Update methods of instruction, update course materials.					
KIN 21C	Athletic Training Applications C	☐	☐	☒		
Rationale:	Update methods of instruction, update course materials.					
KIN 21D	Athletic Training Applications D	☐	☐	☒		
Rationale:	Update methods of instruction, Update course materials.					
KIN 35	Foundation for Fitness and Wellness	☒	☒	☒		
Rationale:	Update course materials.					
KIN 45	Group Fitness Instructor	☐	☐	☒		
Rationale:	Update course materials - textbook.					
KIN A64A	Soccer, Beginning	☒	☒	☒		
Rationale:	Update course materials.					
KIN A64B	Soccer, Intermediate	☒	☒	☒		
Rationale:	Update course materials					
KIN A64C	Soccer, Advanced	☒	☒	☒		
Rationale:	Update course materials.					
H KIN A71	Beach Volleyball	☐	☐	☒	Minutes do not include that class.	
Rationale:	Update Course materials					
KIN A75A	Walking for Fitness: Beginning	☒	☒	☒		
Rationale:	Update course materials, update methods of instruction, update methods of evaluation.					
KIN A77A	Jogging for Fitness, Beginning	☐	☒	☒		
Rationale:	Update course materials.					
KIN A77B	Jogging for Fitness, Intermediate	☐	☒	☒		
Rationale:	Update course materials.					
KIN A77C	Jogging for Fitness, Advanced	☐	☒	☒		
Rationale:	Update course materials.					
KIN V20	Basketball, Varsity, Women	☐	☐	☒		
Rationale:	Update Course Materials.					

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
KIN V82	Speed, Agility, and Quickness Training	☐	☐	☒		
Rationale:	Update course materials - textbook.					
MAT 2	Differential Equations	☒	☒	☒		
Rationale:	The list of Course Materials needs to be updated					
MAT 3	Linear Algebra	☒	☒	☒		
Rationale:	Updating Course Materials.					
MDA 100	Medical Assisting Externship	☒	☐	☐		
Rationale:	Reviewing course and course materials for currency.					
NNA 79	Medical Terminology for Healthcare Professionals	☐	☐	☒		
Rationale:	Review and update course materials.					
NNA 80B	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update textbooks.					
NRN 11A	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Updating course materials					
NRN 11B	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials.					
NRN 11C	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials.					
NRN 12B	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials.					
NRN 12C	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials.					
NRN 21A	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials					
NRN 21B	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials.					
NRN 21C	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials.					

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
NRN 22A	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials.					
NRN 22B	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials.					
NRN 22C	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Update course materials.					
NRN 6	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Review and update course materials.					
NRN 7	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Review and update course materials					
NRN 8	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Review and update course materials.					
NRN 93	Calculations for Healthcare Providers	☐	☐	☒		
Rationale:	Reviewed and updated course materials.					
NVN 42A	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Review and update course materials.					
NVN 42B	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Review and update course materials.					
NVN 42C	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Review and update course materials.					
NVN 44A	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Review and update course materials.					
NVN 44B	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Review and update course materials.					
NVN 44C	Nursing Learning Laboratory	☐	☐	☒		
Rationale:	Review and update course materials.					
NVN 55B	Principles of Pathophysiology	☐	☐	☒		
Rationale:	Review and update course materials.					

Courses

Course Minor Modifications

M N R Discussion

Action

NXN 78 [Pharmacology in Clinical Nursing Practice](#)

☐ ☐ ☒

Rationale: Review course content and course materials.

NXN 84 [Preparing for Success in Nursing School](#)

☐ ☐ ☒

Rationale: Review course and course materials.

PAL 10 [Introduction to Paralegal Studies](#)

☐ ☐ ☒

Rationale: ISBN Textbook update, review of SLOs, Objectives, Content, 2-year CTE Cycle Review

PAL 14 [Legal Ethics](#)

☐ ☐ ☒

Rationale: Review of SLOs, Objectives, Content, 2-year CTE Cycle Review

PAL 64 [Legal Research and Computer Applications](#)

☐ ☐ ☒

Rationale: Textbook edition update. Course has been reviewed. 2-year CTE Cycle Review

PAL 65 [Law Office Technology](#)

☐ ☐ ☒

Rationale: Course has been reviewed. Updated course materials to notate 2025 and that software for the course typically updates yearly. 2-year CTE Cycle Review

PAL 68 [Civil Litigation and Procedures I](#)

☐ ☐ ☒

Rationale: Course has been reviewed. Updated course materials to notate January and July 2025. Course materials are typically updated in January and July of each year. Updated textbooks to 2025. 2-year CTE Cycle Review.

PAL 70 [Law Office Policies, Procedures and Ethics](#)

☐ ☐ ☒

Rationale: Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review.

PAL 72 [Legal Analysis and Writing](#)

☐ ☐ ☒

Rationale: Textbook edition update. Course has been reviewed. 2-year CTE Cycle Review

PAL 78 [Civil Litigation and Procedures II](#)

☐ ☐ ☒

Rationale: Course has been reviewed. Updated course materials to notate January and July 2025. Course materials are typically updated in January and July of each year. Updated textbooks to 2025. 2-year CTE Cycle Review.

PAL 80 [Internship Project](#)

☐ ☐ ☒

Rationale: Textbook updates. Course has been reviewed. 2-year CTE Cycle Review

PAL 81 [Bankruptcy Law and Procedures](#)

☐ ☐ ☒

Rationale: 2-year CTE Cycle review of Content and Materials.

Technical Review Proposals for 10/21/2025

Proposals marked with a red "H" were held at a previous Tech Review meeting.

Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Courses

Course Minor Modifications

M N R Discussion

Action

PAL 82 **Immigration Law, Practice and Procedures**

☐ ☐ ☒

Rationale: Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review

PAL 83 **Estate Planning and Probate Procedures**

☐ ☐ ☒

Rationale: Textbook updates. SLOs, Objectives, Content, 2-year CTE Cycle Review

PAL 84 **Criminal Law and Procedure**

☐ ☐ ☒

Rationale: Course has been reviewed, and no changes are needed. 2-year CTE Cycle Review

PAL 85 **Family Law and Procedures**

☐ ☐ ☒

Rationale: Textbook edition update. Course has been reviewed. 2-year CTE Cycle Review

PAL 86 **Tort Law and Alternative Dispute Resolution**

☐ ☐ ☒

Rationale: Textbook updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review

PAL 87 **Trial Practice Preparation and Procedures**

☐ ☐ ☒

Rationale: Textbook updates, Trial Cases, review of SLOs, Objectives, Content, 2-year CTE Cycle Review

PAL 89 **Sports Management and Entertainment Law**

☐ ☐ ☒

Rationale: Textbook and edition updates, review of SLOs, Objectives, Content, 2-year CTE Cycle Review

PAL 90 **E-Discovery and Litigation Support Applications**

☐ ☐ ☒

Rationale: Course has been reviewed Software updates, typically yearly. 2-year CTE Cycle Review

PDS 801 **Leadership Skills**

☒ ☒ ☒

Rationale: CTE 2-year Course, Content, and Material Review.

PDS 802 **Supervisory Skills**

☒ ☒ ☒

Rationale: CTE 2-year Course, Content, and Material Review.

PDS 803 **Increasing Productivity**

☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PDS 805 **Difficult Conversations**

☒ ☒ ☒

Rationale: CTE 2-year Course, Content, and Material Review.

Courses

Course Minor Modifications

M N R Discussion

Action

PDS 806 **[The Art of Negotiating and Collaborating](#)** ☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PDS 807 **[Personality Styles and Difficult Relationships](#)** ☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PDS 808 **[Critical Thinking, Problem Solving and Decision Making](#)** ☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PDS 809 **[Business Writing in a Technological World](#)** ☒ ☒ ☒

Rationale: CTE 2-year Course, Content, and Material Review.

PDS 810 **[Time Management](#)** ☒ ☒ ☒

Rationale: CTE 2-year review of material and content.

PDS 811 **[High Impact Presentations and Proposals for the Work Place](#)** ☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PDS 812 **[Workplace Communication Strategies](#)** ☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PDS 813 **[Best Practices in Customer Service](#)** ☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PDS 814 **[Closing Techniques That Win the Sale](#)** ☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PDS 815 **[Winning Sales Scripts](#)** ☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PDS 816 **[Personal Finance](#)** ☒ ☒ ☒

Rationale: CTE 2-year Course, Content, and Material Review.

Courses

Course Minor Modifications

M N R Discussion

Action

PDS 817 **Financial Future** ☒ ☒ ☒

Rationale: CTE 2-year Course, Content, and Material Review.

PDS 818 **The Successful Job Search** ☒ ☒ ☒

Rationale: COR reviewed per 2-year course rotation review. Textbook materials are OER so no updates needed

PHO 11 **Commercial and Advertising Photography** ☐ ☐ ☒

Rationale: Course reviewed, book updated, no other update needed.

PHO 14 **Lighting for Photographers** ☐ ☐ ☒

Rationale: Textbook update.

PHO 19 **Color Correction and the Photographic Portfolio** ☐ ☐ ☒

Rationale: Course was reviewed and the book was updated. There are no further changes needed.

PHO 20 **Introduction to Digital Photography** ☒ ☒ ☒

Rationale: Course reviewed, there are no changes needed to keep this course current.

PHO 22 **Photography for Social Media** ☐ ☐ ☒

Rationale: Course reviewed, there are no changes needed to keep this course current.

PHO 27 **Forensic & Crime Scene Photography** ☐ ☒ ☒

Rationale: Course reviewed and there are no changes needed at this time.

PHO 67 **Business Practices for Photographers** ☒ ☐ ☒

Rationale: Course reviewed, there are no changes needed to keep this course current.

PHO 7 **Medium and Large Format Film Photography** ☐ ☐ ☒

Rationale: Textbook update.

PHO 9 **Intermediate Photography** ☐ ☐ ☒

Rationale: Course reviewed, and there no updates needed.

POLS 10 **International Organizations** ☐ ☐ ☒

Rationale: Textbook update.

POLS 17 **Politics of Developing Countries** ☐ ☐ ☒

Rationale: Textbook update.

Courses

Course Minor Modifications

		M	N	R	Discussion	Action
POLS 21	Latinx Politics	☒	☒	☒		
Rationale:	Updated Textbooks including new editions and OER.					
SCE 809	Computer Basics for Lifelong Learners	☐	☐	☒		
Rationale:	Course reviewed, no changes needed.					
SCE 811	Drawing and Painting for Lifelong Learners	☐	☐	☒		
Rationale:	Course reviewed, no changes needed.					
SCE 813	Healthy Aging for Lifelong Learners	☐	☐	☒		
Rationale:	Course reviewed, no changes needed.					
SCE 830	Mature Driver Improvement for Lifelong Learners	☐	☐	☒		
Rationale:	Course reviewed, no changes needed.					
SCE 840	Craft Design for Lifelong Learners	☐	☐	☒		
Rationale:	Course reviewed, no changes needed.					
SPA 51	Introductory Listening Comprehension I	☐	☐	☒		
Rationale:	The Department of World Languages will continue promoting and offering this course. There are no modifications to the course.					

Distance Education

		M	N	R	Discussion	Action
H ADM 66DE	Visual Storytelling	☐	☐	☒	Regular effective content is blank.	
Rationale:						
ANT 1DX CRC	Physical Anthropology	☐	☐	☐		
Rationale:						
ANT 1LDX CRC	Physical Anthropology Laboratory	☐	☐	☐		
Rationale:						
AUB 81DX	Advanced Collision Repair Techniques	☐	☐	☒		
Rationale:						
AUB 82DX	Introduction to Powder Coating	☐	☐	☒		
Rationale:						
AUB 83DX	Advanced Powder Coating Techniques	☐	☐	☒		
Rationale:						

Courses

Distance Education

M N R Discussion

Action

CIS 910DE [Introduction to Canvas: Essentials for Online Learning](#)

☐ ☐ ☐

Rationale:

CIS 911DE [Intermediate Canvas: Communicating and Interacting in Canvas](#)

☐ ☐ ☐

Rationale:

CIS 912DE [Advanced Canvas: Assignments and Quizzes](#)

☐ ☐ ☐

Rationale:

PSYC 9HDE [Developmental Psychology Honors](#)

☐ ☐ ☐

Rationale:

Distance Education Modifications

M N R Discussion

Action

EAR 20DE [Child Growth and Development](#)

☒ ☒ ☒

Rationale:

EAR 24DE [Introduction to Curriculum](#)

☐ ☐ ☐

Rationale:

EAR 25DE [Teaching in a Diverse Society](#)

☐ ☐ ☐

Rationale:

EAR 26DE [Health, Safety and Nutrition](#)

☒ ☒ ☒

Rationale:

EAR 28DE [Principles and Practices of Teaching Young Children](#)

☒ ☒ ☒

Rationale:

EAR 33DE [Infant and Toddler Development](#)

☒ ☒ ☒

Rationale:

EAR 34DE2 [Infant and Toddler Care and Education](#)

☒ ☒ ☒

Rationale:

EAR 38DE [Adult Supervision and Mentoring in Early Care and Education](#)

☒ ☒ ☒

Rationale:

EAR 40DE [Introduction to Children with Special Needs](#)

☒ ☒ ☒

Rationale:

EAR 42DE [Child, Family, and Community](#)

☒ ☒ ☒

Rationale:

Courses

Distance Education Modifications

		M	N	R	Discussion	Action
EAR 43DE2	Children with Challenging Behavior	☒	☒	☒		
Rationale:						
EAR 44DE	Administration I: Programs in Early Childhood Education	☒	☒	☒		
Rationale:						
EAR 45DE	Administration II Personnel and Leadership	☒	☒	☒		
Rationale:						
EAR 47DE	Childhood Stress and Trauma	☒	☒	☒		
Rationale:						
H KIN 10DE	Introduction to Kinesiology	☒	☒	☒	Holding to verify minutes.	
Rationale:						

New Courses

		M	N	R	Discussion	Action
ACC 307	Public Safety Finance	☒	☐	☐		
Rationale:	This is a new upper division course for the Bachelor of Science in Emergency Management.					
ACC 68	Taxation of Business Entities and Fiduciaries	☐	☐	☒		
Rationale:	Course enhances tax preparation series of courses. This course is similar to El Camino College's and Santa Moinca College's Business Taxation and Fiduciaries courses.					
ADJ RQ01	POST Requalification Course	☒	☐	☐		
Rationale:	California Peace Officer Standards of Training (POST) has asked Riverside County Sheriff's to host this training in the southern region of California. Riverside County Sheriff has agreed to and asked us to partner with them and present this course.					
ALR 803	Reading for Academic and Lifelong Literacy	☒	☐	☐		
Rationale:	This course is the noncredit version of ALR 3 and will provide students with an academic support and reading strategies course at no cost.					

Courses

New Courses

		M	N	R	Discussion	Action
H	AUB 81 Rationale:	Advanced Collision Repair Techniques	☐	☐	☒	Entrance skills aren't linked, formatting.
	This course was developed to address the rapid advancements in collision repair technology, including new materials, construction methods, and repair processes. It provides students with hands-on training aligned with current industry standards and certification requirements, ensuring they are prepared for evolving workforce demands. By offering this course, the Automotive Department strengthens its role in producing career-ready technicians who meet employer expectations in a advancing industry.					
H	AUB 82 Rationale:	Introduction to Powder Coating	☐	☐	☒	Formatting. Pre-req and advisory skills.
	This course was created to address the shortage of technicians and training facilities in powder coating, a process increasingly used in both automotive and aftermarket industries. Students will develop entry-level competencies in surface preparation, application techniques, and defect correction, filling a critical training gap and ensuring they are prepared for current industry practices and employer expectations.					
H	AUB 83 Rationale:	Advanced Powder Coating Techniques	☐	☐	☒	Formatting. Areas are blank.
	This course was developed to address the growing need for advanced training in custom powder coating, where demand extends beyond basic finishing into specialized applications for automotive and custom aftermarket markets. By focusing on multi-stage processes, specialty finishes, and precision techniques, the course fills a training gap and equips students with skills valued by employers and customers seeking high-quality, customized results.					
	CIS 910 Rationale:	Introduction to Canvas: Essentials for Online Learning	☐	☐	☒	
	This course is the first of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success.					
	CIS 911 Rationale:	Intermediate Canvas: Communicating and Interacting in Canvas	☐	☐	☒	
	This course is the second of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success.					

Courses

New Courses

M N R Discussion

Action

CIS 912 **Advanced Canvas: Assignments and Quizzes** ☐ ☐ ☒

Rationale: This course is the second of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success.

DAN D15 **Ballet Ensemble** ☐ ☐ ☒

Rationale: This course supports the RCC Dance Ballet Ensemble - a performance opportunity for Ballet students of all levels.

ENGL 304 **Writing for Government** ☒ ☐ ☐

Rationale: This course helps students complete the Bachelor of Science in Emergency Management.

ESL 871 **Basic Reading and Vocabulary** ☒ ☒ ☒

Rationale: New non-credit course. Mirror of ESL-71.

ESL 872 **Intermediate Reading and Vocabulary** ☐ ☐ ☒

Rationale: Creating Mirrior version of ESL 72.

ESL 873 **High Intermediate Reading and Vocabulary** ☐ ☐ ☒

Rationale: Mirrored version of ESL-73

ESL 890D **Special Topics in ESL: Verb Tense Review** ☒ ☒ ☒

Rationale: Mirrored course of ESL-90D.

ESL 890L **Special Topics in English as a Second Language: Punctuation of Phrases and Clauses** ☒ ☒ ☒

Rationale: Mirrored ESL-90L. The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.

ESL 890M **Special Topics in English as a Second Language: Articles and Prepositions** ☒ ☒ ☒

Rationale: Mirrored course of ESL-90M. The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other ch

Courses

New Courses

M N R Discussion

Action

ESL 890P **Special Topics in ESL: Mastering Academic Vocabulary**

☒ ☒ ☒

Rationale: Mirrored noncredit course.

ESL 891 **Oral Skills I: Beginning Oral Communication**

☐ ☐ ☒

Rationale: Mirrored course of ESL-91.

ESL 892 **Oral Skills II: Intermediate Oral Communication**

☐ ☐ ☒

Rationale: Mirrored course of ESL-92.

ESL 893 **Oral Skills III: Advanced Oral Communication**

☐ ☐ ☒

Rationale: The course materials for this COR are being updated as part of the routine updating procedure and so that when the discipline creates a new mirrored non-credit course, it can be copied directly without modification. No other changes have been made.

ESL 895 **Pronunciation and Accent Reduction**

☐ ☒ ☒

Rationale: Mirrored course of ESL-95.

Courses

New Courses

M N R Discussion

Action

ETS 4

Introduction to Chicana/o/x and Latina/o/x Studies

☒ ☒ ☒

Rationale:

Currently, our institution offers a History course that is cross-listed with Ethnic Studies. While this course provides valuable historical context, it does not meet the Ethnic Studies requirement under the California General Education Transfer Curriculum (CAL-GETC). As a result, students intending to fulfill their Ethnic Studies general education requirement for transfer must look outside of this course, limiting its applicability to the broader transfer pathway. The proposed course addresses this gap by establishing a stand-alone Ethnic Studies course in Chicana/o/x and Latina/o/x Studies. Unlike the cross-listed History course, this new course is explicitly designed to meet the Ethnic Studies requirement for transfer under CAL-GETC. Its framework centers Ethnic Studies as a distinct academic discipline, emphasizing interdisciplinary analysis, intersectional frameworks, community-based knowledge, and the lived experiences of Chicana/o/x and Latina/o/x peoples in the United States. Importantly, the course has been developed to closely align with the Chicana/o/x and Latina/o/x Studies Course Identification (C-ID) descriptor, ensuring consistency with statewide standards. This alignment supports articulation and seamless transfer for students moving from community colleges to CSU and UC campuses. By meeting both disciplinary expectations and statewide transfer requirements, the proposed course will: Ensure that students at our college have access to a transferable Ethnic Studies course in Chicana/o/x and Latina/o/x Studies. Broaden academic offerings in Ethnic Studies beyond cross-listed or discipline-specific courses. Strengthen institutional compliance with California legislative mandates (AB 1460 and AB 1040) requiring Ethnic Studies in CSU and CCC general education. Support equity, representation, and student success by centering Chicana/o/x and Latina/o/x experiences as foundational to Ethnic Studies. This proposal not only fills a critical curricular gap but also advances our college's mission to provide rigorous, equity-minded education that prepares students for transfer and lifelong learning.

GEG 305

Science of Natural Hazards and Disasters

☒ ☐ ☐

Rationale:

This new course is being proposed to help meet a requirement for the Bachelor of Science in Emergency Management degree.

Courses

New Courses

M N R Discussion

Action

GEG 9 [Introduction to Environmental Remote Sensing and Image Analysis](#) ☒ ☐ ☒

Rationale: As interest in geographic information systems (GIS) has grown among our students, it is increasingly necessary to offer complementary and scaffolded courses. Remote sensing data and analysis are important sources of data and information in the GIS domain. Helping students learn remote sensing concepts and skills will greatly increase their abilities and career potential in GIS. GEG-9 would also serve as a building block for a planned GIS certificate being developed by the Geography faculty.

HMS 63 [Addiction Prevention, Intervention, and Recovery](#) ☒ ☐ ☐

Rationale: Course to add in alignment with accreditation

H KIN V16 [Flag Football, Varsity, Women](#) ☒ ☒ ☒ This course has overhang units that would go unfunded. Holding for further discussion. All KIN V courses have overhang units.

Rationale: Create more opportunities for women to compete at the collegiate level.

MAT 11E [College Algebra with Support](#) ☒ ☒ ☒

Rationale: Giving students the option to take a combined course with Mat 11 and Mat 111.

MAT 1AE [Calculus I: Early Transcendentals – Embedded Support](#) ☒ ☒ ☒

Rationale: This course will be a replacement for students who currently take MAT-1A and MAT-101A (Calculus I with support) and will be CCN compliant.

MAT 25E [Mathematics for the Liberal Arts Student with Embedded Support](#) ☒ ☒ ☒

Rationale: Combine MAT-25 with MAT-125.

MAT 5E [Calculus for Business and Life Science with Embedded Support](#) ☒ ☒ ☒

Rationale: A 6-unit course combining our current MAT-5 and MAT-105 while satisfying the CCN requirements. Combining these courses can eliminate the co-requisite requirement, potentially reducing confusion for students and improving equity in access to support. This change streamlines our course offerings and enhances the overall student experience.

MAT 9E [STEM College Algebra with Embedded Support](#) ☒ ☒ ☒

Rationale: Giving students the option of taking a combined course of Math 9 and Math 109.

PHO 24 [Creative Drone Photography](#) ☐ ☐ ☒

Rationale: This class will teach students to creatively analyze and make creative drone images using professional drone standards.

Courses

New Courses

New Courses		M	N	R	Discussion	Action
PHO 25	Drone Photography for Public Service	☐	☐	☒		
Rationale:	This drone photography course will teach students skills and protocols needed for drone photography skills and strategies in public service sectors.					
PHO 30	Storytelling and Composition in Photography	☐	☐	☒		
Rationale:	This class will teach students how to professionally analyze composition in their photography and add narrative to their images.					
PHO 31	Photography Presentation and Gallery Prep	☐	☐	☒		
Rationale:	This course will teach students how to professionally prepare their final images for presentation to the public.					
PHO 32	Practical Visual Effects for Photography	☐	☐	☒		
Rationale:	This course will prepare students to use visual effects in their photography to creatively enhance photographs before they reach post production.					
PHO 33	Food and Product Photography	☐	☐	☒		
Rationale:	This course will teach students how to professionally photograph food and products for small businesses.					
PHO 38	Creative Photography	☐	☐	☒		
Rationale:	This course will teach students how to look at the photographic image with a creative approach and a technical background and understanding.					
PHO 6	Experimental and Alternative Process Photography	☐	☐	☒		
Rationale:	This course will teach students professional concepts with problem solving by experimenting with different photographic medias and printing strategies.					
PHO 66	Self-Promotion For Photographers	☐	☐	☒		
Rationale:	This course will teach students how to professionally promote themselves in the field of photography.					
H	PSF 101	Introduction to Emergency Management	☒	☐	☐	Holding for cross listed partner.
	Rationale:	This proposal creates PSF-101 which is a cross-listed course with HLS-101.				
H	PSF 2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	☒	☐	☐	Holding for cross listed partner.
	Rationale:	This course is the same as HLS-2 and is being created in preparation of migrating the HLS discipline to PSF.				

Courses

New Courses

		M	N	R	Discussion	Action
H	PSF 3 Response to Emergencies, Disasters and Homeland Security Incidents Rationale: This new course is part of the migration of the HLS discipline to PSF in preparation for the Bachelor of Science in Emergency Management.	☒	☐	☐	Holding for cross listed partner.	
H	PSF 301 Leadership and Ethics in Public Safety Rationale: This new course is part of the upper division core of the Bachelor of Science in Emergency Management (BSEM).	☒	☐	☐	Prerequisites should reflect lower division course work being applied in upper division courses.	
H	PSF 302 Media, Crisis and Public Communications Rationale: This class is part of the upper division core for the Bachelor of Science in Emergency Management (BSEM).	☒	☐	☐	Prerequisites should reflect lower division course work being applied in upper division courses. Sample reading assignments could be further developed. Sample assignment is meant to be a sample, not a description of what you would do, but an actual sample. This helps display the rigor of the class.	
H	PSF 308 Information Systems in Emergency Management Rationale: This is a new upper division course for the Bachelor of Science in Emergency Management.	☒	☐	☐	Prerequisites should reflect lower division course work being applied in upper division courses. Sample reading assignments could be further developed. Sample assignment is meant to be a sample, not a description of what you would do, but an actual sample. This helps display the rigor of the class.	
H	PSF 309 Human Resources in Public Safety Management Rationale: This course is part of the core curriculum for the Bachelor of Science in Emergency Management (BSEM).	☒	☐	☐	Prerequisites should reflect lower division course work being applied in upper division courses.	
H	PSF 310 Emergency Exercise Design and Evaluation Rationale: This new class is part of the Bachelor of Science in Emergency Management (BSEM) Upper Division Core.	☒	☐	☐	Prerequisites should reflect lower division course work being applied in upper division courses.	
	PSF 311 Whole Community Approach – Government Partners, Non-Profit and Allied Organizations in Public Safety Rationale: This course is part of the Bachelor of Science in Emergency Management	☒	☐	☐		
H	PSF 312 Grants Management in Emergency Management Rationale: This course is part of the core curriculum of the Bachelor of Science in Emergency Management.	☒	☐	☐	Prerequisites should reflect lower division course work being applied in upper division courses.	

Courses

New Courses

		M	N	R	Discussion	Action
H	PSF 313 Rationale:				Public Health and Disasters This is one of the core courses of the Bachelor of Science in Emergency Management.	☒ ☐ ☐ Prerequisites should reflect lower division course work being applied in upper division courses.
H	PSF 314 Rationale:				Research Methods and Analytical Techniques for Public Safety Management This course is part of the upper division core of the Bachelor of Science in Emergency Management (BSEM).	☒ ☐ ☐ Question regarding whether this course belongs in the PSF or STAT discipline based on the content. Could any PSF faculty member teach the statistics material? If the statistics work is lower division, perhaps the application of the lower division course work is PSF if nature, and the COR can be updated to reflect this.
	PSF 315 Rationale:				Emergency Management Capstone This course is part of the core upper division curricula for the Bachelor of Science in Emergency Management (BSEM).	☒ ☐ ☐
	PSF 316 Rationale:				Emergency Management Internship This course is part of the core curriculum of the Bachelor of Science in Emergency Management (BSEM)	☒ ☐ ☐
H	PSF 4 Rationale:				Recovery in Emergencies, Disasters and Homeland Security Incidents This course is being created as part of the migration of HLS to PSF in preparation for the launch of the BSEM.	☒ ☐ ☐
	PSF 5 Rationale:				Investigation of Emergencies, Disasters and Homeland Security Incidents Migration of HLS to PSF.	☒ ☐ ☐
	PSF 6 Rationale:				Case Studies in Emergencies, Disasters and Homeland Security Incidents New course that migrates the HLS series to the PSF discipline to better align with the new Bachelor of Science in Emergency Management	☒ ☐ ☐
H	PSF 8 Rationale:				Public Administration for Public Safety Leaders This is a new course that is part of the Bachelor of Science in Emergency Management (BSEM).	☒ ☐ ☐
	PSF 801 Rationale:				Community Emergency Response Team (CERT) Cross listing of HLS-801 and ADJ-801 as part of migration of HLS series to PSF.	☒ ☐ ☐
H	PSF 810 Rationale:				Basic Security Guard Training This course creates a PSF course cross-listed with the existing HLS-810.	☒ ☐ ☐

Courses

New Courses

		M	N	R	Discussion	Action
H	PSF 811 Advanced Security Guard Training Rationale: Class created to cross list HLS-811 to PSF discipline.	☒	☐	☐		
	PSF 830 ICS 300: Intermediate Incident Command System for Expanding Incidents Rationale: This new cross-listed course is being created as part of the migration of HLS to PSF.	☒	☐	☐		
	PSF 840 ICS 400: Advanced Incident Command System for Complex Incidents Rationale: This course is the same as HLS-840 and is being created as part of the migration of HLS to PSF.	☒	☐	☐		
H	PSYC 2H Honors Biological Psychology Rationale: To enhance the current honors offerings.	☐	☒	☒	This course is not supposed to be offered at Moreno Valley. Brian will check if Norco intends to hold it. GESLOs do not match PSYC-2.	
	PSYC 306 Psychology of Disaster Rationale: This course is a requirement for the new Bachelor's of Science in Emergency Management degree.	☒	☐	☐		
	PSYC 42 Forensic and Legal Psychology Rationale: This course is intended to serve as an additional elective course for psychology students. Roles that psychologists play in the field and how the law influences psychology will be examined. The course will highlight how psychological science (e.g., theory, methods, results, and practice) can inform the legal system. There is California precedent for including Forensic and Legal Psychology as a lower-division, community college level class. For example, Cerritos College and Santa Ana College already have this course offered.	☒	☒	☒		
	PSYC 9H Developmental Psychology - Honors Rationale: Expanding honors offerings.	☒	☐	☐		
	SCE 822 Self-Expression for Older Adults Rationale: The community has expressed an interest in taking a course of this nature.	☐	☐	☒		

Courses

New Courses

		M	N	R	Discussion	Action
H	THE 60 Rationale:			☒	Large number of GESLOs. Kelly will work with faculty.	
	Acting for Non-Majors Provides an opportunity for students from various academic fields to develop essential life skills like communication, confidence, and creativity. It promotes cultural literacy and helps students approach their personal and professional challenges with a broader perspective. This class would be a valuable addition to the curriculum for students, not just as an extracurricular activity, but as a practical, enriching experience that supports their overall growth and future success.					
H	THE 70 Rationale:			☒	Large number of GESLOs. Kelly will work with faculty. Content may need more development to show the theatre routes as opposed to education routes.	
	Drama in the Classroom This course will prepare Theatre Arts students to apply their skills in drama and performance to a career as a K-12 educator. Similarly, it will support Education students by providing them with new and dynamic drama-based learning strategies for the K-12 classroom.					

Disciplines

Discipline Discontinuances

		M	N	R	Discussion	Action
	PHS Rationale:			☒		
	Physical Science Sole course in the discipline is being excluded from the MVC catalog. An 'empty' discipline in the catalog would be needlessly confusing for students.					

Programs

New Programs

		M	N	R	Discussion	Action
H	ADT Rationale:			☒	Is this interdisciplinary? The core disciplines should have had a conversation.	
	BIO Nutrition and Dietetics To increase the number of ADT's offered at Moreno Valley College. To offer students another ADT option at Moreno Valley College.					
	Documents: Narrative TMC					

Programs

New Programs

M N R Discussion

Action

Bachelor of Science

H	PSF	Emergency Management			☒ ☐ ☐	Holding for courses. The catalog description states "interdisciplinary" but this is a PSF degree.
	Rationale:	The Riverside Community College District and Moreno Valley College are recognized throughout the region as leaders in public safety education and in addition to Administration of Justice, Fire Technology, Emergency Medical Services, and Crime Analysis, MVC's School of Public Safety currently offers associate's degrees in Emergency Management and Homeland Security. However, despite the fact over 80% of California public agencies that employ Emergency Managers require a bachelor's degree for entry level positions, there are no public institutions in California offering a Bachelor's degree in Emergency Management. The lack of a baccalaureate program limits the ability of both new and experienced professionals to gain the necessary academic credentials to advance in their careers and serve their communities effectively. Additionally, AB-89, passed by the legislature in 2021, will require California Peace Officers to hold a bachelor's degree. As demonstrated by the attached Labor Market Analysis from the Inland Empire/Desert Center of Excellence for Labor Market Research, there is a demonstrated need both regionally and statewide for Emergency Management professionals, and this degree will fill that need, leading to high paying jobs.				
	Documents:	Narrative	LMI	Advisory Committee	Regional Consortium	

Certificate

ADM	Design Agency Experience	☐	☐	☒
Rationale:	Design agency experience is a valuable and marketable skill for students whose professional paths should lead them to the graphic design, graphic/visual communication, and illustration industries. This new Design Agency Experience certificate will greatly equip our students with advanced graphic design skillsets that are critical to real client projects and interaction.			
Documents:	Narrative	LMI	Advisory Committee	Regional Consortium

Programs

New Programs

M N R Discussion

Action

Certificate

ENGL

[Global Studies](#)

☒ ☐ ☐

Rationale:

The Global Studies Certificate of Achievement is a high-impact, equity-minded initiative that leverages existing general education offerings to provide students with a coherent, transcript-noted credential in global learning. It supports transfer, enhances career readiness, demonstrates students' acquisition of skills such as cross-cultural communication and adaptability, and aligns with RCCD's mission to serve the educational and workforce needs of its diverse student population while preparing graduates to navigate and contribute to an interconnected world. By rewarding students with a certificate to recognize their interest and success in internationalized courses, the program expands equitable access to global education to all students in the district. Finally, the certificate distinguishes RCCD as a leader in internationalizing the curriculum.

Documents:

[Narrative](#)

ENGL

[Global Studies](#)

☐ ☒ ☐

Rationale:

The Global Studies Certificate of Achievement is a high-impact, equity-minded initiative that leverages existing general education offerings to provide students with a coherent, transcript-noted credential in global learning. It supports transfer, enhances career readiness, demonstrates students' acquisition of skills such as cross-cultural communication and adaptability, and aligns with RCCD's mission to serve the educational and workforce needs of its diverse student population while preparing graduates to navigate and contribute to an interconnected world. By rewarding students with a certificate to recognize their interest and success in internationalized courses, the program expands equitable access to global education to all students in the district. Finally, the certificate distinguishes RCCD as a leader in internationalizing the curriculum.

Documents:

[Narrative](#)

Programs

New Programs

M N R Discussion

Action

Certificate

ENGL	Global Studies	☐	☐	☒
Rationale:	The Global Studies Certificate of Achievement is a high-impact, equity-minded initiative that leverages existing general education offerings to provide students with a coherent, transcript-noted credential in global learning. It supports transfer, enhances career readiness, demonstrates students' acquisition of skills such as cross-cultural communication and adaptability, and aligns with RCCD's mission to serve the educational and workforce needs of its diverse student population while preparing graduates to navigate and contribute to an interconnected world. By rewarding students with a certificate to recognize their interest and success in internationalized courses, the program expands equitable access to global education to all students in the district. Finally, the certificate distinguishes RCCD as a leader in internationalizing the curriculum.			
Documents:	Narrative			

Degree & Certificate

PHO	Creative Photography	☐	☐	☒
Rationale:	This would be a new certificate to provide a professional context and background for students in conjunction with the fortification of photography knowledge and creative photography to prepare the students for transfer. Students will be prepared to start and run a successful photography business as well as participate in photography related professional duties in other fields, as well as be prepared with an advanced level of photographic analysis to transfer to four year institutions.			
Documents:	Narrative LMI Advisory Committee Regional Consortium			

PHO	Drone Photography	☐	☐	☒
Rationale:	This would be a new program to provide professional training in drone photography for students to prove aptitude and skillset to potential employers. Students will become proficient in the core concepts of the camera as well as the ability to fly, operate, and photograph with a drone. Students will gain experience with varying styles of drones from consumer to professional.			
Documents:	Narrative LMI Advisory Committee Regional Consortium			

Programs

New Programs

M N R Discussion

Action

Non-Credit Certificate

ESL [Intermediate American College English](#) ☐ ☐ ☒

Rationale: The discipline has expanded access to our community of language learners by providing reading, oral skills and special topics courses in non-credit mirrored formats. Along with that change, this noncredit certificate will expand the variety of courses students can benefit from while allowing them to target their individual language acquisition needs as they take courses at RCC.

Documents: [Narrative](#)

ESL [Medical Terminology for English Language Learners](#) ☐ ☐ ☒

Rationale: English language learners who want to function and communicate in the healthcare field and medical environments often find the greatest obstacle is language used with medical terminology. The purpose of this certificate is to reduce those barriers by allowing students to practice with the specific language to help them function better within the healthcare system and/or prior to entering healthcare content classes. These ESL courses will increase language learners' ability to advocate for themselves and their families as they navigate through the medical system while also improving access to employment in the healthcare field.

Documents: [Narrative](#)

Program Modifications

M N R Discussion

Action

ADT

ENGL [English](#) ☐ ☐ ☒

Rationale: Removing ENGL-16 from List C. The English discipline at RCC has not offered English 16 with robust enrollment (or at all) in quite some time and voted to exclude the course from the RCC catalog.

GEG [Geography](#) ☒ ☐ ☐

Rationale: Removal of course, GEG-30D, does not affect the program.

POLS [Political Science](#) ☒ ☐ ☐

Rationale: Removal of two honors courses: POLS-2H, POLS-4H.

SJS [Social Justice Studies](#) ☐ ☒ ☐

Rationale: Norco POLS faculty are excluding the POLS-20 course from the Norco catalog so we are removing it from this ADT.

Programs

Program Modifications

M N R Discussion

Action

Certificate

BUS **Small Business Accounting** ☒ ☐ ☐

Rationale: ACC-55 Applied Accounting and Bookkeeping has not been offered at Moreno Valley College since Fall 2017 and is on the MVC course sunset list. This course has been classically low enrolled, and non-transferrable from MVC to UC/CSU. Taking ACC-1A in collaboration with the other courses for the certificates, can provide greater opportunities for students to complete other accounting certificates and/or an associate's degree. Additionally, ACC- 1A (Principles of Accounting I) is transferable to both UC/CSU, is one of the required courses of the Business Admin ADT and is offered every term.

BUS **Small Business Payroll Accounting** ☒ ☐ ☐

Rationale: ACC-55 Applied Accounting and Bookkeeping has not been offered at Moreno Valley College since Fall 2017 and is on the MVC course sunset list. This course has been classically low enrolled, and non-transferrable from MVC to UC/CSU. Taking ACC-1A in collaboration with the other courses for the certificates, can provide greater opportunities for students to complete other accounting certificates and/or an associate's degree. Additionally, ACC- 1A (Principles of Accounting I) is transferable to both UC/CSU, is one of the required courses of the Business Admin ADT and is offered every term.

H **BUS** **Business Administration: General Business Specialized Area** ☐ ☐ ☒ Question regarding use of the word credential in the title.
Rationale: Change the name to "Business Administration: General Business Specialized Area Credential". Course replacement: add BUS 40 and delete BUS 48; add MKT 25 and delete MKT 20

H **BUS** **Business Administration: Global Business Specialized Area** ☐ ☐ ☒ Question regarding use of the word credential in the title.
Rationale: Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with "Business Administration:" to achieve consistency in the naming.

H **BUS** **Business Administration: Human Resources Specialized Area** ☐ ☐ ☒ Question regarding use of the word credential in the title.
Rationale: Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with "Business Administration:" to achieve consistency in the naming. Waiting for regional consortium recommendation.

Programs

Program Modifications

M N R Discussion

Action

Certificate

H	BUS	Business Administration: Management Specialized Area	☐ ☐ ☒	Question regarding use of the word credential in the title.
	Rationale:	Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with "Business Administration:" to achieve consistency in the naming.		
	CIS	Web Master - Web Designer	☐ ☐ ☒	
	Rationale:	CIS-76B is being deemphasized due to Adobe no longer updating or supporting the product and its loss of market share in industry. CIS-71 represents a more cutting edge (user oriented) design approach that will benefit web designers. Overall, students now have more relevant options and there is decrease in units required for completion!		
	CIS	Web Master - Web Developer	☐ ☐ ☒	
	Rationale:	CIS-76B is being deemphasized due to Adobe no longer updating or supporting the product and its loss of market share in industry. CIS-71 represents a more cutting edge (user oriented) design approach that will benefit web designers. CIS-14B (recently modified curriculum) represents an alternative programming option for developers. Overall, students now have more relevant options and there is decrease in units required for completion.		
	HMS	Behavioral Therapist	☒ ☐ ☐	
	Rationale:	The reason for requested program modification is to align with CAADE accreditation requirements.		
	HMS	Child Welfare and Family Studies	☒ ☐ ☐	
	Rationale:	The reason for requested program modification is to align with CAADE accreditation requirements		
	HMS	Military Social Work	☒ ☐ ☐	
	Rationale:	The reason for requested program modification is to align with CAADE accreditation requirements.		
	HMS	Multicultural Counseling & Advocacy Resources	☒ ☐ ☐	
	Rationale:	The reason for requested program modification is to align with CAADE accreditation requirements.		

Programs

Program Modifications

M N R

Discussion

Action

Certificate

HMS **Social Justice System Studies** ☒ ☐ ☐

Rationale: The reason for requested program modification is to align with CAADE accreditation requirements.

H

MKT **Business Administration: Marketing Specialized Area Credential** ☐ ☐ ☒

Rationale: Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with "Business Administration:" to achieve consistency in the naming. Updating course titles.

Question regarding use of the word credential in the title.

PHO **Crime Scene Photography Essentials** ☐ ☐ ☒

Rationale: This is an updated to Crime Scene Photography Essentials CE 1026 by updating the name of PHO 23 to Introduction to Drone Photography.

Degree

H

CIS **Information Technology (IT) Cybersecurity** ☒ ☐ ☐

Rationale: To include CIS-64, Technology and Data Ethics course into the program Electives listing as this is an option for students to possibly receive university transferable credit and meet industry demands for knowledge in ethical practices in data, technology and AI.

Holding for BUS-24 exclusion.

Degree & Certificate

H

AUB **Automotive Collision Repair** ☐ ☐ ☒

Rationale: The removal of AUB-53 reflects its deletion from the catalog and ensures program requirements remain accurate and up to date. The addition of AUB-60 and AUB-81 as electives expands student options, enhances flexibility in course selection, and supports timely completion of the certificate/degree. These adjustments strengthen program accessibility while maintaining alignment with industry needs and leaving core learning outcomes unchanged.

Holding for AUB new courses.

H

AUB **Automotive Refinishing and Paint** ☐ ☐ ☒

Rationale: The removal of AUB-53 reflects its deletion from the catalog and ensures program requirements remain current. The addition of AUB-56 and AUB-82 as electives provides students with greater flexibility in course selection, supports timely completion of the certificate/degree, and expands access to relevant and up-to-date training. These adjustments maintain alignment with industry needs while leaving core program learning outcomes intact.

Holding for AUB new courses.

Programs

Program Modifications

M N R

Discussion

Action

Degree & Certificate

H **AUB** **Automotive Trim and Upholstery** ☐ ☐ ☒ Holding for AUB new courses.

Rationale: This pattern has been streamlined to improve student access and completion rates while expanding elective options to provide greater flexibility in pathways to completion. In addition, AUB-52 has been moved to a core requirement, as a thorough understanding of interior trim panel removal is essential to both refinishing/paint and upholstery. AUB-52 is more closely aligned with Trim and Upholstery than AUB-51.

BUS **Business Administration: Accounting Concentration** ☐ ☐ ☒

Rationale: This program modification accomplishes attaching all accounting courses to the Business Administration: Accounting Concentration – Associate of Science Degree and Certificate of Achievement. Course Deletion: The material in the course that we are deleting, ACC 61 – Cost Accounting is already covered by one of the required courses for this program, Principles of Accounting II (ACC 1B). Course Additions: ACC 55 is a course attached to our Small Business Accounting certificate (CE859) and Small Business Payroll Accounting certificate (CE860). This course should also be an elective in the Accounting Concentration program. ACC 19, ACC 19L, ACC 40, and ACC 68 are all recently developed and approved courses that need to be attached to the Accounting Concentration degree and certificate. ACC 67 was adopted into RCC inventory and needs to be associated with the Accounting Concentration degree and certificate.

H **BUS** **Business Administration: Marketing Concentration** ☐ ☐ ☒ Minutes appear to be missing.

Rationale: Change of name of MKT 25 from current name “Marketing for Professionals” to new name “Marketing for Workplace Success”.

CIS **Simulation and Gaming: Game Art** ☒ ☐ ☐

Rationale: Due to sunsetting of courses the required and elective course list for this program need to be updated. Total required and elective units remains unchanged.

HMS **Drug and Alcohol Studies** ☒ ☐ ☐

Rationale: The reason for requested program modification is to align with CAADE accreditation requirements.

HMS **Social Work, Human Services, & Counseling Practices** ☒ ☐ ☐

Rationale: The reason for requested program modification is to align with CAADE accreditation requirements.

Programs

Program Modifications

M N R Discussion

Action

Degree & Certificate

MDA **Transcriptionist/Health Documentation Specialist** ☒ ☐ ☐

Rationale: MDA-58B Advanced Medical Transcription is being deleted from the catalog. MDA-58B Advanced Medical Transcription has consistently been low enrolled and the last time it was successfully ran was in Spring 2011.

PHO **Entrepreneurial Photography** ☐ ☐ ☒

Rationale: This is an update to an existing Entrepreneurial Photography Certificate and degree (AS1037/AS1037B/AS1037C/CE1037) that adds the new class PHO-68 Self-Promotion for Photographers and updates the name of PHO 18 to Photoshop, Lightroom, and Editing for Photographers.

PHO **Photography** ☐ ☐ ☒

Rationale: The Photography department is adding 8 new classes and creating two new certificates. One of the new classes is being added the Photography Certificate/Associates to strengthen the education that students will receive.

Non-Credit Certificate

ESL **Advanced American College English** ☐ ☐ ☒

Rationale: The discipline has expanded access to our community of language learners by providing reading, oral skills and special topics courses in non-credit mirrored formats. Along with that change, this noncredit certificate will expand the variety of courses students can benefit from while allowing them to target their individual language acquisition needs as they take courses at RCC.

ESL **Beginning American College English** ☐ ☐ ☒

Rationale: The discipline has expanded access to our community of language learners by providing reading, oral skills and special topics courses in non-credit mirrored formats. Along with that change, this noncredit certificate will expand the variety of courses students can benefit from while allowing them to target their individual language acquisition needs as they take courses at RCC.

RCCD

**RIVERSIDE COMMUNITY
COLLEGE DISTRICT**

DISTRICT TECHNICAL REVIEW COMMITTEE

Program Documentation for October 21, 2025

Program Outline of Record – Associate Degree for Transfer (ADT)

Program Outline

Title: Nutrition and Dietetics

Originator: Stephen Wagner

Date 10/3/2024

Department: Sciences

College/Learning Pathway/Engagement Center: Moreno Valley - Science, Technology,
Engineering and Math Engagement Center

TOPs Code: 1306.00 Nutrition, Foods and Culinary Arts
and Wellness Studies, General.

CIP Code: 19.0501 Foods, Nutrition

College: ☒ Moreno Valley College ☐ Norco College ☐ Riverside City College

(Please note: ADTs are college specific. If multiple colleges wish to adopt this program, a separate proposal and college specific supporting documents are required.)

Type of ADT: ☐ Associate in Arts for Transfer ☒ Associate in Science for Transfer

This is a: ☒ New ADT* ☐ Modification to an existing ADT

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing ADT, please specify the changes being made:

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

To increase the number of ADT's offered at Moreno Valley College. To offer students another ADT option at Moreno Valley College.

Required Documentation:

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified ADTs must include the following:

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative *(See next page)*
- ☒ C-ID or Assist Articulation Information, and the most current TMC Template *(Work with your Articulation Officer to obtain this documentation)*

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation purpose.

The Associate Degree for Transfer in Nutrition and Dietetics prepares students for success in a baccalaureate degree in Nutrition and Dietetics with the lower division course work required to transfer into the CSU system. Students completing the Associate Degree for Transfer in Nutrition and Dietetics will be prepared to transfer to a CSU as juniors and pursue a baccalaureate degree in Nutrition and Dietetics. Students transferring to a non-CSU campus should consult the catalog and determine the specific requirements of the campus to which they are applying.

The study of Nutrition provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition, such as Chemistry, Microbiology, Anatomy Physiology and Biology. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to a more practical level and then apply this knowledge to their own health. This program will help the student understand the relationship of nutrition and disease prevention throughout the lifecycle.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal. The language list below is required at the end of the catalog description. Please replace the highlighted text with the language appropriate for this specific ADT. Course titles and unit values must be exact.

The Associate Degree for Transfer in Nutrition and Dietetics prepares students for success in a baccalaureate degree in Nutrition and Dietetics with the lower division course work required to transfer into the CSU system. Students completing the Associate Degree for Transfer in Nutrition and Dietetics will be prepared to transfer to a CSU as juniors and pursue a baccalaureate degree in Nutrition and Dietetics. Students transferring to a non-CSU campus should consult the catalog and determine the specific requirements of the campus to which they are applying.

The study of Nutrition provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition, such as Chemistry, Microbiology, Anatomy Physiology and Biology. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to a more practical level and then apply this knowledge to their own health. This program will help the student understand the relationship of nutrition and disease prevention throughout the lifecycle.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Evaluate scientific concepts of nutrition related to the functioning of the nutrients in the basic life process and apply these concepts to determine the effects of nutrients on the human body.

Program Outline of Record – Associate Degree for Transfer (ADT)

- Outline the process by which the human body ingests, digests, absorbs, transports, utilizes and excretes food substances.
- List and describe the basic chemical structures of the six classes of nutrients, their action, interaction and balance in relation to health and disease.

Required Courses: 22-26 units

Required Core: (15 Units)

Course	Title	Units
KIN-4	Nutrition	3
PSYC-C1000/ PSYC-C1000H	Introduction to Psychology/ Introduction to Psychology - Honors	3
CHE-1A/CHE-1AH	General Chemistry, I/ Honors General Chemistry, I	5
BIO-55	Microbiology	4

Elective – List A:

Select ONE of the following options: 4-8 Units

Course	Title	Units
<u>Option 1:</u> BIO-50A AND BIO -50B	Anatomy and Physiology I AND Anatomy and Physiology II	4 4
<u>Option 2:</u> *CHE-1B/ (*2 nd Semester)	General Chemistry, II	5
<u>Option 3:</u> CHE-12A	Organic Chemistry, I	5
<u>Option 4:</u> STAT-C1000 / STAT-C1000H OR PSYC-48/ SOC-48	Introduction to Statistics / Introduction to Statistics - Honors OR Statistics for the Behavioral Sciences	4 4

Program Outline of Record – Associate Degree for Transfer (ADT)

Elective – List B:

Select one course – 3 Units

Course	Title	Units
HES-1	Health Science	3
KIN-35	Foundation for Fitness and Wellness	3
KIN-36	Wellness: Lifestyle Choices	3

Total Units: 22-26

ASSOCIATE IN SCIENCE FOR TRANSFER DEGREE

The **Associate in Science in Nutrition and Dietetics** for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of 'C' or better (or a 'P' if taken as Pass/No Pass).

Program Outline

Title: Bachelor of Science in Emergency Management

Originator: Charles Wilhite

Date 9/27/2025

Department: School of Public Safety

College/Learning Pathway/Engagement Center: Moreno Valley - Public Safety Engagement Center

☒ **Moreno Valley College**

☐ **Norco College**

☐ **Riverside City College**

(Please note: All degrees are college specific. If multiple colleges wish to adopt this degree, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2199.00

CIP Code: 43.0302

Type of Baccalaureate Degree:

☒ Bachelor of Science

This is a: ☒ New degree*

☐ Modification to an existing degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☒ Yes, minutes attached

☐ Approval Pending

☐ No Capital or Budgetary Impacts

If this is a modification to an existing degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Riverside Community College District and Moreno Valley College are recognized throughout the region as leaders in public safety education and in addition to Administration of Justice, Fire Technology, Emergency Medical Services, and Crime Analysis, MVC's School of Public Safety currently offers associate's degrees in Emergency Management and Homeland Security. However, despite the fact over 80% of California public agencies that employ Emergency Managers require a bachelor's degree for entry level positions, there are no public institutions in California offering a Bachelor's degree in Emergency Management. The lack of a baccalaureate program limits the ability of both new and experienced professionals to gain the necessary academic credentials to advance in their careers and serve their communities effectively. Additionally, AB-89, passed by the legislature in 2021, will require California Peace Officers to hold a bachelor's degree. As demonstrated by the attached Labor Market Analysis from the Inland Empire/Desert Center of Excellence for Labor Market Research, there is a

demonstrated need both regionally and statewide for Emergency Management professionals, and this degree will fill that need, leading to high paying jobs.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new or modified degrees:

- ☐ Evidence of district-wide discipline communication (PSF Discipline is unique to MVC)
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)

In addition, all new degrees require the following:

- ☒ Labor Market Information and Analysis
- ☒ Evidence of Consultation with Regional Employers and Workforce Development Boards
- ☒ Advisory Committee Recommendation
- ☒ Regional Consortium Recommendation

Program Narrative

Item 1. Program Goals and Objectives

Must address unmet workforce needs and may address transfer preparation.

1. Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
2. Demonstrate the leadership, problem solving, analytical, and decision-making skills required in the field of emergency management.
3. Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
4. Analyze the fundamental roles and responsibilities of the professional emergency manager.
5. Evaluate ethical, social, civic, cultural, and political issues that have a direct impact on the discipline of emergency management and disaster planning services.
6. Evaluate research about the management and practical application of emergencies and disaster planning using quantitative and qualitative analytical tools.
7. Design effective written and oral communications (including crisis communication) in the discipline and practice of disaster preparedness and emergency management.
8. Design, develop, and assess simulated exercises to evaluate and improve emergency readiness and response capabilities.

Item 2. Administrative Plan

Includes, but is not limited to, the governing board of the district's funding plan for its specific district.

Moreno Valley College has a history of strong fiscal management and is well-positioned to offer a Bachelor of Science degree in Emergency Management and financial capacity to support the new baccalaureate program while maintaining other educational programs and services. The four-year budget for the baccalaureate program shows the college's commitment to providing the necessary resources for the program's implementation and sustainability. All revenues generated will be reinvested to ensure the program's success.

In addition to the revenue and expenses detailed in the attached budget, the Riverside Community College District, Riverside County College District Foundation, Riverside County Strong Workforce, and the Riverside County Department of Emergency Management have all committed to providing marketing, academic, administrative and career placement services to ensure student success. Additionally, the appropriate use of Perkins, Workforce Innovation and Opportunity Act (WIOA), and other grant funding is also being explored.

Program Outline of Record – Baccalaureate Degree

Baccalaureate Program Expenditure Summary (4 Year Projections) EMS Bachelor Degree Program Model (2 years)

	Year 1	Year 2	Year 3	Year 4	Total
PROGRAM REVENUE					
Tuition Revenue (1st semester \$46 *3 units * 5 courses* 50 students) + (2nd semester \$130 *3 units * 5 courses* 50 students), (2nd Year Spring and forward = 100 students)	\$ 132,000	\$ 327,000	\$ 327,000	\$ 327,000	\$ 1,113,000
Apportionment (1st Year = 4.5 FTES x 5 courses x 2 semesters x \$5,294) (2nd Year = 4.5 FTES x 10 courses x 2 semesters x \$5,294)	\$ 238,230	\$ 476,460	\$ 476,460	\$ 476,460	\$ 1,667,610
ESTIMATED NET REVENUE	\$ 370,230.00	\$ 803,460.00	\$ 803,460.00	\$ 803,460.00	\$ 2,780,610.00
PERSONNEL EXPENDITURES					
Instructional Faculty					
Full Time					
Salary	\$ 96,165	\$ 98,569	\$ 101,033	\$ 103,559	\$ 399,326
Fixed Charges	\$ 24,426	\$ 25,037	\$ 25,662	\$ 26,304	\$ 101,429
Health Insurance	\$ 32,522	\$ 33,335	\$ 34,169	\$ 35,023	\$ 135,050
Associate					
Salary	\$ 24,041	\$ 123,211	\$ 126,291	\$ 129,449	\$ 402,992
Fixed Charges	\$ 6,106	\$ 31,296	\$ 32,078	\$ 32,880	\$ 102,360
Health Insurance	\$ 8,131	\$ 41,669	\$ 42,711	\$ 43,779	\$ 136,290
Short-Term Student Help, Instructional					
Short-Term Student Help, Instructional...Tutor & SI (1st Year: 3 Hours*28 weeks* \$16.5 *2 Tutors) + (2nd year and beyond : 15 Hours*28 weeks* \$18 *2 Tutors)	\$ 2,772	\$ 15,120	\$ 15,120	\$ 15,120	\$ 48,132
Fixed Charges	\$ 50	\$ 272	\$ 272	\$ 272	\$ 866
Non-Instructional Faculty					
Program Director - Salary	\$ 24,041	\$ 24,642	\$ 25,258	\$ 25,890	\$ 99,831
Program Director - Fixed Charges	\$ 6,106	\$ 6,259	\$ 6,416	\$ 6,576	\$ 25,357
Program Director - Health Insurance	\$ 8,131	\$ 8,334	\$ 8,542	\$ 8,756	\$ 33,762
Counseling - Salary	\$ 24,041	\$ 49,284	\$ 50,517	\$ 51,779	\$ 175,622
Counseling - Fixed Charges	\$ 6,106	\$ 12,518	\$ 12,831	\$ 13,152	\$ 44,608
Counseling - Health Insurance	\$ 8,131	\$ 16,668	\$ 17,084	\$ 17,512	\$ 59,394
Classified Professionals					
Academic Evaluations Specialist--Salary	\$ 9,059	\$ 18,571	\$ 19,035	\$ 19,511	\$ 66,176
Academic Evaluations Specialist--Fixed Charges	\$ 3,311	\$ 6,788	\$ 6,957	\$ 7,131	\$ 24,187
Academic Evaluations Specialist - Health Insurance	\$ 3,730	\$ 7,646	\$ 7,837	\$ 8,033	\$ 27,245
Student Service Tech (Admissions) - Salary	\$ 8,662	\$ 17,756	\$ 18,200	\$ 18,655	\$ 63,274
Student Service Tech (Admissions) - Fixed Charges	\$ 3,166	\$ 6,490	\$ 6,652	\$ 6,818	\$ 23,126
Student Service Tech (Admissions) - Health Insurance	\$ 3,730	\$ 7,646	\$ 7,837	\$ 8,033	\$ 27,245
Educational Advisor--Salary	\$ 19,968	\$ 40,934	\$ 20,979	\$ 21,503	\$ 103,384
Educational Advisor-Fixed Charges	\$ 7,298	\$ 14,961	\$ 7,668	\$ 7,859	\$ 37,787
Educational Advisor - Health Insurance	\$ 7,459	\$ 15,291	\$ 7,837	\$ 8,033	\$ 38,620
SUBTOTAL PERSONNEL EXPENDITURES	\$ 340,151.75	\$ 634,297.55	\$ 600,987.03	\$ 615,626.90	\$ 2,176,063.24
OPERATING EXPENDITURES					
4210/4230 Reference and Other Books	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,440	\$ 4,640
4320 Instructional Supplies	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,440	\$ 4,640
4350/4351 Instructional Media Materials	\$ 500	\$ 500	\$ 600	\$ 720	\$ 2,320
4555 Copying and Printing	\$ 300	\$ 300	\$ 360	\$ 432	\$ 1,392
4575 Software < \$200	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,440	\$ 4,640
4590 Office & Other Supplies	\$ 500	\$ 500	\$ 600	\$ 720	\$ 2,320
5210-5220 Meetings/Conferences/Travel Expenses	\$ 1,000	\$ 2,000	\$ 2,400	\$ 2,880	\$ 8,280
5310/5320 Memberships / Dues	\$ 500	\$ 500	\$ 600	\$ 720	\$ 2,320
5649 Computer Software Maintenance/Lic	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,440	\$ 4,640
5740 Advertising	\$ 4,000	\$ 12,000	\$ 14,400	\$ 17,280	\$ 47,680
6312 Library Subscriptions	\$ 500	\$ 500	\$ 600	\$ 720	\$ 2,320
6485 Comp Equip Add'l \$200 to \$4,999	\$ -	\$ 20,000	\$ -	\$ 30,000	\$ 50,000
SUBTOTAL PERSONNEL EXPENDITURES	\$ 11,300.00	\$ 40,300.00	\$ 24,360.00	\$ 59,232.00	\$ 135,192.00
TOTAL DIRECT EXPENSES	\$ 351,452	\$ 674,598	\$ 625,347	\$ 674,859	\$ 2,311,255
INDIRECT EXPENSES					
College Overhead rate (5%)	\$ 17,573	\$ 33,730	\$ 31,267	\$ 33,743	\$ 115,563
TOTAL DIRECT EXPENSES	\$ 369,024	\$ 708,327	\$ 656,614	\$ 708,602	\$ 2,426,818
NET REVENUE	\$ 1,206	\$ 95,133	\$ 146,846	\$ 94,858	\$ 353,792

1/10/2025
\\SHERRA\Business Services\Nader_\MVC as 01.25.21 -\Projects_MVC\Bachelor's Degree in Emergency Management\12.23.24_Overview_Tabs_NG\EM Bachelor's Degree working
budget calculator (01.06.25).xlsx CBS_NG

Item 3. Expertise, Resources, and Student Interest

Documentation of the district's expertise, resources, and student interest to offer a quality baccalaureate degree in the proposed field of study.

Faculty:

The curriculum plan calls for the addition of 15 units (5 classes) for each of the two first semesters the program is offered. Those courses will be taught by existing full and part-time faculty. MVC's plan calls for the addition of one full-time faculty member in year 2, whose load will be split between acting as the program director (.2 FTE) and teaching (.8 FTE). Existing full and part time faculty will continue to teach other classes in the program.

Staff:

Moreno Valley College plans to utilize existing staffing resources to support the new Emergency Management program including admissions and records, veterans' services, outreach, financial aid, evaluations, student support services, basic needs, associated students and campus life, financial aid, Accessibility Resource Center, tutoring and academic success center (ASC), and student health and mental health services. We recognize that resources reallocation may be needed in some support areas. Please see the next section for additional information.

Administration:

The proposed Bachelor of Science: Emergency Management program will be managed and supported by the Dean of the School of Public Safety and the Vice President of Instruction. The Vice President of Student Services will oversee support services led by the deans of Enrollment Services, Student Affairs, and Student Development. The Vice President of Administrative Services will oversee all facilities service needs.

Student Interest:

To gauge student interest, surveys were distributed to approximately 250 students currently enrolled in Fire Technology, Emergency Medical Services, and Emergency Management and Homeland Security courses at the MVC School of Public Safety. Two-hundred students (80%) responded to the survey. Of the respondents, 15% reported having previously earned a bachelor's degree, and 16% an associate's degree.

Ninety-four percent of the students (186/198) indicated that they would be very likely or highly likely to pursue a Bachelor's Degree in Emergency Management at MVC. Additionally, all but 2 (98%) felt that a Bachelor's Degree in Emergency Management would assist them in reaching their Educational Goals, and 96% (189/197) believed that a Bachelor's Degree in Emergency Management would improve their promotional or career opportunities. Finally, and extremely enlightening, 71% said that the only way they would be able to pursue a bachelor's degree is if it were offered at Moreno Valley College. In post-survey discussions, the most common reason given by those who endorsed this view was finances and

the belief that they could not afford either the tuition at one of the private colleges that offer the degree or did not wish to take on the student loan debt that would be required.

Item 4. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal.

The Bachelor of Science in Emergency Management is an interdisciplinary degree designed to give students the skills and knowledge necessary for emergency management or public safety leadership positions, including fire, law enforcement and emergency medical services. The curriculum is designed to provide the learner with the technical and professional knowledge necessary to meet local, state, and national safety responsibilities both in the public and private sectors, preparing for, mitigating, responding to, and recovering from natural and manmade disasters.

1. Program Requirements and Prerequisite Skills

Admission to Moreno Valley College does not guarantee admission to the baccalaureate degree program. Students who wish to declare a major in the baccalaureate degree program must meet minimum criteria in order to be admitted into the program. Admission into the program may be selective due to limitations in the number of students who can be accommodated in the program, and/or other limitations. Students admitted to the baccalaureate degree program must be able to meet the essential elements of the courses and programs.

Moreno Valley College uses a multicriteria screening process to evaluate applicants for admissions. This process may include, but shall not necessarily be limited to, all of the following:

- Academic degree as defined above.
- Grade-point average in relevant coursework.
- Any relevant work or volunteer experience.
- Professional licensing and/or state/national certification.
- Portfolio review for identification for Credit for Prior Learning.
- Life experiences or special circumstances of an applicant, including, but not necessarily limited to, the following experiences or circumstances: disability, low family income, first generation of family to attend college, need to work, disadvantages social or educational environment, extenuating circumstances, refugee, or veteran status.
- Proficient or advanced level coursework in languages other than English.

Consistent with Education Code Sections 66025.8, 66025.91 and 66025.92, priority enrollment and admissions is offered to military veterans (15 years), foster youth, students in the Community College

Extended Opportunity Programs and Services Program, students eligible for Disabled Student Programs and Services, and students who are California Work Opportunity and Responsibility to children recipients.

The following prerequisite skills are required (pre-requisite skills can be demonstrated through completion of the lower division major courses):

1. Given a case study, discuss the nature of the threat of terrorism in America and the ways this threat has changed over the last thirty years.
2. Identify and assess the roles and responsibilities of Federal, State, Local and Tribal Agencies in Homeland Security.
2. Identify the types of manmade, technological and natural hazards that affect the United States.
3. Articulate the various stages of Emergency Management.
4. Explain the incident command system and how it functions.

2. Admission Requirements and/or Enrollment Limitations

Students interested in pursuing the Bachelor of Science in Emergency Management must meet the following requirements to be admitted to the program:

1. Completion with a “C” or better at least 60 lower division semester units, including:
 - a. Either the RCCD GE or Cal-GETC general education pattern, as listed in the college catalog.
 - b. HLS-1 Introduction to Homeland Security and Terrorism (3) and
HLS-101 Introduction to Emergency Management (3)
 - c. At least 9 additional units from:
 - HLS-2 Preparedness for Emergencies, Disasters & Homeland Security Incidents (3)
 - HLS-3 Response to Emergencies, Disasters and Homeland Security Incidents (3)
 - HLS-4 Recovery in Emergencies, Disasters and Homeland Security Incidents (3)
 - GEG-8 Introduction to Geographic Information Systems, with Lab (3)
 - BUS-77A Introduction to Project Management (4)
 - PSF-8 Public Policy and Administration for Public Safety Leaders (3)
 - SOC- 1/SOC-1H Introduction to Sociology/Honors Introduction to Sociology (3)
 - and
 - STAT-C1000/ STAT-C1000H Introduction to Statistics/Introduction to Statistics - Honors (4)
 - or
 - PSYC- 48 Statistics for the Behavioral Sciences (4)
 - or
 - SOC-48 Statistics for the Behavioral Sciences (4)
2. Submission of an online application to Moreno Valley College
3. Submission of a letter of application stating the student’s interests and goals.

Program Outline of Record – Baccalaureate Degree

4. Submission of official transcripts* of all college-level course work to Admissions and Records.

*Applicants may submit unofficial transcripts for review by the departmental faculty. However, under college policy, admission decisions are contingent upon receipt of official transcripts.

Students may be permitted to transfer no more than 70 semester (105 quarter) units to a from another institution which does not offer bachelor's degrees or their equivalents, for example, community colleges, to the Bachelor's Degree Program.

Item 5. Program Requirements

Includes course requirements, faculty, facilities, and sequencing that reflect program goals.

Lower Division Required Courses: 32 units

Course	Title	Units	Sequencing
HLS-1/ PSF-1	Introduction to Homeland Security and Terrorism	3	1*
HLS-101/ PSF-101	Introduction to Emergency Management	3	1*
HLS-2/ PSF-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	1/2**
HLS-3/ PSF-3	Response to Emergencies, Disasters and Homeland Security Incidents	3	1/2
HLS-4/ PSF-4	Recovery in Emergencies, Disasters and Homeland Security Incidents	3	1/2
SOC-1/ SOC-1H	Introduction to Sociology/Honors Introduction to Sociology	3	1/2
STAT-C1000/ STAT-C1000H PSYC-48/ SOC-48	Introduction to Statistics/Introduction to Statistics - Honors Statistics for the Behavioral Sciences	4	1/2
GEG-8	Introduction to Geographic Information Systems, with Lab	3	1/2
BUS-77A	Introduction to Project Management	4	1/2
PSF-8	Public Policy and Administration for Public Safety Leaders	3	1/2

***Required prior to admission to Bachelor's Degree Program**

**** Depending on classes completed prior to admission to Bachelor's Degree Program**

Lower Division Elective Courses: 0 units

Course	Title	Units	Sequencing
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Upper Division General Education Courses: 12 units

Course	Title	Units	Sequencing
GEG-305	Science of Natural Disasters	3	3

Program Outline of Record – Baccalaureate Degree

ENGL-304	Writing for Government	3	1
SOC-305	Sociological Perspectives on Public Safety	3	3
PSYC-306	Psychology of Disaster	3	4

Upper Division Required Courses: 30 units

Course	Title	Units	Sequencing
PSF-301	Leadership and Ethics in Public Safety	3	2
PSF-302	Media, Crisis and Public Communications	3	2
ACC-307	Public Safety Finance	3	2
PSF-308	Information Systems in Emergency Management	3	2
PSF-309	Human Resources Management in Public Safety Management	3	3
PSF-310	Emergency Exercise Design and Evaluation	3	3
PSF-311	Whole Community Approach – Government Partners, Non-Profit and Allied Organizations in Public Safety	3	4
PSF-312	Grants Management in Emergency Management	3	4
PSF-313	Public Health and Disasters	3	4
PSF-314	Research Methods and Analytical Techniques for Public Safety Management	3	3

Upper Division Elective Courses: 3 units

Course	Title	Units	Sequencing
PSF-315	Emergency Management Capstone	3	4
PSF-316	Emergency Management Internship	3	4

Degree Units	
Lower Division Major Units	32
Upper Division Major Units	45
Double Counted Units	10
Lower Division General Education	36

Electives	17
Total Degree Units	120

Faculty

Dean Phil Rawlings, M.S.

Dean Rawlings is the Dean of Instruction at the Moreno Valley College School of Public Safety, overseeing EMS, Fire, Emergency Management and Administration of Justice programs for the Riverside Community College District, Moreno Valley College. Before joining MVC, Dean Rawlings had a career in Fire and Rescue Services, Emergency Medical Service (EMS), Emergency Services Management and service to the public that spanned 36 years, beginning in 1988. He served for four years on CAL FIRE Incident Management Team 6 (IMT6), one of 6 type 1 IMT's in the State of California. Chief Rawlings ended his 25-year career with CAL FIRE as Division Chief of Support Services at the Ben Clark Training Center in Riverside, California with five operational Bureaus and approximately 150 personnel under his direct supervision.

Dean Rawlings holds an Associate of Science Degree in EMS, a Bachelor of Science Degree in Emergency Medical Care with a minor in Education and a Master of Science Degree in Emergency Services Management. He is also an accredited Chief EMS Officer through the Center for Public Safety Excellence. Mr. Rawlings currently serves on numerous working groups at the local and state level related to EMS, Emergency Management and Fire programs.

Associate Professor Charles K. Wilhite, J.D., Ph.D.

Dr. Charles Wilhite is the Program Director for Homeland Security and Emergency Management at Moreno Valley College School of Public Safety. He has over 30 years of experience as a university and community college instructor, including 8 years as tenure track faculty. Prior to joining the School of Public Safety full time, Dr. Wilhite was a Captain with the Riverside County Sheriff's Department, retiring following a 30-year career. At the time of his retirement, he was a senior member of the Sheriff's Emergency Response Team, responsible for all-hazard Emergency Management for one of California's largest law enforcement agencies.

Dr. Wilhite holds a Ph.D. and M.A. Degrees in Psychology, a Juris Doctorate, a B.S. in Political Science and Criminal Justice and an Associate's Degree in Administration of Justice. He is also a licensed attorney. Dr. Wilhite is a member of the International Emergency Managers Association and the California Emergency Services Association.

Professor Robert Fontaine, M.A.

Professor Bob Fontaine is the Department Chair of the School of Public Safety and Director of the EMS program. He is the founding member of SoCal Heal a nonprofit organization that conducts Interprofessional Educational events with several health-related universities in the region. In 2022 he became a site visitor for the Committee of Accredited EMS programs and performs several site visits each year across the county.

He has taught thousands of EMT and paramedic students over his career and many of them are still working in the region. His approach to teaching EMS has always been to inspire and educate the future of EMS. He is passionate about preparing the next generation to leave the system better than they found it.

Professor Fontaine has a B.A. in Business, a M.A. in Organizational Leadership, and a Graduate Certificate in Emergency Management.

Assistant Professor Emily Craig, M.A.

Professor Craig started her career in EMS in 2006, working as an Emergency Medical Technician and Paramedic. During this time she served as an adjunct EMS instructor at the Moreno Valley College School of Public Safety. Before joining the School of Public Safety as tenure track faculty, she worked for the Riverside County Fire Department as an EMS Specialist and Senior EMS Specialist, gaining extensive knowledge in Emergency Management.

Professor Craig completed her Master of Science in Emergency Services Administration from California State University, Long Beach. She created a Crisis Comfort Canine Program for Riverside County Fire as part of her thesis project to help combat PTS in the fire service and continues to be a leader in public safety mental health.

Adjunct Professor Sherry Colgan-Stone, Ed.D.

Dr. Stone currently serves as the full-time Emergency Services Coordinator for the Riverside County Sheriff's Office. She also serves as a consultant for County Offices of Education, K-12 School Districts and Institutions of Higher Education (IHEs) and as an Agency Instructor for Texas A&M's Texas Engineering Extension Service's (TEEX) Institute for Law Enforcement and Protective Services Excellence (ILEPSE). Prior to working for the Sheriff's Department, she spent 36 years working in the fields of education and mental health, 24 of those years focusing on campus safety, security, and emergency management at the District and County level.

She earned a bachelor's degree in Social Sciences, master's degree in Educational Administration and Doctorate of Education (Ed.D.) in Organizational leadership. She holds both a California Single-Subject Teaching Credential and an Administrative Services Credential. With a certificate in Grant Writing and Management, Dr. Stone has developed successful federal, state and local grant applications.

Dr. Stone serves as an Advisory Member on the Board of Directors and as an Education Sector Chief for the San Diego InfraGard and serves as the Deputy Regional Representative for InfraGard National's Pacific Region. She also sits on the Board of Directors for the Joyful Child Foundation.

Adjunct Professor Joseph Duncan, Ph.D.(c)

Professor Joe Dunlap is assigned to the Riverside County Sheriff's Emergency Response Team, responsible for all-hazards emergency management in one of America's largest counties. With 16 years of experience in law enforcement, Joe has specialized in emergency management resource deployment, budget analysis, and policy development. He was involved in significant emergency responses, including some of the largest wildland fires in Riverside County, search and rescue efforts, and the challenges posed by the 2020 riots and COVID-19 pandemic. These experiences gave him valuable insights into applying emergency management principles in real-world situations.

Program Outline of Record – Baccalaureate Degree

Professor Dunlap is pursuing his Doctorate in Emergency Management at Jacksonville State University and is expected to graduate in 2026. Professor Dunlap holds a Master's in Homeland Security from George Washington University and a Bachelor's in Criminal Justice Administration from Union Institute and University.

Additional faculty will need to be hired in years 2-4 as the program grows. Through the various outreach efforts with industry professionals used to develop the program proposal, several candidates with extensive industry experience have been identified and encouraged to apply for open positions as they become available.

Facilities

The Emergency Management program is housed at Moreno Valley College's School of Public Safety (SOPS). SOPS includes Administration of Justice, Fire Technology, Emergency Medical Services, Homeland Security and Emergency Management disciplines, in addition to the general education courses necessary for SOPS students to complete their degrees. SOPS is located at the Ben Clark Public Safety Training Center, a collaborative partnership between Moreno Valley College, the Riverside County Sheriff's Department, the California Department of Forestry and Fire Protection (CalFire), the California Highway Patrol, and the Riverside County Probation Department. Moreno Valley College recently completed a 17,500 SF classroom and administration building that includes modern classrooms equipped with technology that allows for in-person and remote learning. Additionally, voters recently approved a bond measure that will help add a second building which will double the college's available classroom space.

SOPS already has state of the art simulation labs used in its existing programs and those resources will be available to baccalaureate students. Additionally, because of the collaborative nature of the Ben Clark Training Center, MVC students not only have access to MVC's classroom and simulation lab space to complete their entire degree, they also have access to the advanced training facilities of the center's law enforcement and fire service partners to allow for real-world scenario training.

Based on current projections SOPS has the capacity to provide services necessary for students in the Bachelor's Degree Program. Additionally, the Riverside Community College District is currently in the process of increasing support staff, particularly in counseling, in accordance with Guided Pathways initiatives, which will benefit bachelor's degree students.

SOPS currently has over 250 laptops, most of which are loaded with the software that will be needed for completion of the Bachelor's Degree Program. Additionally, the budget includes additional funding for laptops and software licensing.

As indicated in the following section, the bachelor's degree is expected to be self-sufficient the first year of the program and revenue generating from the second year and beyond, which will ensure that the program has the capacity to continue and possibly grow should workforce need and student interest support expansion. Additionally, the college and district are committed to providing necessary start-up funding to ensure the program launches successfully. Additionally, our grants specialists are actively compiling information on grant opportunities to help fund supplies and infrastructure and provide additional funding for students to assist them in completing the degree program.

Item 6. Master Planning

Describes how the program fits in the mission, curriculum, and master planning of the college and higher education in California.

The mission of the Riverside Community College District includes offering educational opportunities that promote social and economic mobility for its students and demonstrates leadership in the region and the state by providing high quality instructional programs and by advancing social justice for all. This Degree program directly advances that mission. It provides a pathway for graduates of RCCD's public safety Associates Degrees to continue their undergraduate education and achieve a low cost Bachelor of Science degree.

Item 7. Enrollment and Completer Projections

Projection of number of students to earn degree annually.

The School of Public Safety offers 17 Associate of Science Degrees, and 18 Certificates of Achievement in addition to the Regional Law Enforcement Academy, Corrections Academy, State Firefighter One Academy, Emergency Medical Technician and Paramedic Academies. Given the long-standing commitment to public safety education and training for local, tribal, state, territorial and federal government partners, and the Inland Empire's vulnerability to natural disasters, and local Emergency Management Director and Public Safety Management needs, Moreno Valley College in an ideal position to develop and implement the proposed degree.

Moreno Valley College's (MVC) School of Public Safety Currently has seen a significant increase in enrollment over the last two academic years, having surpassed pre-Covid enrollments (Table 3).

The Bachelor's Degree in Emergency Management is designed so that any of the SOPS Associates Degrees can serve as a feeder into the Bachelor's Degree Program. Additionally, many community colleges offer degrees similar to those offered at SOPS, many of which are already articulated with our programs.

Because the proposed bachelor's Degree includes not only core coursework in Emergency Management, but also includes coursework in public sector budget and finance, human resources management, technical writing, and related topics, it is appropriate not only for aspiring Emergency Managers, but also law enforcement, fire service, and emergency medical service professionals. This unique feature of the program is a large reason it is supported by Riverside County's Police and Fire Chiefs.

In academic year 2023-2024, the School of Public Safety Awarded 107 Associates Degrees, and 679 certificates.

It is anticipated that 50 students a year will complete the Bachelor of Science Degree program.

Item 8. Place of Program in Curriculum/Similar Programs

How it fits in college's existing program inventory.

The School of Public Safety offers 17 Associate of Science Degrees, and 18 Certificates of Achievement in addition to the Regional Law Enforcement Academy, Corrections Academy, State Firefighter One

Academy, Emergency Medical Technician and Paramedic Academies. The Associates Degrees in Homeland Security/Emergency Management, Fire Technology, Emergency Medical Services, and Administration of Justice are all expected to feed into this degree.

Item 9. Similar Programs at Other Colleges in Service Area

Justification of need for program in the local community or region of the district.

This will be the first Bachelors of Science in Emergency Management at any public institution (CCC, CSU, UC) in California, and the first Bachelors degree of any kind in the Inland/Desert Region.

Program Outline

Title: Design Agency Experience

Originator: Patrick Scullin

Date 2/4/2025

Department: Applied Digital Media and Printing

College/Learning Pathway/Engagement Center: Choose an item.

☐ **Moreno Valley College**

☐ **Norco College**

☒ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0614

CIP Code: 090702

Type of Program:

☒ Certificate of Achievement only

☐ Locally approved certificate (8-units or less) only

☐ Associate Degree only

☐ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts

☐ Associate of Science

This is a:

☒ New certificate/degree*

☐ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Design agency experience is a valuable and marketable skill for students whose professional paths should lead them to the graphic design, graphic/visual communication, and illustration industries.

This new Design Agency Experience certificate will greatly equip our students with advanced graphic design skillsets that are critical to real client projects and interaction.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☒ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The Design Agency Experience certificate, offered by the Applied Digital Media and Printing program, provides prospective learners from a diverse community with hands-on training in the fields of graphic art and design. Successful completion of this career-technical program will equip students with foundational skills and practical knowledge in all phases of design elements, design principles, project design, project production and promotion. Possible career outcomes for this program include: graphic artist, production artist, graphic design assistant, layout designer, graphic designer, digital designer, digital artist, production assistant, content creator, and creative associate. Relevancy of this program is maintained via annual input from an advisory committee and industry feedback.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This certificate prepares students for entry level careers in the Graphic Arts with an emphasis on practical design agency and real client project experiences. This includes skill building instruction in graphic design, digital media, motion graphics, electronic publication, illustration, and client projects. Classes are structured in a studio style environment to give strong academic and hands-on experience in graphic design and production techniques using the latest equipment and software available.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create a document with alternate layouts that utilizes interactivity and electronic navigation and combines multimedia content to provide an effective user experience.
- Demonstrate understanding of current web development concepts, theories, trends, and their influences/applications.
- Create an advanced graphic design project that demonstrates professional print production workflow.
- Demonstrate the proper use of branding graphics appropriate for marketing and advertising campaigns.
- Produce a print and digital portfolio of student work suitable for job application.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Item 3. Program Requirements:

Required Courses (18 units)		Units
ADM-63B	Design for Electronic Publication	3
ADM-71B	Adobe Photoshop, Advanced	3
ADM-74B	Web Design II	3
ADM-77B	Adobe Illustrator for Graphic Art, Advanced	3
ADM-69B	Motion Graphics and Special Effects, Advanced	3
ADM-70	Project Production and Portfolio	3

Sample Degree Pattern:

Course	Title	Units	Sequence
ADM 63B	Design for Electronic Publication	3	1 st Semester
ADM 71B	Adobe Photoshop, Advanced	3	
ADM 74B	Web Design II	3	
ADM 69B	Motion Graphics and Special Effects, Advanced	3	2 nd Semester
ADM 77B	Adobe Illustrator for Graphic Art, Advanced	3	
ADM 70	Project Production and Portfolio	3	
	Total	18 Units	

Total Program Units: 18 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Applied Digital Media and Printing Program (ADM) is part of the Applied Technology Department, a division of CTE at Riverside City College (RCC). The ADM program prepares a diverse population of students to become professionals and entrepreneurs in graphic communications. This includes technical instruction, hands-on training, software competency and visual communication skills that prepare students for productive careers in design, printing and multimedia communication while providing a pathway for further academic achievement. Originally founded in 1921 as part of an early printing vocational training program, ADM has continued to evolve year after year to meet the training needs of the graphic communication industry.

The Applied Digital Media and Printing program is a PrintED accredited. PrintED accreditation is a national accreditation program administered by the Graphic Arts Education and Research Foundation (GAERF®). PrintED certifies that the ADM program meets industry specific standards for instruction in key skills competency areas. These include: digital file preparation and output, digital production printing, graphic design, introduction to graphic communications, offset press operations, bindery and finishing, and screen printing. These industry standards are integrated into the current ADM program

learning outcomes (PLOs) and into the course specific student learning outcomes (SLOs) of the curriculum.

The ADM program offers a state-approved two-year associate's degree and program certificate in addition to four, one-year completion certificates. The degree and certificate provide a comprehensive program of study while the completion certificates focus on technical training in specific career areas. The degrees and certificates are listed as follows:

- Graphic Design and Printing Degree/Certificate (AS653/CE653) 34 Units + GE Units
- Graphic Design and Digital Media Degree/Certificate (AS950/CE950) 36 Units + GE Units
- Basic Graphic Design Certificate (CE823) 17 Units
- Basic Graphic Communication Certificate (CE822) 17 Units
- Electronic Publishing and Design Certificate (CE862) 17 Units
- Motion Graphics and 3D Animation Certificate (CE821) 17 Units
- Packaging Design and Printing Certificate () 17 Units
- Graphic Art and Visual Storytelling Certificate () 18 Units

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Applied Digital Media and Printing program required courses are offered every semester to assist student completion rates. The majority of the scheduled courses satisfy degree requirements for multiple certificates. This provides ADM students with a variety of available pathways to completion. The target completion rate for the Design Agency Experience Certificate is 25 students annually.

Design Agency Experience Certificate Required Courses Enrollment Totals

Course	Title	Annual # Sections	Section Enrollment	Annual Enrollment Total
ADM 63B	Design for Electronic Publication	1	35	35
ADM 71B	Adobe Photoshop, Advanced	1	35	35
ADM 74B	Web Design II	1	35	35
ADM 77B	Adobe Illustrator for Graphic Art, Advanced	1	35	35
ADM 69B	Motion Graphic and Special Effects, Advanced	1	24	24
ADM 70	Project Production and Portfolio	2	24	48

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This completion certificate is part of the existing Applied Digital Media and Printing program at Riverside City College. ADM is the primary graphic communications training program in the district and does not duplicate or conflict with any other college or district program offerings.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Applied Digital Media and Printing is the only graphic communications program in the Riverside Community College District. While there are many graphic design and digital media programs throughout the state of California, ADM is uniquely positioned as one of the only programs that also includes the equipment and facility necessary to offer commercial printing and production skills training and certificates.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline

Title: Global Studies

Originator: Jeff Rhyne

Date Click or tap to enter a date.

Department: English Studies

College/Learning Pathway/Engagement Center: Moreno Valley - Communications, English and World Languages Engagement Center

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2210.00

CIP Code: 450901

Type of Program:

☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☒ New certificate/degree* ☐ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ **Approval Pending**
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Global Studies Certificate of Achievement is a high-impact, equity-minded initiative that leverages existing general education offerings to provide students with a coherent, transcript-noted credential in global learning. It supports transfer, enhances career readiness, demonstrates students' acquisition of skills such as cross-cultural communication and adaptability, and aligns with RCCD's mission to serve the educational and workforce needs of its diverse student population while preparing graduates to navigate and contribute to an interconnected world.

By rewarding students with a certificate to recognize their interest and success in internationalized courses, the program expands equitable access to global education to all students in the district. Finally, the certificate distinguishes RCCD as a leader in internationalizing the curriculum.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- To provide a structured pathway for RCCD students to demonstrate readiness for transfer and to distinguish themselves in competitive admissions processes.
- For RCCD students seeking career readiness pathways, to signal to employers that students have intentionally cultivated knowledge and understanding of global issues, enhancing their employability in sectors such as business, healthcare, education, public service, and technology.
- To prepare students to engage as informed, responsible citizens in their local communities and in the broader global society.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Program Description:

The Global Studies Certificate of Achievement is a program to recognize students who complete 15 units of multidisciplinary courses with an international, global, or non-U.S.-focus. Through this program, students explore world cultures, global development and global social inequalities, and international perspectives. Appearing on students' transcripts upon completion, the program highlights student commitment to and acquisition of global awareness, intercultural understanding, and critical thinking about worldwide challenges.

The certificate is open to students from all majors and pathways and can be earned alongside an associate degree, certificate, or transfer pathway. By completing globally focused coursework, students gain the knowledge and perspectives needed to thrive in an interconnected world.

Program Learning Outcomes:

Upon successful completion of the Global Studies Certificate of Achievement, students will be able to:

1. Analyze global systems (e.g., political, economic, cultural, ecological, arts, histories) and explain how local and international issues are interconnected.
2. Discuss the history, art, culture, politics, religions, etc., of (an)other country(ies).
3. Articulate how international cultural perspectives shape human experiences, values, and decision-making.

4. Evaluate major global challenges (such as climate change, migration, health, inequality, or technology) using evidence-based reasoning and interdisciplinary approaches.
5. Communicate effectively across cultural or global contexts, demonstrating sensitivity to diverse audiences and perspectives.
6. Reflect on the responsibilities of global citizenship and propose ways individuals and communities can contribute to equitable and sustainable solutions.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Program Requirement:

- Must take at least one course from a minimum of four groups.
- All courses must be completed with a grade of “C” or higher or equivalent.

Required Courses: 15 units

Please select a minimum of **15 units** from at least **four** groups below.

Group 1 - Arts

Course	Title	Units	Sequencing
AHS-1	History of Western Art: Prehistoric, Ancient, and Medieval	3	Any semester
AHS-1H	Honors History of Western Art: Prehistoric, Ancient, and Medieval	3	Any semester
AHS-2	History of Western Art: Renaissance through Contemporary	3	Any semester
AHS-2H	Honors History of Western Art: Renaissance through Contemporary	3	Any semester
AHS-3	Islamic Art History	3	Any semester
AHS-5	Arts of Africa, Oceania, and Indigenous North America	3	Any semester
AHS-9	African Art History	3	Any semester
AHS-12	Asian Art History	3	Any semester
AHS-13	Pre-Columbian Art History	3	Any semester
AHS-14	Latin American Art: Colonial to the Present	3	Any semester
AHS-15	Rome: The Ancient City	3	Any semester
AHS-20	Mexican Art History	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

FST-3	Introduction to International Cinema	3	Any semester
MUS-19	Music Appreciation	3	Any semester
MUS-19H	Honors Music Appreciation	3	Any semester
MUS-22	Survey of Music Literature	3	Any semester
THE-3	Introduction to the Theater	3	Any semester
THE-9	Dramatic Literature-Script Analysis	3	Any semester
THE-34	Scene Study in Various Theatrical Styles	3	Any semester
THE-35	Classical Acting with Emphasis in Shakespearean Verse	3	Any semester

Group 2 – Natural, Behavioral, and Social Sciences

Course	Title	Units	Sequencing
ANT-2	Cultural Anthropology	3	Any semester
ANT-2H	Honors Cultural Anthropology	3	Any semester
ANT-5	Cultures of Ancient Mexico	3	Any semester
ANT-6	Introduction to Archaeology	3	Any semester
ANT-7	Anthropology of Religion	3	Any semester
ANT-8	Language and Culture	3	Any semester
BIO-19	Environmental Science	3	Any semester
CHE-17	Introduction to the Development of Modern Science	3	Any semester
ECO-6	Introduction To Political Economy	3	Any semester
GEG-1	Physical Geography	3	Any semester
GEG-1H	Honors Physical Geography	3	Any semester
GEG-2	Human Geography	3	Any semester
GEG-3	World Regional Geography	3	Any semester
POLS-2	Comparative Politics	3	Any semester
POLS-2H	Honors Comparative Politics	3	Any semester
POLS-4	Introduction to World Politics	3	Any semester
POLS-4H	Honors Introduction to World Politics	3	Any semester
POLS-6	Introduction To Political Economy	3	Any semester
POLS-10	International Organizations	3	Any semester
POLS-11	Political Theory	3	Any semester
POLS-13	Introduction American Foreign Policy	3	Any semester
POLS-17	Politics of Developing Countries	3	Any semester
POLS-20	Latin American Politics	3	Any semester
POLS-22	Politics of the Middle East	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

Group 3 – Business Administration

Course	Title	Units	Sequencing
BUS-40	Introduction to Global Business	3	Any semester
BUS-43	Global Marketing	3	Any semester
BUS-46	Global Trade	3	Any semester
BUS-48	Global Management	3	Any semester

Group 4 – World Languages

Course	Title	Units	Sequencing
ARA-1	Arabic 1	5	Any semester
ARA-2	Arabic 2	5	Any semester
ARA-3	Arabic 3	5	Any semester
ARA-8	Arabic Intermediate Conversation	3	Any semester
ARA-11	Arabic Culture & Civilization	3	Any semester
ARA-11H	Honors Arabic Culture & Civilization	3	Any semester
CHI-1	Chinese 1	5	Any semester
CHI-2	Chinese 2	5	Any semester
CHI-11	Chinese Culture & Civilization	3	Any semester
FRE-1	French 1	5	Any semester
FRE-2	French 2	5	Any semester
FRE-3	French 3	5	Any semester
FRE-11	French Culture & Civilization	3	Any semester
ITA-1	Italian 1	5	Any semester
ITA-2	Italian 2	5	Any semester
ITA-11	Italian Culture & Civilization	3	Any semester
JPN-1	Japanese 1	5	Any semester
JPN-2	Japanese 2	5	Any semester

Program Outline of Record – Credit Degrees and Certificates

JPN-3	Japanese 3	5	Any semester
JPN-4	Japanese 4	5	Any semester
JPN-11	Japanese Culture & Civilization	3	Any semester
RUS-1	Russian 1	5	Any semester
RUS-2	Russian 2	5	Any semester
RUS-3	Russian 3	5	Any semester
RUS-11	Russian Culture & Civilization	5	Any semester
SPA-1	Spanish 1	5	Any semester
SPA-2	Spanish 2	5	Any semester
SPA-2H	Honors Spanish 2	5	Any semester
SPA-3	Spanish 3	5	Any semester
SPA-4	Spanish 4	5	Any semester
SPA-8	Spanish Intermediate Conversation	3	Any semester
SPA-11	Spanish Culture & Civilization	3	Any semester
SPA-12	Latin American Culture & Civilization	3	Any semester
SPA-51	Introductory Listening Comprehension	2	Any semester

Group 5 – English, Humanities, and Philosophy

Course	Title	Units	Sequencing
ENGL-6	British Literature I: Anglo-Saxon through Eighteenth Century	3	Any semester
ENGL-7	British Literature II: Romanticism through Modernism/Post- Modernism	3	Any semester
ENGL-8	Introduction to Mythology	3	Any semester
ENGL-9	Introduction to Shakespeare	3	Any semester
ENGL-34	Literature by Women	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

ENGL-40	World Literature I: From Ancient Literatures to Seventeenth Century	3	Any semester
ENGL-41	World Literature II: Seventeenth Century Through the Present	3	Any semester
ENGL-45	Modern Drama	3	Any semester
HUM-4	Arts and Ideas: Ancient World Through the Late Medieval Period	3	Any semester
HUM-4H	Honors Arts and Ideas: Ancient World through the Late Medieval Period	3	Any semester
HUM-5	Arts & Ideas: Renaissance through the Modern Era	3	Any semester
HUM-5H	Honors Arts & Ideas: Renaissance through the Modern Era	3	Any semester
HUM-8	Introduction to Mythology	3	Any semester
HUM-10	World Religions	3	Any semester
HUM-10H	Honors World Religions	3	Any semester
HUM-35	Philosophy of Religion	3	Any semester
PHI-14	Survey of Black Thought	3	Any semester
PHI-33	Introduction to Social and Political Philosophy	3	Any semester
PHI-36	Asian Philosophy	3	Any semester
ETS-13	Survey of Black Thought		Any semester

Group 6 - History

Course	Title	Units	Sequencing
HIS-1	World History to 1500	3	Any semester
HIS-2	World History since 1500	3	Any semester
HIS-2H	Honors World History since 1500	3	Any semester
HIS-16	African History to 1800	3	Any semester
HIS-17	African History from 1800 to Present	3	Any semester
HIS-18	Modern European History	3	Any semester
HIS-19	Modern Russian History	3	Any semester
HIS-25	History of Mexico	3	Any semester
HIS-32	History of Early Latin America	3	Any semester
HIS-33	History of Modern Latin America	3	Any semester
HIS-35	History of Britain	3	Any semester
HIS-42	History of East Asia	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

HIS-60	U.S. History from a Chicana/o/x Perspective: Pre-Columbian to 1848	3	Any semester
HIS-61	US History from a Chicana/o/x Perspective: 1848 to Present Day	3	Any semester

Group 7

Course	Title	Units	Sequencing
Any course taken while participating in an RCCD Study Abroad Program.			

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Global Studies Certificate does not require any new investment of resources. It simply allows students at RCCD to demonstrate specialized knowledge and skills in international education that may be attractive to employers and to transfer institutions. Since any student can complete the certificate, it is a fair and equitable way for students who may not be able to participate in education abroad opportunities to demonstrate their academic interest and excellence in international-themed courses which provide understanding of global issues, diverse national perspectives, and histories politics, arts, culture, norms of other countries.

National studies show that students who participate in Study Abroad have better educational outcomes and average higher salary upon completion of their degrees leading to employment. Lone Star College in Texas has extensive data that students who complete their local Global Studies Certificate (similar to this one) transfer at higher rates and have higher GPAs than those who do not.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Moreno Valley College projects 20-40 students

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

All courses are existing RCCD courses.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No other local college offers this kind of certificate. However, some area colleges offer AA degrees in related fields. For example, SBVCC offers an AA-T in Global Studies, and Mt. Sac offers a language focused AA degree in "World Languages & Global Studies." Citrus College also offers an ADT in Global Studies, which is also more narrowly focused than this certificate of achievement.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

n/a

Program Outline

Title: Global Studies

Originator: Dan Reade

Date Click or tap to enter a date.

Department: Communications Department

College/Learning Pathway/Engagement Center: Moreno Valley - Communications, English and World Languages Engagement Center

☐ Moreno Valley College ☒ Norco College ☐ Riverside City College
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2210.00

CIP Code: 450901

Type of Program:

☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☒ New certificate/degree* ☐ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Global Studies Certificate of Achievement is a high-impact, equity-minded initiative that leverages existing general education offerings to provide students with a coherent, transcript-noted credential in global learning. It supports transfer, enhances career readiness, demonstrates students' acquisition of skills such as cross-cultural communication and adaptability, and aligns with RCCD's mission to serve the educational and workforce needs of its diverse student population while preparing graduates to navigate and contribute to an interconnected world.

By rewarding students with a certificate to recognize their interest and success in internationalized courses, the program expands equitable access to global education to all students in the district. Finally, the certificate distinguishes RCCD as a leader in internationalizing the curriculum.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- To provide a structured pathway for RCCD students to demonstrate readiness for transfer and to distinguish themselves in competitive admissions processes.
- For RCCD students seeking career readiness pathways, to signal to employers that students have intentionally cultivated knowledge and understanding of global issues, enhancing their employability in sectors such as business, healthcare, education, public service, and technology.
- To prepare students to engage as informed, responsible citizens in their local communities and in the broader global society.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Program Description:

The Global Studies Certificate of Achievement is a program to recognize students who complete 15 units of multidisciplinary courses with an international, global, or non-U.S.-focus. Through this program, students explore world cultures, global development and global social inequalities, and international perspectives. Appearing on students' transcripts upon completion, the program highlights student commitment to and acquisition of global awareness, intercultural understanding, and critical thinking about worldwide challenges.

The certificate is open to students from all majors and pathways and can be earned alongside an associate degree, certificate, or transfer pathway. By completing globally focused coursework, students gain the knowledge and perspectives needed to thrive in an interconnected world.

Program Learning Outcomes:

Upon successful completion of the Global Studies Certificate of Achievement, students will be able to:

1. Analyze global systems (e.g., political, economic, cultural, ecological, arts, histories) and explain how local and international issues are interconnected.
2. Discuss the history, art, culture, politics, religions, etc., of (an)other country(ies).
3. Articulate how international cultural perspectives shape human experiences, values, and decision-making.
4. Evaluate major global challenges (such as climate change, migration, health, inequality, or technology) using evidence-based reasoning and interdisciplinary approaches.

5. Communicate effectively across cultural or global contexts, demonstrating sensitivity to diverse audiences and perspectives.
6. Reflect on the responsibilities of global citizenship and propose ways individuals and communities can contribute to equitable and sustainable solutions.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Program Requirement:

- Must take at least one course from a minimum of four groups.
- All courses must be completed with a grade of “C” or higher or equivalent.

Required Courses: 15 units

Please select a minimum of **15 units** from at least **four** groups below.

Group 1 - Arts

Course	Title	Units	Sequencing
AHS-1	History of Western Art: Prehistoric, Ancient, and Medieval	3	Any semester
AHS-1H	Honors History of Western Art: Prehistoric, Ancient, and Medieval	3	Any semester
AHS-2	History of Western Art: Renaissance through Contemporary	3	Any semester
AHS-2H	Honors History of Western Art: Renaissance through Contemporary	3	Any semester
AHS-3	Islamic Art History	3	Any semester
AHS-5	Arts of Africa, Oceania, and Indigenous North America	3	Any semester
AHS-9	African Art History	3	Any semester
AHS-12	Asian Art History	3	Any semester
AHS-13	Pre-Columbian Art History	3	Any semester
AHS-14	Latin American Art: Colonial to the Present	3	Any semester
AHS-15	Rome: The Ancient City	3	Any semester
AHS-20	Mexican Art History	3	Any semester
FST-3	Introduction to International Cinema	3	Any semester
MUS-19	Music Appreciation	3	Any semester
MUS-19H	Honors Music Appreciation	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

MUS-22	Survey of Music Literature	3	Any semester
THE-3	Introduction to the Theater	3	Any semester
THE-9	Dramatic Literature-Script Analysis	3	Any semester
THE-34	Scene Study in Various Theatrical Styles	3	Any semester
THE-35	Classical Acting with Emphasis in Shakespearean Verse	3	Any semester

Group 2 – Natural, Behavioral, and Social Sciences

Course	Title	Units	Sequencing
ANT-2	Cultural Anthropology	3	Any semester
ANT-2H	Honors Cultural Anthropology	3	Any semester
ANT-5	Cultures of Ancient Mexico	3	Any semester
ANT-6	Introduction to Archaeology	3	Any semester
ANT-7	Anthropology of Religion	3	Any semester
ANT-8	Language and Culture	3	Any semester
BIO-19	Environmental Science	3	Any semester
CHE-17	Introduction to the Development of Modern Science	3	Any semester
ECO-6	Introduction To Political Economy	3	Any semester
GEG-1	Physical Geography	3	Any semester
GEG-1H	Honors Physical Geography	3	Any semester
GEG-2	Human Geography	3	Any semester
GEG-3	World Regional Geography	3	Any semester
POLS-2	Comparative Politics	3	Any semester
POLS-2H	Honors Comparative Politics	3	Any semester
POLS-4	Introduction to World Politics	3	Any semester
POLS-4H	Honors Introduction to World Politics	3	Any semester
POLS-6	Introduction To Political Economy	3	Any semester
POLS-10	International Organizations	3	Any semester
POLS-11	Political Theory	3	Any semester
POLS-13	Introduction American Foreign Policy	3	Any semester
POLS-17	Politics of Developing Countries	3	Any semester
POLS-20	Latin American Politics	3	Any semester
POLS-22	Politics of the Middle East	3	Any semester

Group 3 – Business Administration

Course	Title	Units	Sequencing
BUS-40	Introduction to Global Business	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

BUS-43	Global Marketing	3	Any semester
BUS-46	Global Trade	3	Any semester
BUS-48	Global Management	3	Any semester

Group 4 – World Languages

Course	Title	Units	Sequencing
ARA-1	Arabic 1	5	Any semester
ARA-2	Arabic 2	5	Any semester
ARA-3	Arabic 3	5	Any semester
ARA-8	Arabic Intermediate Conversation	3	Any semester
ARA-11	Arabic Culture & Civilization	3	Any semester
ARA-11H	Honors Arabic Culture & Civilization	3	Any semester
CHI-1	Chinese 1	5	Any semester
CHI-2	Chinese 2	5	Any semester
CHI-11	Chinese Culture & Civilization	3	Any semester
FRE-1	French 1	5	Any semester
FRE-2	French 2	5	Any semester
FRE-3	French 3	5	Any semester
FRE-11	French Culture & Civilization	3	Any semester
ITA-1	Italian 1	5	Any semester
ITA-2	Italian 2	5	Any semester
ITA-11	Italian Culture & Civilization	3	Any semester
JPN-1	Japanese 1	5	Any semester
JPN-2	Japanese 2	5	Any semester
JPN-3	Japanese 3	5	Any semester
JPN-4	Japanese 4	5	Any semester

Program Outline of Record – Credit Degrees and Certificates

JPN-11	Japanese Culture & Civilization	3	Any semester
RUS-1	Russian 1	5	Any semester
RUS-2	Russian 2	5	Any semester
RUS-3	Russian 3	5	Any semester
RUS-11	Russian Culture & Civilization	5	Any semester
SPA-1	Spanish 1	5	Any semester
SPA-2	Spanish 2	5	Any semester
SPA-2H	Honors Spanish 2	5	Any semester
SPA-3	Spanish 3	5	Any semester
SPA-4	Spanish 4	5	Any semester
SPA-8	Spanish Intermediate Conversation	3	Any semester
SPA-11	Spanish Culture & Civilization	3	Any semester
SPA-12	Latin American Culture & Civilization	3	Any semester
SPA-51	Introductory Listening Comprehension	2	Any semester

Group 5 – English, Humanities, and Philosophy

Course	Title	Units	Sequencing
ENGL-6	British Literature I: Anglo-Saxon through Eighteenth Century	3	Any semester
ENGL-7	British Literature II: Romanticism through Modernism/Post- Modernism	3	Any semester
ENGL-8	Introduction to Mythology	3	Any semester
ENGL-9	Introduction to Shakespeare	3	Any semester
ENGL-34	Literature by Women	3	Any semester
ENGL-40	World Literature I: From Ancient Literatures to Seventeenth Century	3	Any semester
ENGL-41	World Literature II: Seventeenth Century Through the Present	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

ENGL-45	Modern Drama	3	Any semester
HUM-4	Arts and Ideas: Ancient World Through the Late Medieval Period	3	Any semester
HUM-4H	Honors Arts and Ideas: Ancient World through the Late Medieval Period	3	Any semester
HUM-5	Arts & Ideas: Renaissance through the Modern Era	3	Any semester
HUM-5H	Honors Arts & Ideas: Renaissance through the Modern Era	3	Any semester
HUM-8	Introduction to Mythology	3	Any semester
HUM-10	World Religions	3	Any semester
HUM-10H	Honors World Religions	3	Any semester
HUM-35	Philosophy of Religion	3	Any semester
PHI-14	Survey of Black Thought	3	Any semester
PHI-33	Introduction to Social and Political Philosophy	3	Any semester
PHI-36	Asian Philosophy	3	Any semester
ETS-13	Survey of Black Thought		Any semester

Group 6 - History

Course	Title	Units	Sequencing
HIS-1	World History to 1500	3	Any semester
HIS-2	World History since 1500	3	Any semester
HIS-2H	Honors World History since 1500	3	Any semester
HIS-16	African History to 1800	3	Any semester
HIS-17	African History from 1800 to Present	3	Any semester
HIS-18	Modern European History	3	Any semester
HIS-19	Modern Russian History	3	Any semester
HIS-25	History of Mexico	3	Any semester
HIS-32	History of Early Latin America	3	Any semester
HIS-33	History of Modern Latin America	3	Any semester
HIS-35	History of Britain	3	Any semester
HIS-42	History of East Asia	3	Any semester
HIS-60	U.S. History from a Chicana/o/x Perspective: Pre-Columbian to 1848	3	Any semester
HIS-61	US History from a Chicana/o/x Perspective: 1848 to Present Day	3	Any semester

Group 7

For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.
Revised April 2025

Program Outline of Record – Credit Degrees and Certificates

Course	Title	Units	Sequencing
Any course taken while participating in an RCCD Study Abroad Program.			

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Global Studies Certificate does not require any new investment of resources. It simply allows students at RCCD to demonstrate specialized knowledge and skills in international education that may be attractive to employers and to transfer institutions. Since any student can complete the certificate, it is a fair and equitable way for students who may not be able to participate in education abroad opportunities to demonstrate their academic interest and excellence in international-themed courses which provide understanding of global issues, diverse national perspectives, and histories politics, arts, culture, norms of other countries.

National studies show that students who participate in Study Abroad have better educational outcomes and average higher salary upon completion of their degrees leading to employment. Lone Star College in Texas has extensive data that students who complete their local Global Studies Certificate (similar to this one) transfer at higher rates and have higher GPAs than those who do not.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Norco College projects 20-40 students

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

All courses are existing RCCD courses.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No other local college offers this kind of certificate. However, some area colleges offer AA degrees in related fields. For example, SBVCC offers an AA-T in Global Studies, and Mt. Sac offers a language focused AA degree in "World Languages & Global Studies." Citrus College also offers an ADT in Global Studies, which is also more narrowly focused than this certificate of achievement.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

n/a

Program Outline

Title: Global Studies

Originator: Kelly Douglass

Date Click or tap to enter a date.

Department: English and Media Studies Department

College/Learning Pathway/Engagement Center: Moreno Valley - Communications, English and World Languages Engagement Center

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2210.00

CIP Code: 450901

Type of Program:

☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☒ New certificate/degree* ☐ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Global Studies Certificate of Achievement is a high-impact, equity-minded initiative that leverages existing general education offerings to provide students with a coherent, transcript-noted credential in global learning. It supports transfer, enhances career readiness, demonstrates students' acquisition of skills such as cross-cultural communication and adaptability, and aligns with RCCD's mission to serve the educational and workforce needs of its diverse student population while preparing graduates to navigate and contribute to an interconnected world.

By rewarding students with a certificate to recognize their interest and success in internationalized courses, the program expands equitable access to global education to all students in the district. Finally, the certificate distinguishes RCCD as a leader in internationalizing the curriculum.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- To provide a structured pathway for RCCD students to demonstrate readiness for transfer and to distinguish themselves in competitive admissions processes.
- For RCCD students seeking career readiness pathways, to signal to employers that students have intentionally cultivated knowledge and understanding of global issues, enhancing their employability in sectors such as business, healthcare, education, public service, and technology.
- To prepare students to engage as informed, responsible citizens in their local communities and in the broader global society.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Program Description:

The Global Studies Certificate of Achievement is a program to recognize students who complete 15 units of multidisciplinary courses with an international, global, or non-U.S.-focus. Through this program, students explore world cultures, global development and global social inequalities, and international perspectives. Appearing on students' transcripts upon completion, the program highlights student commitment to and acquisition of global awareness, intercultural understanding, and critical thinking about worldwide challenges.

The certificate is open to students from all majors and pathways and can be earned alongside an associate degree, certificate, or transfer pathway. By completing globally focused coursework, students gain the knowledge and perspectives needed to thrive in an interconnected world.

Program Learning Outcomes:

Upon successful completion of the Global Studies Certificate of Achievement, students will be able to:

1. Analyze global systems (e.g., political, economic, cultural, ecological, arts, histories) and explain how local and international issues are interconnected.
2. Discuss the history, art, culture, politics, religions, etc., of (an)other country(ies).
3. Articulate how international cultural perspectives shape human experiences, values, and decision-making.

4. Evaluate major global challenges (such as climate change, migration, health, inequality, or technology) using evidence-based reasoning and interdisciplinary approaches.
5. Communicate effectively across cultural or global contexts, demonstrating sensitivity to diverse audiences and perspectives.
6. Reflect on the responsibilities of global citizenship and propose ways individuals and communities can contribute to equitable and sustainable solutions.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Program Requirement:

- Must take at least one course from a minimum of four groups.
- All courses must be completed with a grade of “C” or higher or equivalent.

Required Courses: 15 units

Please select a minimum of **15 units** from at least **four** groups below.

Group 1 - Arts

Course	Title	Units	Sequencing
AHS-1	History of Western Art: Prehistoric, Ancient, and Medieval	3	Any semester
AHS-1H	Honors History of Western Art: Prehistoric, Ancient, and Medieval	3	Any semester
AHS-2	History of Western Art: Renaissance through Contemporary	3	Any semester
AHS-2H	Honors History of Western Art: Renaissance through Contemporary	3	Any semester
AHS-3	Islamic Art History	3	Any semester
AHS-5	Arts of Africa, Oceania, and Indigenous North America	3	Any semester
AHS-9	African Art History	3	Any semester
AHS-12	Asian Art History	3	Any semester
AHS-13	Pre-Columbian Art History	3	Any semester
AHS-14	Latin American Art: Colonial to the Present	3	Any semester
AHS-15	Rome: The Ancient City	3	Any semester
AHS-20	Mexican Art History	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

FST-3	Introduction to International Cinema	3	Any semester
MUS-19	Music Appreciation	3	Any semester
MUS-19H	Honors Music Appreciation	3	Any semester
MUS-22	Survey of Music Literature	3	Any semester
THE-3	Introduction to the Theater	3	Any semester
THE-9	Dramatic Literature-Script Analysis	3	Any semester
THE-34	Scene Study in Various Theatrical Styles	3	Any semester
THE-35	Classical Acting with Emphasis in Shakespearean Verse	3	Any semester

Group 2 – Natural, Behavioral, and Social Sciences

Course	Title	Units	Sequencing
ANT-2	Cultural Anthropology	3	Any semester
ANT-2H	Honors Cultural Anthropology	3	Any semester
ANT-5	Cultures of Ancient Mexico	3	Any semester
ANT-6	Introduction to Archaeology	3	Any semester
ANT-7	Anthropology of Religion	3	Any semester
ANT-8	Language and Culture	3	Any semester
BIO-19	Environmental Science	3	Any semester
CHE-17	Introduction to the Development of Modern Science	3	Any semester
ECO-6	Introduction To Political Economy	3	Any semester
GEG-1	Physical Geography	3	Any semester
GEG-1H	Honors Physical Geography	3	Any semester
GEG-2	Human Geography	3	Any semester
GEG-3	World Regional Geography	3	Any semester
POLS-2	Comparative Politics	3	Any semester
POLS-2H	Honors Comparative Politics	3	Any semester
POLS-4	Introduction to World Politics	3	Any semester
POLS-4H	Honors Introduction to World Politics	3	Any semester
POLS-6	Introduction To Political Economy	3	Any semester
POLS-10	International Organizations	3	Any semester
POLS-11	Political Theory	3	Any semester
POLS-13	Introduction American Foreign Policy	3	Any semester
POLS-17	Politics of Developing Countries	3	Any semester
POLS-20	Latin American Politics	3	Any semester
POLS-22	Politics of the Middle East	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

Group 3 – Business Administration

Course	Title	Units	Sequencing
BUS-40	Introduction to Global Business	3	Any semester
BUS-43	Global Marketing	3	Any semester
BUS-46	Global Trade	3	Any semester
BUS-48	Global Management	3	Any semester

Group 4 – World Languages

Course	Title	Units	Sequencing
ARA-1	Arabic 1	5	Any semester
ARA-2	Arabic 2	5	Any semester
ARA-3	Arabic 3	5	Any semester
ARA-8	Arabic Intermediate Conversation	3	Any semester
ARA-11	Arabic Culture & Civilization	3	Any semester
ARA-11H	Honors Arabic Culture & Civilization	3	Any semester
CHI-1	Chinese 1	5	Any semester
CHI-2	Chinese 2	5	Any semester
CHI-11	Chinese Culture & Civilization	3	Any semester
FRE-1	French 1	5	Any semester
FRE-2	French 2	5	Any semester
FRE-3	French 3	5	Any semester
FRE-11	French Culture & Civilization	3	Any semester
ITA-1	Italian 1	5	Any semester
ITA-2	Italian 2	5	Any semester
ITA-11	Italian Culture & Civilization	3	Any semester
JPN-1	Japanese 1	5	Any semester
JPN-2	Japanese 2	5	Any semester

Program Outline of Record – Credit Degrees and Certificates

JPN-3	Japanese 3	5	Any semester
JPN-4	Japanese 4	5	Any semester
JPN-11	Japanese Culture & Civilization	3	Any semester
RUS-1	Russian 1	5	Any semester
RUS-2	Russian 2	5	Any semester
RUS-3	Russian 3	5	Any semester
RUS-11	Russian Culture & Civilization	5	Any semester
SPA-1	Spanish 1	5	Any semester
SPA-2	Spanish 2	5	Any semester
SPA-2H	Honors Spanish 2	5	Any semester
SPA-3	Spanish 3	5	Any semester
SPA-4	Spanish 4	5	Any semester
SPA-8	Spanish Intermediate Conversation	3	Any semester
SPA-11	Spanish Culture & Civilization	3	Any semester
SPA-12	Latin American Culture & Civilization	3	Any semester
SPA-51	Introductory Listening Comprehension	2	Any semester

Group 5 – English, Humanities, and Philosophy

Course	Title	Units	Sequencing
ENGL-6	British Literature I: Anglo-Saxon through Eighteenth Century	3	Any semester
ENGL-7	British Literature II: Romanticism through Modernism/Post- Modernism	3	Any semester
ENGL-8	Introduction to Mythology	3	Any semester
ENGL-9	Introduction to Shakespeare	3	Any semester
ENGL-34	Literature by Women	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

ENGL-40	World Literature I: From Ancient Literatures to Seventeenth Century	3	Any semester
ENGL-41	World Literature II: Seventeenth Century Through the Present	3	Any semester
ENGL-45	Modern Drama	3	Any semester
HUM-4	Arts and Ideas: Ancient World Through the Late Medieval Period	3	Any semester
HUM-4H	Honors Arts and Ideas: Ancient World through the Late Medieval Period	3	Any semester
HUM-5	Arts & Ideas: Renaissance through the Modern Era	3	Any semester
HUM-5H	Honors Arts & Ideas: Renaissance through the Modern Era	3	Any semester
HUM-8	Introduction to Mythology	3	Any semester
HUM-10	World Religions	3	Any semester
HUM-10H	Honors World Religions	3	Any semester
HUM-35	Philosophy of Religion	3	Any semester
PHI-14	Survey of Black Thought	3	Any semester
PHI-33	Introduction to Social and Political Philosophy	3	Any semester
PHI-36	Asian Philosophy	3	Any semester
ETS-13	Survey of Black Thought		Any semester

Group 6 - History

Course	Title	Units	Sequencing
HIS-1	World History to 1500	3	Any semester
HIS-2	World History since 1500	3	Any semester
HIS-2H	Honors World History since 1500	3	Any semester
HIS-16	African History to 1800	3	Any semester
HIS-17	African History from 1800 to Present	3	Any semester
HIS-18	Modern European History	3	Any semester
HIS-19	Modern Russian History	3	Any semester
HIS-25	History of Mexico	3	Any semester
HIS-32	History of Early Latin America	3	Any semester
HIS-33	History of Modern Latin America	3	Any semester
HIS-35	History of Britain	3	Any semester
HIS-42	History of East Asia	3	Any semester

Program Outline of Record – Credit Degrees and Certificates

HIS-60	U.S. History from a Chicana/o/x Perspective: Pre-Columbian to 1848	3	Any semester
HIS-61	US History from a Chicana/o/x Perspective: 1848 to Present Day	3	Any semester

Group 7

Course	Title	Units	Sequencing
Any course taken while participating in an RCCD Study Abroad Program.			

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Global Studies Certificate does not require any new investment of resources. It simply allows students at RCCD to demonstrate specialized knowledge and skills in international education that may be attractive to employers and to transfer institutions. Since any student can complete the certificate, it is a fair and equitable way for students who may not be able to participate in education abroad opportunities to demonstrate their academic interest and excellence in international-themed courses which provide understanding of global issues, diverse national perspectives, and histories politics, arts, culture, norms of other countries.

National studies show that students who participate in Study Abroad have better educational outcomes and average higher salary upon completion of their degrees leading to employment. Lone Star College in Texas has extensive data that students who complete their local Global Studies Certificate (similar to this one) transfer at higher rates and have higher GPAs than those who do not.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Riverside City College projects 40-60 students

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

All courses are existing RCCD courses.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No other local college offers this kind of certificate. However, some area colleges offer AA degrees in related fields. For example, SBVCC offers an AA-T in Global Studies, and Mt. Sac offers a language focused AA degree in "World Languages & Global Studies." Citrus College also offers an ADT in Global Studies, which is also more narrowly focused than this certificate of achievement.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

n/a

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Creative Photography

Originator: Matthew Brabant

Date 10/3/2025

Department: Photography

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 1012.00

CIP Code: 10.0201

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a: ☒ New certificate/degree* ☐ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

I am moving PHO 7 from the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592) to this certificate and degree pattern (to the elective list).

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

This would be a new certificate to provide a professional context and background for students in conjunction with the fortification of photography knowledge and creative photography to prepare the students for transfer. Students will be prepared to start and run a successful photography business as well as participate in photography related professional duties in other fields, as well as be prepared with an advanced level of photographic analysis to transfer to four year institutions.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☐ Evidence of district-wide discipline communication
- ☐ College discipline minutes showing approval
- ☐ Department minutes showing approval
- ☐ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a professional photographic environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. All with adding creativity to their workflow, editing, photographing, and final photographs. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, and to create a professional level portfolio.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program focuses on the final output of creating professional level photographs and expanding creative thought. The goal is to prepare individuals to be independently creative to pursue freelance careers, create gallery exhibitions, and experiment creatively in the field of photography. Students will learn how to photograph with professional cameras in manual settings, work in a digital environment, and create a digital asset management system to manage their photographs. Students may choose to work with all digital photography or a blend of digital and film photography, depending on the courses that they choose. By the time they complete, students will have the opportunity to create a professional level portfolio that they may use to show prospective clients, employers, or galleries.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 12 units

Course	Title	Units	Sequencing
PHO-8 or PHO-20	Introduction to Film Photography Introduction to Digital Photography	3 3	1
PHO-9	Intermediate Photography	3	1
PHO-38	Creative Photography	3	2
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses: 6 units

Course	Title	Units	Sequencing
PHO-7	Medium and Large Format Film Photography	3	2
PHO 6	Experimental and Alternative Process Photography	3	2
PHO 30	Storytelling and Composition in Photography	3	2

Program Outline of Record – Credit Degrees and Certificates

PHO 31	Photography Presentation and Gallery Prep	3	2
PHO 32	Practical Visual Effects for Photography	3	2

Total Program Units: 18 units

Item 4. Master Planning

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

Item 5. Enrollment and Completer Projections

15-20

Item 6. Place of Program in Curriculum/Similar Programs

This certificate will be placed in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.

Item 7. Similar Programs at Other Colleges in Service Area

Cypress college offers a Creative Photo Arts certificate. North Orange County Community College offers a Creative Photo Arts certificate.

Item 8. Transfer Preparation Information (if applicable)

California State University, Fullerton offers a Creative and Experimental Media Bachelor of Fine Arts degree. Many of our graduates will transfer to CSUF for this degree. A Creative Photography certificate would give the students preparation for the four year degree at colleges such as CSUF.

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Drone Photography

Originator: Matthew Brabant

Date 10/3/2025

Department: Photography

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 1012.00

CIP Code: 10.0201

Type of Program:

☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☒ New certificate/degree* ☐ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

I am moving PHO 23 (Drone Photography) from the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592) to this certificate and degree pattern (to the required courses list).
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

This would be a new certificate to provide professional training in drone photography for students to prove aptitude and skillset to potential employers. Students will become proficient in the core concepts of the camera as well as the ability to fly, operate, and photograph with a drone. Students will gain experience with varying styles of drones from consumer to professional.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☐ Evidence of district-wide discipline communication
- ☐ College discipline minutes showing approval
- ☐ Department minutes showing approval
- ☐ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

This program focuses on the preparation and training of drone photography. The goal is to prepare students for the professional drone photography field or supplement their professional photography practice with drone photography skills. More and more photography jobs are looking for or requiring drone photography. Major publications such as The LA Times, National Geographic, and the Orange County Register include drone photographs in every issue. When students join the program, they learn the core information of how to work a camera professionally which leads into the ability to control the camera on the drone. Students will use Adobe software that include Photoshop and Lightroom Classic to maintain a data asset management system to professionally manage a photographic catalog and also edit photographs. Students will also learn how to print on commercial printers. In the end of the program, students will be more marketable to professional employers.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The drone photography program focuses on training the future professional drone photographers from first flight, to adding creativity, and preparing students for a field in public service. Individuals are taught how to work a camera professionally in manual mode at the start of the program, which prepares them to fly a drone and create professional quality final images. Drone photography is growing as a field, and students will learn how to become professionals in this field. Students will also learn how to create a digital asset management system and edit in Adobe Photoshop and Lightroom Classic. As students complete the program, they will have the opportunity to complete a professional level portfolio of their work to show to potential clients or employers.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 12 units

Course	Title	Units	Sequencing
PHO-20	Introduction to Digital Photography	3	1
PHO-9	Intermediate Photography	3	1
PHO-23	Intro to Drone Photography	3	2
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses: 6 units

Course	Title	Units	Sequencing
PHO-25	Drone Photography for Public Service	3	2
PHO 24	Creative Drone Photography	3	3

Total Program Units: 18 units

Item 4. Master Planning

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

Item 5. Enrollment and Completer Projections

15-20

Item 6. Place of Program in Curriculum/Similar Programs

This certificate will be placed in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.

Item 7. Similar Programs at Other Colleges in Service Area

Glendale Community College, Las Positas College, Orange Coast College, Coastline College, and Santiago Canyon College offer Drone Photography certificates.

Item 8. Transfer Preparation Information (if applicable)

N/A

Program Outline

Title: Noncredit Intermediate American College English

Originator: Carla Reible

Date 10/2/2025

Department: English & Media Studies

College/Learning Pathway/Engagement Center: Riverside - Languages and Humanities

College: ☒ Moreno Valley College ☒ Norco College ☒ Riverside City College

(Please note: Programs are college specific. If multiple colleges wish to include this program, a separate proposal and college specific supporting documents are required.)

TOPs Code: 4930.87

CIP Code: 16.1701

Certificate is being proposed as:

☒ **Certificate of Completion (CDCP Eligible)**

☐ **Certificate of Competency (CDCP Eligible)**

Please specify non-credit category:

☐ Short-Term Vocational

☐ Workforce Preparation

☒ English as a Second Language

☐ Elementary and Secondary Basic Skills

☐ **Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor's Office)**

Please specify non-credit category:

☐ Citizenship for Immigrants

☐ Health and Safety

☐ Parenting

☐ Courses for Persons with Substantial Disabilities

☐ Home Economics

☐ Courses for Older Adults

This is a: ☐ New non-credit certificate* ☒ Modification to an existing non-credit certificate

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☒ No Capital or Budgetary Impacts

If this is a modification to an existing non-credit certificate, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, contact hour values, etc.)

The discipline has moved the supporting courses in reading/vocabulary, listening/speaking, and special topics to mirrored noncredit courses. In order to provide students more comprehensive and flexible learning to meet their varied needs, we have included these courses into the revised noncredit certificate patterns.

Rationale:

The discipline has expanded access to our community of language learners by providing reading, oral skills and special topics courses in non-credit mirrored formats. Along with that change, this noncredit certificate will expand the variety of courses students can benefit from while allowing them to target their individual language acquisition needs as they take courses at RCC.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified programs must include the following:

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*See following page*)
- ☐ Labor Market Information and Analysis (*For certificates in the Short-Term Vocational category only*)

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation, workforce preparation, basic skills, civic education, or lifelong learning purpose. The stated goals and objectives of the program must be consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. Often, colleges will include the program level Student Learning Outcomes (SLOs) in this section that identify the program's goals and objectives. Select an appropriate program goal of either: CTE, for short-term vocational or local, for all other certificates. Note: If the certificate program goal selected is "Career Technical Education (CTE)," then the statement must include the main competencies students will have achieved that are required for a specific occupation. The statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire.

The program goal is to increase student fluency in productive and receptive English at an intermediate level moving toward fluency. Students completing this pattern of study will have a high-intermediate/independent level of fluency (CEFR B1-B2) in the English language which will help them be successful in social situations, academic courses, or general employment.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Description: ESL students are placed within the sequence of courses in the Intermediate American College English Certificate according to their English fluency. Students completing this pattern of study will have an independent level of fluency in the English language which will help them be successful interacting in social situations, participating in academic courses, and engaging in general employment.

Program Learning Objectives:

- Produce writing such as basic academic essays in English at a high-intermediate level.
- Communicate in English so that students can function with native speakers to express opinions and discuss abstract topics in academic or business contexts.
- Demonstrate a growing awareness of patterns and expectations of United States culture, especially in social, academic and business situations.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course. Course titles and contact hours must be exact.

Required Courses: 90 hours

Course	Title	Hours	Sequencing
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ESL 849	High-Intermediate American College English	90	Semester 2
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Elective Courses: 36 hours

Course	Title	Hours	Sequencing
ESL 848	Intermediate American College English	90	Semester 1
ESL 872	Basic Reading and Vocabulary	72	Semester 2
ESL 892	Oral Skills I: Beginning Oral Communication	54	Semester 1
ESL 895	Pronunciation and Accent Reduction	54	Semester 2
ESL 890 D	Special Topics in ESL: Verb Tense Review	36	Semester 2
ESL 890 L	Special Topics in ESL: Punctuation of Phrases and Clauses	36	Semester 2
ESL 890 M	Special Topics in ESL: Articles and Prepositions	36	Semester 2
ESL 890 P	Special Topics in ESL: Mastering Academic Vocabulary	36	Semester 2

Total Program Hours: 126 hours

Item 4. Master Planning

Describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California.

The noncredit ESL certificates align with the mission of the college by allowing our diverse community access to the college. For many community members, improving English fluency is a pathway to CTE and credit courses that lead to education and employment. These courses also expand communication skills and promote self-development and cultural awareness.

Mirrored, non-credit courses especially allow low-income students increased access to college and an easy option for starting language acquisition courses. Although transfer is the goal of some students, others simply want to improve their English so that they can successfully complete CTE certificates or be more successful in their employment. However, before they can be successful in either academic or CTE courses, they need to be able to function in English in an academic environment. Unfortunately, students who have not lived in California for a year and a day must pay non-resident fees. For many of our undocumented prospective students, even the resident rate is not achievable. Since noncredit courses have low or no tuition, they allow students to access a college education. In addition to providing an inexpensive entry point, non-credit courses allow students to save financial aid for their credit courses, allowing them to transition into degree or CTE certificate pathways.

Two recent changes at the state level have made noncredit courses an exciting pathway for undocumented students.

- **Noncredit CCC Apply-** Assembly Bill 3101 (AB 3101) mandates that students seeking to enroll exclusively in career development, college preparation, and other non-credit courses be exempt from residency classification requirements. At the state level, noncredit is identified as the primary way to make college accessible to undocumented adult learners. This is especially relevant for our ESL students. In response to AB 3101, the Chancellor's Office is designing a new noncredit application that does not include questions on residency so that undocumented

applicants feel more comfortable applying. RCC is one of several colleges in the state piloting this new application.

- **Bridge to Credit through AB 540**--Originally, AB 540 excluded adult learners; however, a recent change to the legislation includes the amount of time that a student is enrolled in an adult school or community college in the student's eligibility. To qualify, prospective students can now verify that they 1. attended a combination of California high school, adult school, and community college for the equivalent of three (3) years or more, and 2. have graduated or will graduate with a high school diploma or GED.

A year's equivalence at a community college is a minimum of 24 semester units (\$7,296.00). For noncredit courses, a year's attendance is a minimum of 420 class hours per year. Given that students would have to pay for their credit courses out of pocket, it is unlikely that they will take advantage of the credit option. Noncredit then becomes a realistic bridge to access *credit* education. This will not only increase the enrollment at the college, but it targets low-income students who otherwise may not have had access to courses, which is now part of the funding formula.

Mirroring the ESL courses ensures accessibility to our community and promotes equity, stated goals of the district's colleges, while addressing concerns of undocumented students and those who do not need the credit to meet their college goals. This is an opportunity when one considers key findings of the most recent SWOT Analysis for RCCD (August 28, 2019) which includes the following observations:

1. More than 50% of RCCD region households speak another language than English at home.
 2. RCCD service areas are very diverse; Hispanic population is the largest and fastest growing.
 3. RCCD region has lower educational attainment levels. (125)
- **Addressing the Equity Gap**--Providing mirrored courses allows a portion of the population who does not speak English to attain a higher-level of education and may improve the college going rates, help close the equity gap that persists for Hispanic students, and improve RCCD's adult education services.

In *English as a Second Language in California's Community Colleges* the Public Policy Institute of California reports, "Our finding that Latinos are much less likely to be degree-seeking ESL students suggests that they may be more likely to enroll in these non-credit pathways. Therefore, strengthening connections between non-credit and credit ESL pathways can also help promote more equitable outcomes" (29). Considering RCCD's large population of Spanish-speaking students, offering non-credit courses in ESL is essential in helping establish equity.

As Hispanic Serving Institutions, the colleges in the district can promote equity by creating these mirrored non-credit courses, ensuring opportunity for Hispanics who speak English as a second language.

Finally, providing non-credit courses will increase enrollment in credit course. Students who start in non-credit classes can switch to the credit track when they start a new course. This means that if a student places in ESL 46, he or she can take the first two courses as non-credit, then decide to

take 48 as a credit class to take advantage of the transfer options, creating a low-barrier entry for students.

- **Partnership between Adult Schools and RCCD**--In addition, *Riverside About Students Consortium Report* published in January 2019 makes the recommendation that RCCD “Expand or consider adding new Basic Skills, CTE, and ESL programs in those communities with low educational attainment and relatively low participation rates Geographic Area: Northwest, North, and South subregion” (11). The report indicates that there is a substantial population of adults in the Riverside area who do not speak English well and are currently not taking advantage of education. It notes, “The North sub-region has the largest population of potential Basic Skills and ESL Students, with 54,063 and 19,208 potential students respectively” (12). Although not all students who start non-credit ESL courses would have the goal of transfer, the district would increase enrollment by tapping into this population. Further, because the level of the courses is actually moving up (starting at the previous ESL 52 level), there will not be a conflict between RCCD’s and local-area adult schools’ course offerings. Students who have taken courses to improve their skills at adult schools will not be forced into the lowest-level ESL course but will probably enter 2-3 courses above, so they are not at a disadvantage.
- **Qualifications of Instructors**--Although logistics regarding non-credit courses are still being determined by the district, in RCCD, instructors of non-credit courses will have to meet the same minimum qualifications as those in credit courses. In fact, classes should ideally be composed of both credit and non-credit students with the only distinction being how the instructor maintains records.

Why is the ESL Discipline advocating for certificates?

RCCD will provide three non-credit CDCP certificates of competency (Ed Code 84760) for students who do not need credit classes but need to improve their English skills with the goal of being prepared for CTE courses, further academic courses, or the workforce. Many colleges in the state (e.g. Reedley College, Mt. SAC, and Cypress College) have non-credit ESL certificates.

By organizing courses into certificates, faculty are creating a clear pathway for students. The Chancellor’s office has encouraged colleges to organize courses into certificate patterns, which are linked directly to enhanced funding.

These certificates allow students to see a tangible benefit to taking classes and provide motivation to complete course sequences. In addition, this establishes an outcome metric from which the college can gauge student success.

Sources:

Bryan Reece, et. al. *Strengths, Weaknesses, Opportunities, and Threats Analysis for Riverside Community College District*, August 29, 2018.

<https://www.rccd.edu/administration/educationalservices/ieffectiveness/Documents/DSPC/Team%20C%20SWOT%20Analysis.pdf>

BW Research Partnership. *Riverside ABout Students Consortium Report*, January 2019.

<https://caladulted.org/DownloadFile/763>

Public Policy Institute of California--Olga Rodriguez, Sarah Bohn, Laura Hill, and Bonnie Brooks.
English as a Second Language in California's Community Colleges, April 2019.

<https://www.ppic.org/wp-content/uploads/english-as-a-second-language-in-californias-community-colleges.pdf>

Program Outline of Record – Non-Credit Certificates

Program Outline

Title: Medical Terminology for English Language Learners

Originator: Carla Reible

Date 9/11/2024

Department: English & Media Studies

College/Learning Pathway/Engagement Center: Riverside - Languages and Humanities

College: ☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: Programs are college specific. If multiple colleges wish to include this program, a separate proposal and college specific supporting documents are required.)

TOPs Code: 4930.87

CIP Code: 32.0108

Certificate is being proposed as:

☒ **Certificate of Completion (CDCP Eligible)**

☐ **Certificate of Competency (CDCP Eligible)**

Please specify non-credit category:

☐ Short-Term Vocational

☐ Workforce Preparation

☒ English as a Second Language

☐ Elementary and Secondary Basic Skills

☐ **Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor's Office)**

Please specify non-credit category:

☐ Citizenship for Immigrants

☐ Health and Safety

☐ Parenting

☐ Courses for Persons with Substantial Disabilities

☐ Home Economics

☐ Courses for Older Adults

This is a: ☒ New non-credit certificate* ☐ Modification to an existing non-credit certificate

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☒ No Capital or Budgetary Impacts

If this is a modification to an existing non-credit certificate, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, contact hour values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

English language learners who want to function and communicate in the healthcare field and medical environments often find the greatest obstacle is language used with medical terminology. The purpose of this certificate is to reduce those barriers by allowing students to practice with the specific language to help them function better within the healthcare system and/or prior to entering healthcare content classes. These ESL courses will increase language learners' ability to advocate for themselves and their

families as they navigate through the medical system while also improving access to employment in the healthcare field.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified programs must include the following:

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☐ Narrative *(See following page)*
- ☐ Labor Market Information and Analysis *(For certificates in the Short-Term Vocational category only)*

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation, workforce preparation, basic skills, civic education, or lifelong learning purpose. The stated goals and objectives of the program must be consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. Often, colleges will include the program level Student Learning Outcomes (SLOs) in this section that identify the program's goals and objectives. Select an appropriate program goal of either: CTE, for short-term vocational or local, for all other certificates. Note: If the certificate program goal selected is "Career Technical Education (CTE)," then the statement must include the main competencies students will have achieved that are required for a specific occupation. The statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire.

ESL students interested in healthcare professions need to develop both receptive and expressive language skills using medical terminology to enter the field. Students completing this pattern of study will have a beginning level of fluency with medical terminology.

Program Learning Outcomes:

- Communicate using appropriate basic medical terminology in written and oral English with the goal of entering the healthcare field.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

ESL students interested in healthcare professions need to develop both receptive and expressive language skills using medical terminology to enter the field. Students completing this pattern of study will have a beginning level of fluency with medical terminology.

Program Learning Outcomes:

- Communicate using appropriate basic medical terminology in written and oral English with the goal of entering the healthcare field.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course. Course titles and contact hours must be exact.

Required Courses: 72 hours

Course	Title	Hours	Sequencing
ESL 820	Medical Terminology I for English Language Learners	36	
ESL 821	Medical Terminology II for English	36	

Program Outline of Record – Non-Credit Certificates

	Language Learners		

Elective Courses: ____ hours

Course	Title	Hours	Sequencing

Total Program Hours: 72 hours

Item 4. Master Planning

Describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California.

English language learners who want to enter the healthcare profession often find the greatest obstacle is the medical terminology and ability to communicate effectively in the healthcare field. The purpose of this certificate is to reduce that language barrier by allowing students to practice with the specific language for the field prior to entering content classes. This will increase language learner's access to the healthcare field.

In addition, students who have not lived in California for a year and a day must pay non-resident fees \$258 (\$304 total per unit). The cost of credit courses is unaffordable for many students. For undocumented prospective students, even the resident rate is not achievable. Since noncredit courses have low or no tuition, they allow students to access a college education. In addition to providing an inexpensive entry point, non-credit courses allow students to save financial aid for their credit courses.

Two recent changes at the state level have made noncredit courses an exciting pathway for undocumented students.

- **Noncredit CCC Apply-** Assembly Bill 3101 (AB 3101) mandates that students seeking to enroll exclusively in career development, college preparation, and other non-credit courses be exempt from residency classification requirements. At the state level, noncredit is identified as the primary way to make college accessible to undocumented adult learners. This is especially relevant for our ESL students. In response to AB 3101, the Chancellor's Office is designing a new noncredit application that does not include questions on residency so that undocumented applicants feel more comfortable applying. RCC is one of several colleges in the state piloting this new application.
- **Bridge to Credit through AB 540--**Originally, AB 540 excluded adult learners; however, a recent change to the legislation includes the amount of time that a student is enrolled in an adult school or community college in the student's eligibility. To qualify, prospective students can now verify that they 1. attended a combination of California high school, adult school, and community college for the equivalent of three (3) years or more, and 2. have graduated or will graduate with a high school diploma or GED.

A year's equivalence at a community college is a minimum of 24 semester units (\$7,296.00). For noncredit courses, a year's attendance is a minimum of 420 class hours per year. Given that students would have to pay for their credit courses out of pocket, it is unlikely that they will take advantage of the credit option. Noncredit then becomes a realistic bridge to access *credit* education. This will not only increase the enrollment at the college, but it targets low-income students who otherwise may not have had access to courses, which is now part of the funding formula.

Providing non-credit ESL courses ensures accessibility to our community and promotes equity, stated goals of the district's colleges, while addressing concerns of undocumented students and those who do not need the credit to meet their college goals. This is an opportunity when one considers key findings of the most recent SWOT Analysis for RCCD (August 28, 2019) which includes the following observations:

1. More than 50% of RCCD region households speak another language than English at home.
 2. RCCD service areas are very diverse; Hispanic population is the largest and fastest growing.
 3. RCCD region has lower educational attainment levels. (125)
- **Addressing the Equity Gap**--Providing non-credit courses allows a portion of the population who does not speak English to attain a higher-level of education and may improve the college going rates, help close the equity gap that persists for Hispanic students and improve RCCD's adult education services.

In *English as a Second Language in California's Community Colleges* the Public Policy Institute of California reports, "Our finding that Latinos are much less likely to be degree-seeking ESL students suggests that they may be more likely to enroll in these non-credit pathways. Therefore, strengthening connections between non-credit and credit ESL pathways can also help promote more equitable outcomes" (29). Considering RCCD's large population of Spanish-speaking students, offering non-credit courses in ESL is essential in helping establish equity.

As Hispanic Serving Institutions, the colleges in the district can promote equity by creating these non-credit courses, ensuring opportunity for Hispanics who speak English as a second language.

Finally, providing non-credit courses will increase enrollment in credit courses. Students who start in non-credit classes are more likely to continue and be successful in CTE entry-level courses.

- **Qualifications of Instructors**— Instructors of these ESL non-credit courses will have to meet the same minimum qualifications as those in credit courses.

Sources:

Al Shamsi H, Almutairi AG, Al Mashrafi S, Al Kalbani T. *Implications of Language Barriers for Healthcare: A Systematic Review*. Oman Med J. 2020 Apr 30;35(2):e122. doi: 10.5001/omj.2020.40. PMID: 32411417; PMCID: PMC7201401.

Bryan Reece, et. al. *Strengths, Weaknesses, Opportunities, and Threats Analysis for Riverside Community College District*, August 29, 2018.

<https://www.rccd.edu/administration/educatoralservices/ieffectiveness/Documents/DSPC/Team%20C%20SWOT%20Analysis.pdf>

Public Policy Institute of California--Olga Rodriguez, Sarah Bohn, Laura Hill, and Bonnie Brooks. *English as a Second Language in California's Community Colleges*, April 2019. <https://www.ppic.org/wp-content/uploads/english-as-a-second-language-in-californias-community-colleges.pdf>

ADT Submission Form for English CCC Major or Area of Emphasis: English
TOP Code: 150100
CSU Major(s): English; English Literature; Creative Writing
Total Units: 18 (all units are minimum semester units)

Form #1007
Rev. 9: 10/4/21

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the form. If the course may be double-counted with Cal-GETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to Chancellor's Office Academic Affairs page, RESOURCE section located at:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Curriculum-and-Instruction-Unit/Templates-For-Approved-Transfer-Model-Curriculum>

or the ASSIST website:

<https://www.assist.org/>.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor's Office.**

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the TMC at:

<http://www.c-id.net/degreereview.html>

Attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *CSU GE Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in English for Transfer Degree				
College Name:				
TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS		
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units
REQUIRED CORE: (4-6 units)				
Option 1 Argumentative Writing and Critical Thinking and Introduction To Literature OR Option 2 Argumentative Writing and Critical Thinking Through Literature	ENGL 105			
	ENGL 120			
	ENGL 110			

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
LIST A: Select two (6 units minimum)					
Survey of American Literature I (3)	ENGL 130				
Survey of American Literature II (3)	ENGL 135				
Survey of British Literature I (3)	ENGL 160				
Survey of British Literature II (3)	ENGL 165				

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
Survey of World Literature I (3)	ENGL 140				
Survey of World Literature II (3)	ENGL 145				
Survey of Literature in English I (4)	ENGL 150				
Survey of Literature in English II (4)	ENGL 152				
Survey of Literature in English III (4)	ENGL 155				

LIST B: Select courses based on option chosen in REQUIRED CORE: Option 1: 3 units minimum (select 1 course) Option 2: 6 units minimum (select 2 courses) Any LIST A course not already used (3-4 units).					
Any English course articulated as lower division preparation in the English major at a CSU.	AAM				
Introduction to Creative Writing (3)	ENGL 200				
Children's Literature (3)	ENGL 180				
LIST C: Select one (3 units minimum) Any LIST A or B course not already used.					
Any CSU transferable English course.	BCT				

Any language course other than English which is articulated to fulfill Cal-GETC Area 3B	GECC				
Any CSU transferable literature course offered in another department.	BCT				
Introduction to Reporting Newswriting (3) OR Introduction to Journalism (3)	JOUR 110 OR AAM				
Business Communication (3)	BUS 115				
Oral Interpretation of Literature (3)	COMM 170				
Introductory Humanities (3)	AAM				
Introduction to Theatre (3)	THTR 111				
Introductory to Linguistics Anthropology (3)	ANTH 130				

Total Units for the Major:	18-21	Total Units for the Major:			
		Total Units that may be double-counted (The transfer GE Area limits must <u>not</u> be exceeded)			
		General Education (CAL-GETC) Units			34
		Elective Units			
		Total Degree Units (maximum)			60

Program Outline of Record – Associate Degree for Transfer (ADT)

Program Outline

Title: Political Science

Originator: Tomas Ocampo

Date 9/25/2025

Department: Humanities, Education, Social and Behavioral Sciences

College/Learning Pathway/Engagement Center: Moreno Valley - Humanities, Education, Social and Behavioral Sciences Engagement Center

TOPs Code: 2207.00 Political Science
Government, General.

CIP Code: 45.1001 Political Science and

College: ☒ Moreno Valley College ☐ Norco College ☐ Riverside City College

(Please note: ADTs are college specific. If multiple colleges wish to adopt this program, a separate proposal and college specific supporting documents are required.)

Type of ADT: ☒ Associate in Arts for Transfer
Transfer

☐ Associate in Science for

This is a: ☐ New ADT*

☒ Modification to an existing ADT

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☐ No Capital or Budgetary Impacts

If this is a modification to an existing ADT, please specify the changes being made:

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

Removal of two Honor courses: POL-2H , POL-4H.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Removal of two Honor courses: POL-2H , POL-4H.

Required Documentation:

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified ADTs must include the following:

☒ Evidence of district-wide discipline communication

☒ College discipline minutes showing approval

☒ Department minutes showing approval

☒ Narrative *(See next page)*

☒ C-ID or Assist Articulation Information, and the most current TMC Template (*Work with your Articulation Officer to obtain this documentation*)

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation purpose.

The Associate in Arts in Political Science for Transfer degree is a curricular pattern designed specifically to transfer students as Political Science majors with junior status to the CSU system. Though the Associate in Arts in Political Science for Transfer also provides broad general preparation for Political Science majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. This degree will assist students in seamlessly transferring to a CSU.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal. The language list below is required at the end of the catalog description. Please replace the highlighted text with the language appropriate for this specific ADT. Course titles and unit values must be exact.

The Associate in Arts in Political Science for Transfer degree is a curricular pattern designed specifically to transfer students as Political Science majors with junior status to the CSU system. Though the Associate in Arts in Political Science for Transfer also provides broad general preparation for Political Science majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. This degree will assist students in seamlessly transferring to a CSU.

Program Learning Outcomes Upon successful completion of this program, students should be able to:

1. Describe, explain, and evaluate American political institutions, political systems, policies and processes.
2. Identify and analyze the major current global and domestic political theories and ideologies.
3. Objectively explain critical issues in American, Comparative and World politics and be able to use theories and debates to argue convincingly in defense of a position, selecting examples to illustrate points and organizing these appropriately.
4. Employ a variety of current social scientific methodologies in the research, analysis and evaluation of data.
5. Demonstrate critical thinking ability including the understanding of alternative explanations and the forming of conclusions from the data presented.

Required Courses: 9 units

Course	Title	Units
POLS-C1000/ POLS-C1000H	American Government and Politics/ American Government and Politics - Honors	3
POLS-2	Comparative Politics	3
POLS-4	Introduction to World Politics	3

Program Outline of Record – Associate Degree for Transfer (ADT)

POLS-11	Political Theory	3

List A:

Choose two courses from the following: 6-7 units

Course	Title	Units
POLS-5	Introduction to Law	3
POLS-23	Race, Ethnicity and Politics in America	3
ECON-6/ POLS-6	Introduction To Political Economy	3
STAT-C1000/ STAT-C1000H	Introduction to Statistics/ Introduction to Statistics – Honors	4
OR	OR	
PSYC-48/ SOC-48	Statistics for the Behavioral Sciences	4

List B:

Select one courses from the following: 3 units

Course	Title	Units
ECON-4	Introduction to Economics	3
ECON-C2002 /ECON-C2002H	Principles of Macroeconomics/ Principles of Macroeconomics - Honors	3
HIST-C1001/ HIST-C1001H	United States History to 1877/ United States History to 1877 - Honors	3
HIST-C1002/ HIST-C1002H	United States History since 1865 / United States History since 1865 - Honors	3

Total : 18-19 units

ASSOCIATE IN [ARTS] FOR TRANSFER DEGREE

The Associate in [Arts] in [Political Science] for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

Program Outline of Record – Associate Degree for Transfer (ADT)

Program Outline

Title: Associate in Arts in Social Justice Studies for Transfer Degree

College: ☐ Moreno Valley College ☒ Norco College ☐ Riverside City College

(Please note: ADTs are college specific. If multiple colleges wish to adopt this program, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2201.30

CIP Code:

Type of ADT: ☒ Associate in Arts for Transfer ☐ Associate in Science for Transfer

This is a: ☐ New ADT ☒ Modification to an existing ADT

If this is a modification to an existing ADT, please specify the changes being made:

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

The only change is the removal of POLS-20 from the ADT since it is being excluded from the Norco College catalog.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Norco POLS faculty are excluding the POLS-20 course from the Norco catalog so we are removing it from this ADT.

Required Documentation:

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified ADTs must include the following:

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative *(See next page)*
- ☒ Completed Chancellor's Office Template (TMC) *(Must be most current version available)*
- ☒ C-ID or ASSIST Articulation Information, as required by the TMC *(Work with your Articulation Officer to obtain this documentation)*

Program Narrative

Item 1. Program Goals and Objectives

This degree is designed to facilitate the student's passage from Norco College to the California State University (CSU) System with an Associate in Arts in Social Justice Studies for Transfer. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Social Justice Studies at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an Associate Degree for Transfer is to assist students in seamlessly transferring to a CSU.

Item 2. Catalog Description

The Associate in Arts in Social Justice Studies for Transfer is designed to provide a clear pathway to a CSU major and baccalaureate programs in Social Justice, Ethnic Studies, Women, Gender, or Sexuality Studies, or to programs focused on ethnic groups such as Chicano/Latino Studies, African American Studies, Asian American Studies, or Native American Studies. Social Justice Studies explores the experiences of individuals from various groups, focusing on race, ethnicity, gender, and sexuality, and the complex relations and phenomena of culture, power, oppression, equity, and equality. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

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

1. Utilize theoretical perspectives as they relate to structures and systems of power and oppression including critical ethnic studies, Critical Race Theory (CRT), feminist theory, or queer and trans theory
2. Employ the principles of Social Justice Studies, Ethnic Studies, or Women, Gender, & Sexuality Studies to identify, explore, and analyze examples of prejudice, discrimination, or oppression in historical or cultural frameworks
3. Engage critical thinking and communication skills with a focus on cultural and global awareness
4. Use statistics or research methods in the behavioral and social sciences to better analyze issues related to Social Justice Studies
5. Analyze issues across multiple disciplines through a social justice lens.

Required Courses: 10 units

Course	Title	Units
SJS-110	Introduction to Social Justice Studies	3

Program Outline of Record – Associate Degree for Transfer (ADT)

OR		
SOC-10/10H	Race and Ethnic Relations/Honors	3
SOC-15	Introduction to Women's Studies	3
STAT-C1000/C1000H	Introduction to Statistics/Honors	4
OR		
PSYC/SOC-48	Statistics for the Behavioral Sciences	4
List A	Select three courses from at least two of the areas below	10

List A: Select three courses from at least two of the following areas 9-10 units

Area 1: History or Government

Course	Title	Units
ETS-2/HIST-31	Introduction to Chicana and Latina Studies	3
ETS/HIST-14	African American History I	3
ETS/POLS-21	Latina Politics	3
ETS/POLS-23	Race, Ethnicity, and Politics in America	3
HIST-34	History of Women in the United States	3

Area 2: Arts and Humanities

Course	Title	Units
ENGL-35	Women in Literature	3
ENGL-18	Survey of Native American Literature	3
ENGL-20	Survey of African American Literature	3
ENGL-24	Survey of Asian American Literature	3
ENGL-25	Latina Literature of the United States	3
HUM-9	American Voices	3
HUM-10/10H	World Religions/Honors	3
HUM-16	Arts and Ideas: American Culture	3
HUM/PHI-35	Philosophy of Religion	3
MUS-89/89H	Music of Multicultural America/Honors	3

Area 3: Social Science

Course	Title	Units
ANT-2/2H	Cultural Anthropology/Honors	3
ANT-7	Anthropology of Religion	3
ANT-8	Language and Culture	3
ETS-27/ANT-4	Native American Cultures	3
COMM-12	Intercultural Communication	3
COMM-13	Gender and Communication	3
PSYC-8	Social Psychology	3
PSYC-9	Developmental Psychology	3
PSYC-50	Research Methods in Psychology	4
SOC-2	American Social Problems	3
SOC-3	Social Inequality	3
SOC-50	Introduction to Social Research Methods	3

Total Units: 19-20

ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in Social Justice Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

Program Outline

Title: Small Business Accounting

Originator: Andrea M. Stoll

Date 10/2/2025

Department: Business Department

College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0525.00* Accounting

CIP Code: 52.0302

Type of Program:

☐ Certificate of Achievement only ☒ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

The modification of the existing Small Business Accounting Certificate: **MCE859** will be to remove the course ACC-55 Applied Accounting and Bookkeeping, as an option to complete the 6-unit certificate. The certificate can be completed with ACC-1A (Principles of Accounting I) and ACC-65 (QuickBooks Accounting) for the Small Business Accounting Certificate.

Rationale:

ACC-55 Applied Accounting and Bookkeeping has not been offered at Moreno Valley College since Fall 2017 and is on the MVC course sunset list. This course has been classically low enrolled, and non-transferrable from MVC to UC/CSU. Taking ACC-1A in collaboration with the other courses for the certificates, can provide greater opportunities for students to complete other accounting certificates and/or an associate's degree. Additionally, ACC-1A (Principles of Accounting I) is transferable to both UC/CSU, is one of the required courses of the Business Admin ADT and is offered every term.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

This program certificate can aid in assisting students to be prepared to work as an accounting and/or bookkeeping professional. The TOP Code 050200 typically requires a high school degree or some college, no degree. The program certificate can lead to other accounting certificates, and/or an associate's degree, to be able to work towards the goal of having a bachelor's degree in accounting, and working in higher level accounting roles, where there are a numerous number of jobs available in our area, according to the most labor region labor market information and analysis.

Item 2. Catalog Description

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level accounting clerk or bookkeeper utilizing accounting software.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Perform a variety of accounting skills such as journalizing, posting, double entry accounting, record adjusting and closing entries and prepare financial statements.
2. Use accounting software to prepare financial statements and to analyze and solve problems.
3. Recognize the role of ethics in accounting.

Item 3. Program Requirements

Required Courses: 6 units

Course	Title	Units	Sequencing
ACC-1A	Principles of Accounting	3	Semester 1 (Fall, WIN, SPR, SUM)
ACC-65	QuickBooks Accounting	3	Semester 2 (Rotation- Fall)

Total Program Units: 6 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

N/A

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

N/A

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

N/A

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

N/A

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline

Title: Small Business Payroll Accounting

Originator: Andrea M. Stoll

Date 10/2/2025

Department: Business Department

College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0525.00* Accounting

CIP Code: 52.0302

Type of Program:

- ☐ Certificate of Achievement only ☒ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

The modification of the existing Small Business Accounting Payroll Certificate: **MCE860** will be to remove the course ACC-55 Applied Accounting and Bookkeeping, as an option to complete either certificate. The certificate can be completed with ACC-1A and ACC-62 (Payroll Accounting) for the Small Business Payroll Accounting Certificate.

Rationale:

ACC-55 Applied Accounting and Bookkeeping has not been offered at Moreno Valley College since Fall 2017 and is on the MVC course sunset list. This course has been classically low enrolled, and non-transferrable from MVC to UC/CSU. Taking ACC-1A in collaboration with the other courses for the certificates, can provide greater opportunities for students to complete other accounting certificates and/or an associate's degree. Additionally, ACC-1A (Principles of Accounting I) is transferable to both UC/CSU, is one of the required courses of the Business Admin ADT and is offered every term.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

This program certificate can aid in assisting students to be prepared to work as a payroll accounting and/or bookkeeping professional. The TOP Code 050200 typically requires a high school degree or some college, no degree. The program certificate can lead to other accounting certificates, and/or an associate's degree, to be able to work towards the goal of having a bachelor's degree in accounting, and working in higher level accounting roles, where there are a numerous number of jobs available in our area, according to the most labor region labor market information and analysis.

Item 2. Catalog Description

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level payroll accounting clerk.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.
2. Analyze and solve problems associated with the calculation and reporting of payroll.
3. Accurately apply accounting principles to computerized and manual payroll systems.

Item 3. Program Requirements

Required Courses: 6 units

Course	Title	Units	Sequencing
ACC-1A	Principles of Accounting	3	Semester 1 (FALL, WIN, SPR, SUM)
ACC-62	Payroll Accounting	3	Semester 2 (Rotation- SPR)

Total Program Units: 6 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

N/A

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

N/A

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

N/A

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

N/A

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

N/A

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: General Business Specialized Area

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:

CIP Code:

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Currently General Business Local Certificate is called “Certificate of Achievement (CE1062).
Change the name to “Business Administration: General Business Specialized Area”.

Course replacement: add BUS 40 and delete BUS 48; add MKT 25 and delete MKT 20

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “G” for “General Business Certificate of Achievement”, while all other business degrees and

certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for Business Administration degrees and certificates.

Course replacement within the Business Administration: General Business Specialized Area

Current	Change to
BUS 10 or BUS 10H	same
BUS 47 or MAG 47	same
MAG 40	same
BUS 48 Global Management	BUS 40 Global Business
MKT 20 Marketing Principles	MKT 25 Marketing for Workplace Success

Required Documentation

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor’s Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor’s Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.
- Explain the managerial applications of accounting reports and ratios to the business enterprise
- Analyze the law as it pertains to business organizations and to determine the legal management of the various forms of law.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program focuses on the general study of business, including domestic, international and electronic, and the important ways in which business impacts our daily lives. The program will prepare individuals to apply business principles and techniques in various career settings and to gain an understanding of business situations that affect their personal and working lives. This includes the buying, selling and production of goods and services, understanding business organizations, general management, and employee motivation strategies, basic accounting principles, the economy, and marketing.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 15 units

Course	Title	Units	Sequencing
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS/MAG 47	Applied Business and Management Ethics	3	Semester 1, Fall
MAG 40	AMA Certified Professional in Management	3	Semester 2, Spring
BUS 40	Global Business	3	Semester 1, Fall
MKT 25	Marketing for Workplace Success	3	Semester 2, Spring

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunity and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projected General Business Specialized Area = 15

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

General Business Certificates offered at:

- Mt. San Antonio Community College
- Citrus Community College
- Chaffey Community College
- San Bernardino Valley College
- College of the Canyons
- Crafton Hills College
- Barstow Community College
- Mt. San Jacinto College:
- College of the Desert:
- Victor Valley College:

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline

Title: Business Administration: Global Business Specialized Area

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:

CIP Code:

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Currently Global Local Certificate is called “Global Industry – Certificate of Achievement – (CE1042). Change the name to “Business Administration: Global Business Specialized Area”

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “G” for “Global Industry Certificate of Achievement”, while all other business degrees and certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for Business Administration degrees and certificates.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze marketing strategy and decisions and to enhance business.
- Have an understanding of legal practices relating to global business practices, including intellectual properties rights, human rights, import/export regulations, global standards.
- Apply sound management practices in multi-cultural environment.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Explain the components of global business, including foreign currencies and foreign business environments.
- Develop global business strategies of supply chain, marketing, and production/operations.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Prepares individuals to be able to understand how global business operates in the areas of management, marketing and trade. Prepare individuals for professions in the field of global business. Fulfills all the global courses required for Associates Degree in Business Administration Global Enterprise Concentration.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 15 units

Course	Title	Units	Sequencing
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-40	Principles of Global Business	3	Semester 1, Fall
BUS-48	Global Management	3	Semester 1, Fall
BUS-43	Global Marketing	3	Semester 2, Spring
BUS-46	Global Trade3	3	Semester 2, Spring

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunities and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projected Global Business Specialized Area = 10

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- Mt. San Antonio Community College
- Santa Ana Community College
- College of the Canyons

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Human Resources Specialized Area

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:

CIP Code:

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Currently Human Resources Local Certificate is called “Human Resources – Locally Approved Certificate (CE868).

Change the name to “Business Administration: Human Resources Specialized Area”

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “H” for “Human Resources Locally Approved Certificate”, while all other business degrees and certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for

Business

Administration degrees and certificates.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to strategize the human capital and management of human resources.
- Have an understanding of legal practices relating to business practices, including labor law.
- Apply sound management practices.
- Analyze the business elements that comprise the motivation and training component.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. Fulfills a portion of the Associate of Science degree in Business with a major concentration in Human Resources.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 15 units

Course	Title	Units	Sequencing
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS/MAG-47	Applied Business and Management Ethics	3	Semester 1, Fall
MAG-52	Employee Training & Development	3	Semester 2, Spring
MAG-53	Human Relations	3	Semester 3, Spring
MAG-56	HRM: Human Resources Management	3	Semester 1, Fall

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunities and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projection of completers of Human Resources Specialized Area = 10

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Human Resources Certificate is issue in:

- Mt San Antonio Community College
- Chaffey Community College
- Citrus Community College
- Santa Ana Community College
- Rio Hondo Community College
- Orange Coast Community College
- Pasadena Community College

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Management Specialized Area

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:

CIP Code:

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Currently Management Local Certificate is called “Management – Certificate of Achievement – (CE1063). Change the name to “Business Administration: Management Specialized Area”

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “M” for “Management Certificate of Achievement”, while all other business degrees and certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for Business Administration degrees and certificates.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.
- Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. Fulfills a portion of the Associate of Science Degree in Business with a Major Concentration in Management.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 15 units

Course	Title	Units	Sequencing
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-48	Global Management	3	Semester 2, Spring
BUS-22	Management Communications	3	Semester 1, Fall
BUS/MAG-47	Applied Business and Management Ethics	3	Semester 2, Spring
MAG-40	The American Management Association Certified Professional in Management	3	Semester 1, Fall

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunity and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projection of Management Specialized Area = 18

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- Chaffey College
- Mt. San Antonio Community College
- Citrus College
- Pasadena City College
- San Bernardino Valley College
- College of the Canyons
- Crafton Hills College:
- Barstow Community College
- Mt. San Jacinto College

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline

Title: Web Master: Designer

Originator: Scott McLeod

Date 10/2/2025

Department: Business, Law, and Computer Information Systems

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☒ **Moreno Valley College** ☐ **Norco College** ☒ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:

CIP Code: CE933

(Note: This program was mistakenly listed as CE820 in the meeting minutes.)

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a:

- ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

CIS-76B (Intro to Dreamweaver) no longer a requirement. CIS-71 (UX/UI Web Design) is now a viable elective.

Rationale:

CIS-76B is being deemphasized due to Adobe no longer updating or supporting the product and its loss of market share in industry. CIS-71 represents a more cutting edge (user oriented) design approach that will benefit web designers. Overall, students now have more relevant options and there is decrease in units required for completion! (Please note: This information will be presented to the Board of Trustees.)

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative **NOTE: There are no changes to the existing narrative**
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

No changes to goals and objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Item 2. Catalog Description

No change to catalog description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Item 3. Program Requirements

Please see attached requirements document

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: ____ units

Course	Title	Units	Sequencing
EXM-1	Example Course 1	3	Semester 1, Fall
EXM-2	Example Course 2	3	Semester 2, Spring

Elective Courses: ____ units

Course	Title	Units	Sequencing

Total Program Units: ____ units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline

Title: Web Master: Developer

Originator: Scott McLeod

Date 10/2/2025

Department: Business, Law, and Computer Information Systems

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☒ **Moreno Valley College** ☐ **Norco College** ☒ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:

CIP Code: CE934

(Note: This program was mistakenly listed as CE843 in the meeting minutes.)

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a:

- ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

CIS-76B (Intro to Dreamweaver) no longer a requirement. CIS-71 (UX/UI Web Design) is now a viable elective along with CIS-14B (Web Programming: Server Pages).

Rationale:

CIS-76B is being deemphasized due to Adobe no longer updating or supporting the product and its loss of market share in industry. CIS-71 represents a more cutting edge (user oriented) design approach that will benefit web designers. CIS-14B (recently modified curriculum) represents an alternative programming option for developers. Overall, students now have more relevant options and there is decrease in units required for completion!

(Please note: This information will be presented to the Board of Trustees.)

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative **NOTE: There are no changes to the existing narrative**
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

No changes to goals and objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Item 2. Catalog Description

No change to catalog description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Item 3. Program Requirements

Please see attached requirements document

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: ____ units

Course	Title	Units	Sequencing
EXM-1	Example Course 1	3	Semester 1, Fall
EXM-2	Example Course 2	3	Semester 2, Spring

Elective Courses: ____ units

Course	Title	Units	Sequencing

Total Program Units: ____ units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline

Title: Behavioral Therapist

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2104.00: Human Services **CIP Code:** 44.0000 **Degree:** N/A **Cert code:** MCE904

Type of Program:

☒ Certificate of Achievement only ☐ Associate's Degree only ☐ Certificate and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a:

☐ New certificate/degree ☒ Modification to an existing certificate/degree
☐ Modification to an existing local certificate

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Discipline
- ☒ Department minutes showing approval
- ☒ Narrative *(see following page)*
- ☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis *(required for new programs and modifications; also be recent, within 2 years). Was informed this can be submitted after narratives are launched and still make BOT meeting in December-*
- ☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
- ☒ Regional Consortium Recommendation *(required for new programs only)*

**While certificates between 8 and less than 16 units can be approved locally and are not required to be submitted to the State Chancellor's Office for approval, certificates that have not been approved by the State Chancellor's Office cannot appear on student transcripts and the college cannot receive apportionment for program completions.*

Additionally, any certificate of less than 8 units can only be approved locally. These certificates also cannot appear on student transcripts and colleges cannot receive apportionment for completion.

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The Behavioral Therapist Certificate of Achievement prepares students for various paraprofessional positions providing behavior-analytic therapy and behavior-analytic interventions. Graduates of the program will be prepared to work as entry-level employees in a variety of settings including agencies hiring behavioral therapists, behavior interventionists and ABA (Applied Behavioral Analysis) therapists.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in behavioral therapy.
 - Course Student Learning Outcome
 - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
 - HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.
 - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
 - HMS 6: Assess client needs and create a list of appropriate referral sources.
 - HMS 36: Recognize, define, and analyze the terms of counseling families with special needs youth.
 - HMS 39: Recognize, define, and analyze the terms of the Individualized Education Program.
- Apply Applied Behavioral Analysis techniques when working with children and families.
 - Course Student Learning Outcome
 - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
 - HMS 6: Assess client needs and create a list of appropriate referral sources.
 - HMS 36: Demonstrate knowledge of counseling families with special needs youth through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.
- Identify diagnostic criteria, skill deficits, needs and targeted behaviors exhibited by clients.
 - Course Student Learning Outcome
 - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
 - HMS 6: Assess client needs and create a list of appropriate referral sources.
 - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
 - HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.

- HMS 36: Demonstrate knowledge of counseling families with special needs youth through processing case vignettes, role plays, documentation and/or assessment procedures.
- HMS 36: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
- HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.
- HMS 39: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
- Assist consumers and family members in matching needs with available community resources.
 - Course Student Learning Outcome
 - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
 - HMS 36: Demonstrate knowledge of counseling families with special needs youth through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 36: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
 - HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 39: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
- Demonstrate an understanding of the IEP (Individualized Education Program) process.
 - Course Student Learning Outcome
 - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
 - HMS 6: Assess client needs and create a list of appropriate referral sources.
 - HMS 39: Recognize, define, and analyze the terms of the Individualized Education Program.
 - HMS 39: Recognize the role of ethics when formulating the Individualized Education Program.
 - HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.
- Participate in role-play application scenarios applying principles of behavioral therapy.
 - Course Student Learning Outcome
 - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
 - HMS 6: Assess client needs and create a list of appropriate referral sources.
 - HMS 36: Recognize the role of ethics when counseling families with special needs youth.
 - HMS 36: Demonstrate knowledge of counseling families with special needs youth through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.

- Discuss, analyze and explain the ethical standards that guide behavioral therapy.
 - Course Student Learning Outcome
 - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
 - HMS 36: Recognize the role of ethics when counseling families with special needs youth.
 - HMS 39: Recognize the role of ethics when formulating the Individualized Education Program.
- Complete and reflect upon service-based learning experience.
 - Course Student Learning Outcome
 - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
 - HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.
 - HMS 36: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
 - HMS 39: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
 - WKX 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
 - WKX 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Upon completion of the course requirements and elective units identified in Item 3., students will earn a Behavioral Therapist certificate.

Catalog Description:

The Behavioral Therapist Certificate of Achievement prepares students for various paraprofessional positions providing behavior-analytic therapy and behavior-analytic interventions. Graduates of the program will be prepared to work as entry-level employees in a variety of settings including agencies hiring behavioral therapists, behavior interventionists and ABA (Applied Behavioral Analysis) therapists.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Upon completion of the course requirements and elective units identified in Item 3., students will earn a Behavioral Therapist certificate.

Required Courses: 13 - 16 units

Course	Title	Units	Sequencing
HMS 5	Introduction to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
HMS 6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring

Program Outline of Record – Credit Degrees and Certificates

HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 200/ WKX 200	Human Services Work Experience	1-2-3-4	Semester 1 or 2 Fall/Spring

Elective Courses: 3 units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS 7	Psychosocial Rehabilitation	3	Semester 1 or 2 Fall/Spring
HMS-8	Intro to Group Process	3	Semester 1 or 2 Fall/Spring
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling		Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	Counseling of African Americans	3	Semester 1 or 2 Fall/Spring
HMS 31	Counseling of Latina and Latino Americans	3	Semester 1 or 2 Fall/Spring
HMS 32	Counseling of Asian Americans	3	Semester 1 or 2 Fall/Spring
HMS 33	Counseling of Native Americans	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families in the Child Welfare System	3	Semester 1 or 2 Fall/Spring
HMS 43	Counseling and Resources for Older Adults and Their Families	3	Semester 1 or 2 Fall/Spring
HMS 44	Counseling Youth in Gangs	3	Semester 1 or 2 Fall/Spring
HMS 46	Intro to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
HMS 47	Counseling of Residential Treatment Clients	3	Semester 1 or 2 Fall/Spring
HMS 48	Counseling and Case Management in Corrections	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring

Program Outline of Record – Credit Degrees and Certificates

HMS-60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 16 - 19 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Child Welfare & Family Studies Certificate of Achievement paves a pathway for students interested in pursuing training in providing services to children and their families. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Education: Students will develop paraprofessional skills and knowledge in child welfare.
Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Enrollment projections for courses are as followed:

Required Courses:

HMS-5; 30 students
HMS-6; 30 students
HMS-36; 32 students
HMS-39; 32 students
HMS-200: 40 students

Elective Courses:

HMS-4; 32 students
HMS-7: 32 students

HMS-8: 32 students
HMS-13: 32 students
HMS-16; 30 students
HMS-17: 32 students
HMS-18; 45 students
HMS-19; 32 students
HMS-20; 45 students
HMS-21: 32 students
HMS-22: 32 students
HMS-23; 20 students
HMS-24; 32 students
HMS-25: 32 students
HMS-26: 32 students
HMS-27: 32 students
HMS-28: 32 students
HMS-29; 45 students
HMS-30; 32 students
HMS-31; 32 students
HMS-32; 32 students
HMS-33; 32 students
HMS-36; 20 students
HMS-39; 20 students
HMS-41; new course; no enrollment data available
HMS-42: 32 students
HMS-43: new course; no enrollment data available
HMS-44; new course; no enrollment data available
HMS-47; new course; no enrollment data available
HMS-50; no enrollment data available
HMS-51; no enrollment data available
HMS-52; no enrollment data available
HMS-53; no enrollment data available
HMS-60; 40 students
HMS-61; new course; no enrollment data available
HMS-62: new course; no enrollment data available
HMS-71: new course; no enrollment data available

HMS-4, HMS-5, HMS-6, HMS-7, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29, HMS-30, HMS-31, HMS-32, HMS-33, HMS-36, HMS-39, HMS-41, HMS-42, HMS-43, HMS-44, HMS-46, HMS-47, HMS-48, HMS-50, HMS-51, HMS-52, HMS-53, HMS-60, HMS-61, HMS-62, HMS-71, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 20 – 25 students completing this certificate annually beginning in September 2022.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

The college has no similar degree option and related certificate options are within the same discipline.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Not applicable as courses are already articulated UC and/or CSU

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Child Welfare and Family Studies

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2104.00: Human Services **CIP Code:** 44.0000 **Degree:** N/A **Cert code:** MCE904

Type of Program:

☒ Certificate of Achievement only ☐ Associate's Degree only ☐ Certificate and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a:

☐ New certificate/degree ☒ Modification to an existing certificate/degree
☐ Modification to an existing local certificate

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Modification requesting the following changes be made:

The reason for requested program modification is to align with CAADE accreditation requirements

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The reason for requested program modification is to align with CAADE accreditation requirements

Required Documentation

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All Degrees and Certificates

- ☒ Discipline
- ☒ Department minutes showing approval
- ☒ Narrative *(see following page)*
- ☐ Transfer preparation documentation *(only if applicable)*

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- ☒ Labor Market Information and Analysis *(required for new programs and modifications; also be recent, within 2 years). Was informed this can be submitted after narratives are launched and still make BOT meeting in December-*
- ☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
- ☒ Regional Consortium Recommendation *(required for new programs only)*

**While certificates between 8 and less than 16 units can be approved locally and are not required to be submitted to the State Chancellor's Office for approval, certificates that have not been approved by the State Chancellor's Office*

cannot appear on student transcripts and the college cannot receive apportionment for program completions. Additionally, any certificate of less than 8 units can only be approved locally. These certificates also cannot appear on student transcripts and colleges cannot receive apportionment for completion.

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The Child Welfare & Family Studies Certificate of Achievement prepares students for various paraprofessional positions in child welfare, such as child care worker in a group home/residential setting, social service intake specialist, social worker assistant or foster family intake worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, foster family agencies, adoption agencies, halfway houses, mental health and juvenile correctional facilities, and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies. This certificate also provides a foundation for continuing higher education towards a Bachelor's degree in social work, human services and counseling practices related to child welfare.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in child welfare.
 - Course Student Learning Outcome
 - HMS 19: Demonstrate an understanding of the characteristics of a helping relationship and basic methods of practice in systems of various sizes.
 - HMS 19: Demonstrate an understanding of the 7 steps of the Generalist Intervention Model (engagement, assessment, planning implementation, evaluation termination and follow-up) and be able to apply to a case example.
 - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
 - HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.
 - HMS 22: Contribution of volunteer experience in the career pathway of human services during service-based learning.
- Discuss, analyze and explain the ethical standards that guide the child welfare worker.
 - Course Student Learning Outcome
 - HMS 19: Demonstrate a beginning understanding of the values and ethics of social work practice.
 - HMS 22: Recognize the role of ethics in human behavior and the social environment.
 - HMS 42: Recognize the role of ethics in counseling in foster care.
- Assist consumers and family members in matching needs with available community resources.
 - Course Student Learning Outcome
 - HMS 19: Demonstrate an understanding of the characteristics of a helping relationship and basic methods of practice in systems of various sizes.
 - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
 - HMS 22: Demonstrate knowledge of human behavior and the social environment through processing case vignettes, role plays, documentation and/or assessment procedures.

- Demonstrate understanding of safety and risk assessments.
 - Course Student Learning Outcome
 - HMS 19: Demonstrate an understanding of the characteristics of a helping relationship and basic methods of practice in systems of various sizes.
 - HMS 19: Demonstrate an understanding of the 7 steps of the Generalist Intervention Model (engagement, assessment, planning implementation, evaluation termination and follow-up) and be able to apply to a case example.
 - HMS 19: Demonstrate knowledge of crisis intervention concepts, suicide assessment and child abuse assessment.
 - HMS 22: Demonstrate knowledge of human behavior and the social environment through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 42: Demonstrate knowledge of counseling in foster care through processing case vignettes, role plays, documentation and/or assessment procedures.
- Complete and reflect upon service-based learning experience.
 - Course Student Learning Outcome
 - HMS 19: Demonstrate an understanding of the characteristics of a helping relationship and basic methods of practice in systems of various sizes.
 - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
 - HMS 22: Contribution of volunteer experience in the career pathway of human services during service-based learning.
 - HMS 42: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Child Welfare & Family Studies.

Catalog Description:

The Child Welfare & Family Studies Certificate of Achievement prepares students for various paraprofessional positions in child welfare, such as child care worker in a group home/residential setting, social service intake specialist, social worker assistant or foster family intake worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, foster family agencies, adoption agencies, halfway houses, mental health and juvenile correctional facilities, and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies. This certificate also provides a foundation for continuing higher education towards a Bachelor's degree in social work, human services and counseling practices related to child welfare.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Program Outline of Record – Credit Degrees and Certificates

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Child Welfare and Family Studies.

Required Courses: 10 - 13 units

Course	Title	Units	Sequencing
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families in the Child Welfare System	3	Semester 1 or 2 Fall/Spring
HMS 200/ WKX 200	Human Services Work Experience	1-2-3-4	Semester 1 or 2 Fall/Spring

Elective Courses: 6 units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS-5	Introduction to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
HMS-6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
HMS 7	Psychosocial Rehabilitation	3	Semester 1 or 2 Fall/Spring
HMS-8	Intro to Group Process	3	Semester 1 or 2 Fall/Spring
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	Counseling of African Americans	3	Semester 1 or 2 Fall/Spring
HMS 31	Counseling of Latina and Latino Americans	3	Semester 1 or 2 Fall/Spring
HMS 32	Counseling of Asian Americans	3	Semester 1 or 2 Fall/Spring
HMS 33	Counseling of Native Americans	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 40	Counseling Youth and Adolescents	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 43	Counseling and Resources for Older Adults and Their Families	3	Semester 1 or 2 Fall/Spring
HMS 44	Counseling Youth in Gangs	3	Semester 1 or 2 Fall/Spring
HMS 46	Intro to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
HMS 47	Counseling of Residential Treatment Clients	3	Semester 1 or 2 Fall/Spring

Program Outline of Record – Credit Degrees and Certificates

HMS 48	Counseling and Case Management in Corrections	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS-60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 16 - 19 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Child Welfare & Family Studies Certificate of Achievement paves a pathway for students interested in pursuing training in providing services to children and their families. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Education: Students will develop paraprofessional skills and knowledge in child welfare.
Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Enrollment projections for courses are as followed:

Required Courses:

HMS-19; 40 students

HMS-22; 32 students
HMS-42; 32 students
HMS-200; 40 students

Elective Courses:

HMS-4; 32 students
HMS-5; 30 students
HMS-6; 30 students
HMS-7; 32 students
HMS-8; 32 students
HMS-13; 32 students
HMS-16; 30 students
HMS-17; 32 students
HMS-18; 45 students
HMS-19; 32 students
HMS-20; 45 students
HMS-21; 32 students
HMS-22; 32 students
HMS-23; 20 students
HMS-24; 32 students
HMS-25; 32 students
HMS-26; 32 students
HMS-27; 32 students
HMS-28; 32 students
HMS-29; 45 students
HMS-30; 32 students
HMS-31; 32 students
HMS-32; 32 students
HMS-33; 32 students
HMS-36; 20 students
HMS-39; 20 students
HMS-41; 32 students
HMS-42; 32 students
HMS-43; 20 students
HMS-44; new course; no enrollment data available
HMS-47; 20 students
HMS-50; no enrollment data available
HMS-51; no enrollment data available
HMS-52; no enrollment data available
HMS-53; no enrollment data available
HMS-60; 40 students
HMS-61; 20 students
HMS-62; 32 students
HMS-71; 32 students

HMS-4, HMS-5, HMS-6, HMS-7, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19,
HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29,
HMS-30, HMS-31, HMS-32, HMS-33, HMS-36, HMS-39, HMS-40, HMS-41, HMS-42, HMS-43,

HMS-44, HMS-46, HMS-47, HMS-48, HMS-50, HMS-51, HMS-52, HMS-53, HMS-60, HMS-61, HMS-62, HMS-71, HMS-72, HMS-73, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 20 – 25 students completing this certificate annually beginning in September 2022.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

The college has no similar degree option and related certificate options are within the same discipline.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Not applicable as courses are already articulated UC and/or CSU

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Military Social Work

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2104.00: Human Services **CIP Code:** 44.0000 **Degree:** MAS 663 / **Cert code:** MCE 663

Type of Program:

☒ Certificate of Achievement only ☐ Associate's Degree only ☐ Certificate and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree ☒ Modification to an existing certificate/degree
 ☐ Modification to an existing local certificate

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Modification requesting the following changes be made:

The reason for requested program modification is to align with CAADE accreditation requirements.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Discipline
- ☒ Department minutes showing approval
- ☒ Narrative *(see following page)*
- ☐ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis *(required for new programs and modifications; also be recent, within 2 years).-*
- ☐ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
- ☐ Regional Consortium Recommendation *(required for new programs only)*

**While certificates between 8 and less than 16 units can be approved locally and are not required to be submitted to the State Chancellor's Office for approval, certificates that have not been approved by the State Chancellor's Office cannot appear on student transcripts and the college cannot receive apportionment for program completions.*

Additionally, any certificate of less than 8 units can only be approved locally. These certificates also cannot appear on student transcripts and colleges cannot receive apportionment for completion.

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This Military Social Work Certificate equips students with an educational foundation of the principles, theories and practices on the career pathway of military social work. An overview is given of the unique culture of military families, their resilience, and the challenges of military life. Emphasis is on family studies and family psychology of serving veterans and active duty U.S. Armed Forces, an understanding of trauma-focused counseling, mental health and substance abuse counseling and public assistance and benefits.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in the field of military social work.
- Develop an understanding of military culture and how it impacts military members and their families.
- Participate in role-play application scenarios regarding military social work.
- Discuss, analyze and explain the ethical standards that guide the social worker in the application of counseling techniques with active-duty military, veterans and their families.
- Complete and reflect upon service-based learning experience.
- Assist consumers and family members in matching needs of military members and their families with available community resources.
- Develop an understanding of how to address substance abuse and mental health needs of military members and their families.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This Military Social Work Certificate equips students with an educational foundation of the principles, theories and practices on the career pathway of military social work. An overview is given of the unique culture of military families, their resilience, and the challenges of military life. Emphasis is on family studies and family psychology of serving veterans and active duty U.S. Armed Forces, an understanding of trauma-focused counseling, mental health and substance abuse counseling and public assistance and benefits.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Upon completion of the following course requirements and elective units, students will receive a certificate in Military Social Work.

Program Outline of Record – Credit Degrees and Certificates

Required Courses: 11-14 units

Course	Title	Units	Sequencing
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2, Winter/Summer
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Intro to Military Social Work	3	Semester 1 or 2 Fall/Spring
WKX-200 (HMS-200)	Human Services Work Experience	1-2-3-4	Semester 1 or 2, Fall/Spring

Elective Courses: 6 units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS-5	Introduction to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
HMS-6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
HMS-8	Intro to Group Process	3	Semester 1 or 2 Fall/Spring
HMS 7	Psychosocial Rehabilitation	3	Semester 1 or 2 Fall/Spring
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 27	Intro to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	Counseling of African Americans	3	Semester 1 or 2 Fall/Spring
HMS 31	Counseling of Latina and Latino Americans	3	Semester 1 or 2 Fall/Spring
HMS 32	Counseling of Asian Americans	3	Semester 1 or 2 Fall/Spring
HMS 33	Counseling of Native Americans	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families in the Child Welfare System	3	Semester 1 or 2 Fall/Spring
HMS 43	Counseling and Resources for Older Adults and Their Families	3	Semester 1 or 2 Fall/Spring
HMS 44	Counseling Youth in Gangs	3	Semester 1 or 2 Fall/Spring
HMS 46	Intro to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
HMS 47	Counseling of Residential Treatment Clients	3	Semester 1 or 2 Fall/Spring
HMS 48	Counseling and Case Management in Corrections	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring

Program Outline of Record – Credit Degrees and Certificates

HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 17 - 20 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The goal the Military Social Work certificate and degree is to develop knowledge in this area and to prepare students for various paraprofessional positions responding to the social services-based needs of military personnel and families. Graduates of the program will develop competency regarding mental wellness and social services-needs, resources, and services designed to respond to the unique challenges faced by our service members and their families. Further, graduates will be prepared to work as entry-level employees in a variety of settings in private and public sectors. Further students will be prepared for transfer should they decide to continue on the academic pathway of related professions.

Education: Students will develop knowledge in the academic discipline social work, human services, and counseling practices.

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate and/or degree.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

Service: Students will be required to complete service-based learning (with virtual option) which includes volunteer service to the community.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Enrollment projections for courses are as followed:

Required Courses:

HMS-16; 32 students

HMS-18: 45 students

HMS-26: 32 students
HMS-28: 32 students
WKX-200/HMS 200: 32 students

Elective Courses:

HMS-4; 32 students
HMS-5; 32 students
HMS-6; 32 students
HMS-8; 32 students
HMS-7: 32 students
HMS-13: 32 students
HMS-17: 32 students
HMS-19; 32 students
HMS-20; 45 students
HMS-21: 32 students
HMS-22: 32 students
HMS-23: 32 students
HMS-24: 32 students
HMS-25: 32 students
HMS-27: 32 students
HMS-29; 45 students
HMS-30; 32 students
HMS-31; 32 students
HMS-32; new course; no enrollment data available
HMS-33; new course; no enrollment data available
HMS-36; 20 students
HMS-39; 20 students
HMS-41; 32 students
HMS-42: 32 students
HMS-43: 20 students
HMS-44; new course; no enrollment data available
HMS-46; 20 students
HMS-47; 32 students
HMS-48; 20 students
HMS-50; no enrollment data available
HMS-51; no enrollment data available
HMS-52; no enrollment data available
HMS-53; no enrollment data available
HMS-60: 45 students
HMS-61; 32 students
HMS-62: 32 students
HMS-71: 32 students

HMS-4, HMS-5, HMS-6, HMS-7, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29, HMS-30, HMS-31, HMS-32, HMS-33, HMS-36, HMS-39, HMS-41, HMS-42, HMS-43, HMS-44, HMS-46, HMS-47, HMS-48, HMS-50, HMS-51, HMS-52, HMS-53, HMS-60, HMS-61, HMS-62, HMS-71, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory.

These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 30 – 40 students completing this certificate annually beginning in September 2020.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

The college has no similar degree option and related certificate options are within the same discipline.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Not applicable as courses are already articulated UC and/or CSU

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Multicultural Counseling & Advocacy Resources

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2104.00: Human Services **CIP Code:** 44.0000 **Degree:** MAS 663 / **Cert code:** MCE 663

Type of Program:

☒ Certificate of Achievement only ☐ Associate's Degree only ☐ Certificate and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree ☒ Modification to an existing certificate/degree
 ☐ Modification to an existing local certificate

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Discipline
- ☒ Department minutes showing approval
- ☒ Narrative (see following page)
- ☐ Transfer preparation documentation (only if applicable)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (required for new programs and modifications; also be recent, within 2 years).-
- ☒ Advisory Committee Recommendation (Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)
- ☒ Regional Consortium Recommendation (required for new programs only)

**While certificates between 8 and less than 16 units can be approved locally and are not required to be submitted to the State Chancellor's Office for approval, certificates that have not been approved by the State Chancellor's Office cannot appear on student transcripts and the college cannot receive apportionment for program completions. Additionally, any certificate of less than 8 units can only be approved locally. These certificates also cannot appear on student transcripts and colleges cannot receive apportionment for completion.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The goal of the Multicultural Counseling & Advocacy Resources Certificate is to pave a pathway to prepare students for providing services to individuals and families which represent a wide variety of ethnic backgrounds and to enhance culturally sensitive practice. The program aims to develop training of helping professionals in counseling and referral-based services while responding to the needs represented in the community. Graduates will have developed knowledge, skills and attitudes necessary to help clients across the micro-macro continuum.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Multicultural Counseling & Advocacy Resources provides training in the area of case management, conflict-resolution, counseling theories and techniques, community services, needs assessment, etc. Students will learn how to work with individuals, families and communities which are representative of diverse populations, including, but not limited to: African American, Hispanic, Asian and Native American clients. Students will develop an understanding of the knowledge, skills, and attitudes necessary to transition into entry-level employment in multicultural counseling and transfer opportunities in the practice area. Applications are discussed across the micro-macro continuum.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in multicultural counseling.
- Participate in role-play application scenarios regarding multicultural counseling.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques.
- Complete and reflect upon service-based learning experience.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Upon completion of the following course requirements and elective units, students will receive a certificate in Multicultural Counseling and Advocacy Resources.

Required Courses: 7-10 units

Program Outline of Record – Credit Degrees and Certificates

Course	Title	Units	Sequencing
HMS-27	Introduction to Multicultural Counseling	3	Semester 1 or 2, Winter/Summer
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
WKX-200 (HMS-200)	Human Services Work Experience	1-2-3-4	Semester 1 or 2, Fall/Spring

Elective Courses: 6 units

Course	Title	Units	Sequencing
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	Counseling of African Americans	3	Semester 1 or 2 Fall/Spring
HMS 31	Counseling of Latina and Latino Americans	3	Semester 1 or 2 Fall/Spring
HMS 32	Counseling of Asian Americans	3	Semester 1 or 2 Fall/Spring
HMS 33	Counseling of Native Americans	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families in the Child Welfare System	3	Semester 1 or 2 Fall/Spring
HMS 43	Counseling and Resources for Older Adults and Their Families	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring

Total Program Units: 13 - 16 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Multicultural Counseling & Advocacy Resources Certificate is to pave a pathway to prepare students for providing services to individuals and families which represent a wide variety of ethnic backgrounds and to enhance culturally sensitive practice. The program aims to develop training of helping professionals in counseling and referral-based services while responding to the needs represented in the community. Graduates will have developed knowledge, skills and attitudes

necessary to help clients across the micro-macro continuum. Further, graduates will be prepared to work as entry-level employees in a variety of settings in private and public sectors. Further students will be prepared for transfer should they decide to continue on the academic pathway of related professions.

Education: Students will develop competency in the academic discipline of multicultural counseling and advocacy resources.

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate and/or degree.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

Service: Students will be required to complete service-based learning (with virtual option) which includes volunteer service to the community.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Enrollment projections for courses are as followed:

Required Courses:

HMS-27; 32 students

HMS-62; 32 students

WKX-200/HMS 200: 50 students

Elective Courses:

HMS-22; 32 students

HMS-24; 20 students

HMS-25; 20 students

HMS-29; 32 students

HMS-30; 25 students

HMS-31; 25 students

HMS-32; new course; no enrollment data available

HMS-33; new course; no enrollment data available

HMS-36; 20 students

HMS-41; 20 students

HMS-42; 32 students

HMS-43; 20 students

HMS-50; no enrollment data available

HMS-51; no enrollment data available

HMS-52; no enrollment data available

HMS-53; no enrollment data available

HMS-22, HMS-24, HMS-25, HMS-27, HMS-29, HMS-30, HMS-31, HMS-32, HMS-33, HMS-36, HMS-41, HMS-42, HMS-43, HMS-50, HMS-51, HMS-52, HMS-53, HMS-62, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 20 – 40 students completing this certificate annually beginning in September 2022.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

The college has no similar degree option and related certificate options are within the same discipline.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Not applicable as courses are already articulated UC and/or CSU

Program Outline

Title: Social Justice System Studies

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2104.00: Human Services **CIP Code:** 44.0000 **Degree:** N/A **Cert code:** MCE904

Type of Program:

☒ Certificate of Achievement only ☐ Associate's Degree only ☐ Certificate and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree ☒ Modification to an existing certificate/degree
 ☐ Modification to an existing local certificate

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Discipline
- ☒ Department minutes showing approval
- ☒ Narrative *(see following page)*
- ☒ Transfer preparation documentation *(only if applicable)*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis *(required for new programs and modifications; also be recent, within 2 years). Was informed this can be submitted after narratives are launched and still make BOT meeting in December-*
- ☒ Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
- ☒ Regional Consortium Recommendation *(required for new programs only)*

**While certificates between 8 and less than 16 units can be approved locally and are not required to be submitted to the State Chancellor's Office for approval, certificates that have not been approved by the State Chancellor's Office*

cannot appear on student transcripts and the college cannot receive apportionment for program completions. Additionally, any certificate of less than 8 units can only be approved locally. These certificates also cannot appear on student transcripts and colleges cannot receive apportionment for completion.

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The Social Justice System Studies Certificate provides a foundational understanding of how to implement social justice theory and advocacy techniques to respond to community needs. Education is provided on providing services to individuals and their families including, but not limited to: human trafficking survivors and perpetrators, youth in gangs, youth on probation, adults on parole, clients within residential treatment programs and within correctional facilities. Graduates will have developed knowledge, skills and attitudes necessary to help clients of diverse cultural backgrounds and within varied settings across the micro-macro continuum.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate a basic understanding of the knowledge, skills and values on the career pathway of social work, human services and counseling practices in the justice system.
 - Course Student Learning Outcome
 - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
 - HMS 21: Recognize, define, and analyze the terms of social justice in the criminal justice system, including counseling in forensic social work practice.
 - HMS 21: Demonstrate knowledge of forensic social work practice through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 46: Demonstrate knowledge of counseling individuals on probation or parole through processing case vignettes, role plays, documentation and/or assessment procedures.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques with clients in the justice system.
 - Course Student Learning Outcome
 - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
 - HMS 21: Recognize the role of ethics in social work practice in the criminal justice system.
 - HMS 46: Recognize the role of ethics in counseling individuals on probation or parole.
- Assist consumers and family members in matching needs with available community resources.
 - Course Student Learning Outcome
 - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
 - HMS 16: Identify and describe the various benefits available through local, state and federal public assistance programs.
 - HMS 16: Compare and analyze the impact of public assistance programs on recipients and taxpayers.
 - HMS 16: Evaluate the eligibility requirements for such benefits.
 - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.

- HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.
- HMS 21: Demonstrate knowledge of forensic social work practice through processing case vignettes, role plays, documentation and/or assessment procedures.
- HMS 46: Demonstrate knowledge of counseling individuals on probation or parole through processing case vignettes, role plays, documentation and/or assessment procedures.
- Complete and reflect upon service-based learning experience.
 - Course Student Learning Outcome
 - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
 - HMS 21: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
 - HMS 46: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Social Justice System Studies.

Catalog Description:

The Social Justice System Studies Certificate provides a foundational understanding of how to implement social justice theory and advocacy techniques to respond to community needs. Education is provided on providing services to individuals and their families including, but not limited to: human trafficking survivors and perpetrators, youth in gangs, youth on probation, adults on parole, clients within residential treatment programs and within correctional facilities. Graduates will have developed knowledge, skills and attitudes necessary to help clients of diverse cultural backgrounds and within varied settings across the micro-macro continuum.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Social Justice System Studies.

Required Courses: 11 - 14 units

Course	Title	Units	Sequencing
HMS-6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
HMS 16	Public Assistance & Benefits	1	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 46	Intro to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
HMS 200/ WKX 200	Human Services Work Experience	1-2-3-4	Semester 1 or 2 Fall/Spring

Program Outline of Record – Credit Degrees and Certificates

Elective Courses: 6 units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS-5	Introduction to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
HMS 7	Psychosocial Rehabilitation	3	Semester 1 or 2 Fall/Spring
HMS-8	Intro to Group Process	3	Semester 1 or 2 Fall/Spring
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	Counseling of African Americans	3	Semester 1 or 2 Fall/Spring
HMS 31	Counseling of Latina and Latino Americans	3	Semester 1 or 2 Fall/Spring
HMS 32	Counseling of Asian Americans	3	Semester 1 or 2 Fall/Spring
HMS 33	Counseling of Native Americans	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families in the Child Welfare System	3	Semester 1 or 2 Fall/Spring
HMS 43	Counseling and Resources for Older Adults and Their Families	3	Semester 1 or 2 Fall/Spring
HMS 44	Counseling Youth in Gangs	3	Semester 1 or 2 Fall/Spring
HMS 47	Counseling of Residential Treatment Clients	3	Semester 1 or 2 Fall/Spring
HMS 48	Counseling and Case Management in Corrections	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS-60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring

HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring
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Total Program Units: 17 - 20 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Social Justice Systems Studies certificate paves a pathway for students interested developing counseling skills specific to the practice area which may include: probation, parole, corrections, forensic social work, human trafficking, and other roles in the criminal justice system. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Education: Students will develop paraprofessional skills and knowledge in social justice systems studies.

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Enrollment projections for courses are as followed:

Required Courses:

HMS-6; 32 students

HMS-16; 40 students

HMS-21; 32 students

HMS-46; 20 students

HMS-200; 40 students

Elective Courses:

HMS-4; 32 students
HMS-5; 30 students
HMS-6; 30 students
HMS-7; 32 students
HMS-8; 32 students
HMS-13; 32 students
HMS-17; 32 students
HMS-18; 45 students
HMS-19; 32 students
HMS-20; 45 students
HMS-21; 32 students
HMS-22; 32 students
HMS-25; 32 students
HMS-26; 32 students
HMS-27; 32 students
HMS-28; 32 students
HMS-29; 45 students
HMS-36; 20 students
HMS-39; 20 students
HMS-41; 20 students
HMS-42; 32 students
HMS-43; 20 students
HMS-44; 20 students
HMS-47; 20 students
HMS-48; 20 students
HMS-50; no enrollment data available
HMS-51; no enrollment data available
HMS-52; no enrollment data available
HMS-53; no enrollment data available
HMS-60; 40 students
HMS-61; 20 students
HMS-62; 32 students
HMS-71; 32 students

HMS-4, HMS-5, HMS-6, HMS-7, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29, HMS-30, HMS-31, HMS-32, HMS-33, HMS-36, HMS-39, HMS-41, HMS-42, HMS-43, HMS-44, HMS-46, HMS-47, HMS-48, HMS-50, HMS-51, HMS-52, HMS-53, HMS-60, HMS-61, HMS-62, HMS-71, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 10 – 15 students completing this certificate annually beginning in September 2022.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

The college has no similar degree option and related certificate options are within the same discipline.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Not applicable as courses are already articulated UC and/or CSU

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Marketing Specialized Area
Originator: Chie Ishihara **Date** 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: **CIP Code:**

Type of Program:

☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree: ☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

(1) Currently Marketing Local Certificate is called “Industry Marketing – Certificate of Achievement – (CE879).

Change the name to “Business Administration: Marketing Specialized Area”

(2) Change the name of the course included in this program, MKT 25, from Marketing for Professionals to Marketing for Workplace Success

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

- (1) Change the name of the local certificate to match the naming convention of Associates of Science Degree and Certificate of Achievement, such that Degrees and Certificates all start with “Business Administration:” to achieve consistency in the naming.

Currently, local certificates are not listed under Business Administration, but under the alphabet of individual certificate, i.e. “I” for “Industry Marketing Certificate of Achievement”, while all other business degrees and

Program Outline of Record – Credit Degrees and Certificates

certificate is listed in “B”. This is confusing for students who are looking for all options in “B” section for Business Administration degrees and certificates.

- (2) Based on the enrollment numbers, the Business Discipline believe that the course name of “Marketing for Professionals” is interpreted by students as course that is geared only towards those who are already professionals in the marketing field. The course is designed to be similar to MKT 20 Principles of Marketing, but with the specific outcome of preparing students for Professional Certified Marketer’s industry certification. Changing the name to “Marketing for Workplace Success” will suggest the course to be geared towards students who have marketing as their intended career choice.

Course name change within the Business Administration: Marketing Concentration:

Current	Change to
BUS 10 or BUS 10H	same
MKT 40	same
MKT 43	same
BUS 43, MKT 41, or MKT 42	same
MKT 25 Marketing for Professionals	MKT 25 Marketing for Workplace Success

Required Documentation

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor’s Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor’s Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze marketing strategy and decisions and to enhance business.
- Have an understanding of legal practices relating to business practices, including intellectual properties rights.
- Apply sound management practices.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Prepares individuals in the main areas of marketing: marketing management, digital marketing, advertising, retail management and sales. Fulfills all marketing courses required in Associates of Science Business Administration Marketing Concentration.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 15 units

Course	Title	Units	Sequencing
BUS-10	Introduction to Business	3	Semester 1, Fall
MKT-25	Marketing for Workplace Success	3	Semester 1, Fall
MKT-40	Advertising	3	Semester 1, Fall
MKT-43	Digital Marketing	3	Semester 2, Spring
MKT-41	Techniques of Selling	3	Semester 2, Spring
MKT-42	OR Retail Management	3	Semester 2, Spring
BUS-43	OR Global Marketing	3	Semester 2, Spring

Total Program Units: 15 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunities and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projection of completers of Marketing Specialized Area = 12

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Marketing Certificate is issued in:

- Mt San Antonio Community College
- Chaffey Community College
- Citrus Community College
- Santa Ana Community College
- Rio Hondo Community College
- Orange Coast Community College
- Pasadena Community College

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Crime Scene Photography Essentials

Originator: Matthew Brabant

Date 10/3/2025

Department: Photography

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 1012.00

CIP Code: 10.0201

Type of Program:

- ☒ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

I am updated the name of PHO 23 to Introduction to Drone Photography.

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

This is an updated to Crime Scene Photography Essentials CE 1026 by updating the name of PHO 23 to Introduction to Drone Photography.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☐ Evidence of district-wide discipline communication
- ☐ College discipline minutes showing approval
- ☐ Department minutes showing approval
- ☐ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The Crime Scene Photography Essentials certificate provides students with the necessary skills to become a professional special event photographer. They will learn important needed skills from the understanding of how to manually operate a camera in a vast array of lighting situations, how to start and operate a photographic business, how to create a cohesive photographic style, professionally edit photographs, and create a photographic portfolio that is needed to enter the field of photography.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 6 units

Course	Title	Units	Sequencing
ADJ/PHO-27	Crime Scene Photography	3	1
		3	
PHO-20	Introduction to Digital Photography	3	1

Elective Courses: 3 units

Course	Title	Units	Sequencing
PHO 9	Intermediate Photography	3	2
PHO 23	Introduction to Drone Photography	3	2

Total Program Units: 9 units

Item 4. Master Planning

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

Item 5. Enrollment and Completer Projections

15-20

Item 6. Place of Program in Curriculum/Similar Programs

This certificate exists in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.

Item 7. Similar Programs at Other Colleges in Service Area

This is an existing certificate and degree in our program.

Cypress College – Creative Photo Arts Certificate, Digital Photography Certificate, Photography A.A., Photography Certificate, Portrait and Wedding Photography Certificate, UAV/UAS Drone Photography and Video Certificate

Mount San Jacinto – Photography A.S., Photography Certificate

The community colleges listed above offer a variety of different photography certificates and Associates

degrees. The proposed certificate for Riverside City College will set this offering apart from other colleges by bringing the theory and practice of contemporary photography to technical and professional skillsets. Students will be able to take this knowledge and go directly into the photographic professional field of choosing or transfer to four-year institutions. This knowledge will provide a service to students seeking modern and professional photography knowledge in the Inland Empire.

Item 8. Transfer Preparation Information (if applicable)

N/A

Program Outline

Title: Information Technology (IT) Cybersecurity

Originator: Kasey Nguyen

Date 5/27/2025

Department: MCIS

**College/Learning Pathway/Engagement Center: Moreno Valley - Science, Technology,
Engineering and Math Engagement Center**

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0708.00

CIP Code: 51.0723

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☒ Associate Degree only ☐ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☒ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Added new course as an elective option: CIS- 64 Technology and Data Ethics 3 units. No change to the program total units.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

To include CIS-64, Technology and Data Ethics course into the program Electives listing as this is an option for students to possibly receive university transferable credit and meet industry demands for knowledge in ethical practices in data, technology and AI.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☒ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

The goal of this program is to increase diversity in the technical workforce while providing students a transfer pathway to a university, such as California State San Bernardino, in which students can further pursue their education and training in cybersecurity.

PROGRAM LEARNING OUTCOMES:

- Upon successful completion of this program, students should be able to:
- Apply security principles and countermeasures to protect information systems against threats.
- Evaluate technical issues and derive solutions to address security gaps.
- Plan, design and implement security controls to reduce risks in information systems.

Item 2. Catalog Description

Associate of Science in Information Technology (IT) Cybersecurity prepares students for IT and cybersecurity workforce. The program coursework includes hands-on practices in system support, networking, security implementation. Students will learn to troubleshoot systems, plan, design and derive viable security controls and solutions to address network and system security gaps.

PROGRAM LEARNING OUTCOMES:

- Upon successful completion of this program, students should be able to:
- Apply security principles and countermeasures to protect information systems against threats.
- Evaluate technical issues and derive solutions to address security gaps.
- Plan, design and implement security controls to reduce risks in information systems.

Item 3. Program Requirements

Required Courses: 26 units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-25	Information and Communication Technology Essentials	4	Semester 1, Fall
CIS-27	Information and Network Security	3	Semester 1, Fall
CIS-40A	Computer Network Fundamentals	3	Semester 2, Spring
CIS-40B	Network Routing & Switching Essentials	3	Semester 2, Spring
CIS-40D	Systems and Network Administration	3	Semester 3, Fall
CIS-41A	Principles of Cybersecurity Analysis	3	Semester 2, Spring
STAT-C1000/ STAT-C1000H	Introduction to Statistics / Introduction to Statistics-Honors	4	Semester 1, Fall

Program Outline of Record – Credit Degrees and Certificates

Elective Courses: 6 units

Course	Title	Units	Sequencing
BUS-24	Business Communications	3	Semester 2, Spring
CIS-30A	Introduction to Python Programming	3	Semester 2, Spring
CIS-30C	Python Programming in Cybersecurity	3	Semester 3, Fall
CIS-40C	Installing, Configuring and Administering Microsoft Operating Systems	3	Semester 3, Fall
CIS-21	Introduction to Operating Systems	3	Semester 3, Fall
CIS-27A	Computer Forensics Fundamentals	3	Semester 3, Fall
CIS-27B	Introduction to Cybersecurity: Ethical Hacking	3	Semester 3, Fall
CIS-61	Introduction to Database Theory	3	Semester 3, Fall
CIS-64	Technology and Data Ethics	3	Semester 3, Fall

Total Program Units: 32

The **Associate of Science Degree in Information Technology (IT) Cybersecurity** will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Minimum Degree Units		Maximum Degree Units	
Minimum Major Units	32	Maximum Major Units	32
Double Counted Units	3	Double Counted Units	3
Local GE Required Units	24	CSUGE Required Units	34
Electives	7	Electives	0
Total Minimum Degree Units	60	Total Maximum Degree Units	63

Item 4. Master Planning

This associate degree program aims to increase the diversity in Inland Empire workforce by providing technical training emphasis in Career Technical Education. This program will increase the diversity of student population in Computer Information Systems discipline, aligning with Guided Pathway to support student in building their careers in the IT industry. The growth of the program will also address to need to improve special populations in STEM and IT, such as potentially increasing the population of female, Hispanic, African American students and professionals in the areas of STEM. The program is expected to have a steady growth after the initial year with program promotional outreach to local high schools and community centers

Item 5. Enrollment and Completer Projections

This program is expected to have 50 to 100 students by Fall 2026

Required courses:

CIS-1A 49 students

CIS-25	49 students
CIS-27	49 students
CIS-40A	49 students
CIS-40B	49 students
CIS-40D	49 students
CIS-41A	49 students
MAT-12	50 students

Elective Courses:

BUS-24	49 students
CIS-30A	49 students
CIS-30C	49 students
CIS-40C	49 students
CIS-21	49 students
CIS-27A	49 students
CIS-27B	49 students
CIS-61	49 students
CIS-64	49 students

Item 6. Place of Program in Curriculum/Similar Programs

Within the Riverside Community College district, Riverside City College offers similar Associate Degree, but many of the courses in this program are only available at Moreno Valley College. Required and elective courses in this program are actively available at Moreno Valley College and Riverside City College.

Item 7. Similar Programs at Other Colleges in Service Area

Riverside City College currently offers a similar associate degree program with emphasis in cyber defense. This program addresses IT security, which entails system administration security measures and infrastructure protection practices. The program is aligned with C-ID IT Cybersecurity Model Curriculum recommendation, which aims to provide students with an opportunity to transfer to CSUSB upon completion of this program.

Item 8. Transfer Preparation Information (if applicable)

Courses in this program are aligned to C-ID IT Cybersecurity Model Curriculum along with CSUSB Cybersecurity undergraduate coursework.

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Automotive Collision Repair

Originator: Skyler Murdock

Date 9/27/2025

Department: Automotive Body Technology

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ **Moreno Valley College** ☐ **Norco College** ☒ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0949.00* - Automotive Collision Repair

CIP Code: 47.0603 - Autobody/Collision and Repair Technology/Technician

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

No changes have been made to the title, description, core learning outcomes, or unit values. AUB-53 was removed due to course deletion. AUB-60 and AUB-81 were added as electives

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The removal of AUB-53 reflects its deletion from the catalog and ensures program requirements remain accurate and up to date. The addition of AUB-60 and AUB-81 as electives expands student options, enhances flexibility in course selection, and supports timely completion of the certificate/degree. These adjustments strengthen program accessibility while maintaining alignment with industry needs and leaving core learning outcomes unchanged.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This program prepares individuals to apply technical knowledge and skills to restore and refinish vehicles damaged by collision. This includes instruction in structural and non-structural repair, frame and panel reconstruction, damage analysis and estimating, mechanical and electrical component repair, plastics and adhesives, and painting and refinishing techniques.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program prepares individuals to apply technical knowledge and skills to restore and refinish vehicles damaged by collision. This includes instruction in structural and non-structural repair, frame and panel reconstruction, damage analysis and estimating, mechanical and electrical component repair, plastics and adhesives, and painting and refinishing techniques.

1. Develop entry-level skills and knowledge for employment in the automotive industry;. i.e., employment in an autobody repair facility, automotive paint shop.
2. Acquire the skills and knowledge to work safely in the lab/shop environment.
3. Demonstrate the ability to become part of the Inter-Industry Conference on Auto Collision Repair (I-CAR).

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 16 units

Course	Title	Units	Sequencing
AUB-50	Introduction to Automotive Collision Repair	4	YR 1 - FALL
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4	YR 1 - FALL
AUB-54	Automotive Structural Collision Repair and Frame	4	YR 1 - FALL
AUB-56	Automotive Technology for the Automotive Collision Specialist	4	YR 1 - SPRING

Elective Courses: 4 units

Course	Title	Units	Sequencing
AUB-59A	Automotive Collision Service and Repair	2	YR 1 - SPRING
AUB-52	Automotive Refinishing and Paint	4	YR 1 - SPRING
AUB-60	Automotive Trim and Upholstery I	4	YR 1 - SPRING

AUB-81	Advanced Collision Repair Techniques	4	YR 1 - SPRING
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Total Program Units: 20 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Automotive Collision Repair Degree and Certificate align with the College Mission statement by providing technical training and career preparation for students to enter the automotive collision repair industry.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

The program averages 11 combined CE/AS completers annually. We project an initial increase of roughly 10% in the coming year (12–13 completers), with the expectation that completions may continue to grow modestly over time as student interest and access expand.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This is already an existing CE/AS pattern.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

While some colleges in the region offer automotive programs, few provide specialized training in collision repair. This certificate/degree addresses a documented labor market demand in Riverside County and the Inland Empire, ensuring students have access to local, affordable training that leads directly to employment. The program complements, rather than duplicates, existing offerings by focusing on industry-validated skills needed by regional employers.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Automotive Refinishing and Paint

Originator: Skyler Murdock

Date 9/27/2025

Department: Automotive Body Technology

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ **Moreno Valley College** ☐ **Norco College** ☒ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0949.00* - Automotive Collision Repair

CIP Code: 47.0603 -Autobody/Collision and Repair Technology/Technician.

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

No changes have been made to the title, description, or unit values. Following the deletion of AUB-53, it has been removed as an elective from this CE/AS pattern. To improve student access and reduce time to completion, AUB-56 and AUB-82 have been added as electives. Core learning outcomes are not explicitly affected by this change, though outcomes may vary depending on the elective selected.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The removal of AUB-53 reflects its deletion from the catalog and ensures program requirements remain current. The addition of AUB-56 and AUB-82 as electives provides students with greater flexibility in course selection, supports timely completion of the certificate/degree, and expands access to relevant and up-to-date training. These adjustments maintain alignment with industry needs while leaving core program learning outcomes intact.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☐ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. This includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, damage analysis, and estimating.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Develop entry-level skills and knowledge for employment in the automotive industry;. i.e., employment in an autobody repair facility, automotive paint shop.
2. Acquire the skills and knowledge to work safely in the lab/shop environment.
3. Demonstrate the ability to become part of the Inter-Industry Conference on Auto Collision Repair (I-CAR).

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 16 units

Course	Title	Units	Sequencing
AUB-50	Introduction to Automotive Collision Repair	4	YR 1 -FALL
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4	YR 1 -FALL
AUB52	Automotive Refinishing and Paint	4	YR 1 -FALL
AUB-55	Automotive Advanced Refinishing and Custom Paint	4	YR 1 -SPRING

Elective Courses: 4 units

Course	Title	Units	Sequencing
AUB-59B	Automotive Refinishing Service and Repair	2	YR 1 - SPRING

Program Outline of Record – Credit Degrees and Certificates

AUB-56	Automotive Technology for the Automotive Collision Specialist	4	YR 1 - SPRING
AUB-60	Automotive Trim and Upholstery I	4	YR 1 - SPRING
AUB-82	Introduction to Powder Coating	4	YR 1 - SPRING

Total Program Units: 20 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Automotive Refinishing and Paint Degree and Certificate align with the College Mission statement by providing technical training and career preparation for students to enter the automotive refinishing industry.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

The program averages 11 combined CE/AS completers annually. We project an initial increase of roughly 10% in the coming year (12–13 completers), with the expectation that completions may continue to grow modestly over time as student interest and access expand.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This is already an existing CE/AS pattern.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

While some colleges in the region offer automotive programs, few provide specialized training in refinishing and paint. This certificate/degree addresses a documented labor market demand in Riverside County and the Inland Empire, ensuring students have access to local, affordable training that leads directly to employment. The program complements, rather than duplicates, existing offerings by focusing on industry-validated skills needed by regional employers.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline

Title: Automotive Trim and Upholstery

Originator: Skyler Murdock

Date 9/27/2025

Department: Automotive Body Technology

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ **Moreno Valley College** ☐ **Norco College** ☒ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0949.10* - Upholstery Repair - Automotive

CIP Code: 48.0303 - Upholstery/Upholsterer

Type of Program:

☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree: ☐ Associate of Arts ☒ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

No changes have been made to the title, description or unit values. There was a change to courses and subsequent learning outcomes. AUB-51 was moved from a required course to an elective. AUB-52 was added as a required course. AUB-53 was removed as an elective due to course deletion. AUB-59B was removed as an elective. AUB-56 and AUB-81 were added as electives

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

This pattern has been streamlined to improve student access and completion rates while expanding elective options to provide greater flexibility in pathways to completion. In addition, AUB-52 has been moved to a core requirement, as a thorough understanding of interior trim panel removal is essential to both refinishing/paint and upholstery. AUB-52 is more closely aligned with Trim and Upholstery than AUB-51.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This program prepares individuals to apply technical knowledge and skills to install, repair, and finish automotive trim and upholstery components. This includes instruction in springs, filling, padding, coverings, interior panel removal, sewing and stitching methods, fabric and material selection, and finishing techniques for automobile interiors and related products.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program prepares individuals to apply technical knowledge and skills to install, repair, and finish automotive trim and upholstery components. This includes instruction in springs, filling, padding, coverings, interior panel removal, sewing and stitching methods, fabric and material selection, and finishing techniques for automobile interiors and related products.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Demonstrate their proficiency by the use of upholstery tools and techniques while removing, striping, reupholstering, and reinstalling an automotive seat or bench.
2. Calculate the adequate amount of material and time required to reupholster an automotive seat or bench.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 16 units

Course	Title	Units	Sequencing
AUB-50	Introduction to Automotive Collision Repair	4	YR 1 - FALL
AUB-52	Automotive Refinishing and Paint	4	YR 1 - FALL
AUB-60	Automotive Trim and Upholstery I	4	YR 1 - FALL
AUB-61	Automotive Trim and Upholstery II	4	YR 1 - SPRING

Elective Courses: 4 units

Course	Title	Units	Sequencing
AUB-59A	Automotive Collision Service and Repair	2	YR 1 - SPRING
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4	YR 1 - SPRING

AUB-56	Automotive Technology for the Automotive Collision Specialist	4	YR 1 - SPRING
AUB-81	Advanced Collision Repair Techniques	4	YR 1 - SPRING

Total Program Units: 20 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Automotive Trim and Upholstery Degree and Certificate align with the College Mission statement by providing technical training and career preparation for students to enter the automotive trim and upholstery industry.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

The program averages 11 combined CE/AS completers annually. We project an initial increase of roughly 10% in the coming year (12–13 completers), with the expectation that completions may continue to grow modestly over time as student interest and access expand.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This is already an existing CE/AS pattern.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

While some colleges in the region offer automotive programs, few provide specialized training in trim and upholstery. This certificate/degree addresses a documented labor market demand in Riverside County and the Inland Empire, ensuring students have access to local, affordable training that leads directly to employment. The program complements, rather than duplicates, existing offerings by focusing on industry-validated skills needed by regional employers.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Accounting Concentration – Associate of Science Degree and Certificate of Achievement AS523/AS523C/CE523

Originator: Jennifer Corr

Date 9/8/2025

Department: Business, Law, and Computer Information Systems

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0502.00

CIP Code: 52.0301

Type of Program:

☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☒ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

We are requesting the following changes to the Business Administration: Accounting Concentration – Associate of Science Degree and Certificate of Achievement:

Current program electives:

Elective Courses - Concentration

Units: 9.00

COURSE	TITLE	UNITS
Select 9 units from the following:		9.00
ACC-61	Cost Accounting	3.00
ACC-62	Payroll Accounting	3.00
ACC-63	Income Tax Accounting	3.00
ACC-65	QuickBooks Accounting	3.00
ACC-66	Governmental and Non-Profit Accounting	3.00
ACC-200	Accounting Work Experience	1.00-4.00

Program modifications requested:

- Delete ACC 61, Cost Accounting
- Add ACC 19, Volunteer Income Tax Assistance Training
- Add ACC 19L, Volunteer Income Tax Assistance Tax Preparation
- Add ACC 40, Accounting for Managers
- Add ACC 55/CAT 55, Applied Accounting/Bookkeeping
- Add ACC 67, U.S. & California Income Tax Preparation
- Add ACC 68, Taxation of Business Entities and Fiduciaries

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

This program modification accomplishes attaching all accounting courses to the Business Administration: Accounting Concentration – Associate of Science Degree and Certificate of Achievement.

Course Deletion: The material in the course that we are deleting, ACC 61 – Cost Accounting is already covered by one of the required courses for this program, Principles of Accounting II (ACC 1B).

Course Additions:

- ACC 55 is a course attached to our Small Business Accounting certificate (CE859) and Small Business Payroll Accounting certificate (CE860). This course should also be an elective in the Accounting Concentration program.
- ACC 19, ACC 19L, ACC 40, and ACC 68 are all recently developed and approved courses that need to be attached to the Accounting Concentration degree and certificate.
- ACC 67 was adopted into RCC inventory and needs to be associated with the Accounting Concentration degree and certificate.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

1. Use technology to analyze business decisions and to enhance business communications.
2. Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business
3. Apply sound management practices.
4. Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.
5. Analyze and solve accounting issues and problems for a variety of business entities.
6. Analyze and interpret data and reports for a variety of business entities.
7. Develop and apply principles of moral judgment and ethical behavior to business situations.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Program Outline of Record – Credit Degrees and Certificates

Required Courses: 21 units

Course	Title	Units	Sequencing
ACC-1A	Principles of Accounting	3	Semester 2, Spring
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-18A	Business Law I	3	Semester 2, Spring
BUS-20	Business Mathematics	3	Semester 1, Fall
BUS-22	Management Communications	3	Semester 2, Spring
BUS-24	OR Business Communication	3	Semester 2, Spring
CIS-1A	Introduction to Computer Information Systems	3	Semester 3, Fall
CIS/CAT-3	OR Computer Applications for Business	3	Semester 3, Fall
ACC-1B	Principles of Accounting II	3	Semester 4, Spring

Elective Courses: 9 units

Course	Title	Units	Sequencing
ACC-40	Accounting for Managers	3	Semester 1, Fall
ACC-55/CAT-55	Applied Accounting/Bookkeeping	3	Semester 1, Fall
ACC-62	Payroll Accounting	3	Semester 4, Spring
ACC-63	Income Tax Accounting	3	Semester 4, Spring
ACC-65	QuickBooks Accounting	3	Semester 4, Spring
ACC-66	Governmental and Non-Profit Accounting	3	Semester 3, Fall
ACC-67	U.S. and California Income Tax Preparation	3	Semester 4, Spring
ACC-68	Taxation of Business Entities and Fiduciaries	3	Semester 4, Spring
ACC-200	Accounting Work Experience	1-4	Semester 4, Spring

Total Program Units: 30 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunity and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Based on the following data, we project a 10% increase yearly in the number of students completing the accounting program.

Program Code	2019-20	2020-21	2021-22	2022-23	2023-24
AS523	9	9	10	16	17

CE523	14	15	13	21	20
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Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

San Bernardino Valley College: Accounting Associate of Arts Degree; Accounting Certificate of Achievement

College of the Canyons: Accounting Associate of Science Degree; Accounting Certificate of Achievement

Crafton Hills College: Accounting Associate of Arts Degree

Chaffey College: Accounting Associate of Science Degree; Accounting Certificate of Achievement

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Business Administration: Marketing Concentration

Originator: Chie Ishihara

Date 6/4/2025

Department: Business & Law and CIS

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code:

CIP Code:

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Change of name of MKT 25 with in the program from current name “Marketing for Professionals” to new name “Marketing for Workplace Success”.

Applies to both Degree (AS521/AS521C) and Certificate (CE521)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Based on the enrollment numbers, the Business Discipline believe that the course name of “Marketing for Professionals” is interpreted by students as course that is geared only towards those who are already professionals in the marketing field. The course is designed to be similar to MKT 20 Principles of Marketing, but with the specific outcome of preparing students for Professional Certified Marketer’s industry certification. Changing the name to “Marketing for Workplace Success” will suggest the course to be geared towards students who have marketing as their intended career choice.

Course name change within the Business Administration: Marketing Concentration:

Current	Change to
BUS 10 or BUS 10H	same
MKT 40	same
MKT 43	same
BUS 43, MKT 41, or MKT 42	same
MKT 25 Marketing for Professionals	MKT 25 Marketing for Workplace Success

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

- Use technology to analyze marketing strategy and decisions and to enhance business.
- Have an understanding of legal practices relating to business practices, including intellectual properties rights.
- Apply sound management practices.
- Analyze the business elements that comprise the logistics function.
- Develop and apply principles of moral judgment and ethical behavior to business situations.
- Anticipate and pose problems relative to understanding and supervising personnel. Identify and analyze human relations techniques appropriate to a managerial role.
- Explain and develop the marketing mix, including an analysis of the marketing mix variables—product, place, price, and promotion.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program prepares individuals to strategize business goals into product offerings that consumer and business markets perceive as value. The program introduces the major areas of marketing including marketing management, strategy formulation, brand positioning, target market selection, consumer behavior, promotional mix, digital marketing, retail management, and sales for domestic and global markets.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 30 units

Course	Title	Units	Sequencing
ACC-1A	Principles of Accounting	3	Semester 1, Fall
BUS-10/10H	Introduction to Business	3	Semester 1, Fall
BUS-18A	Business Law I	3	Semester 1, Fall
BUS-20	Business Mathematics	3	Semester 2, Spring
BUS-22	Management Communications	3	Semester 2, Spring
BUS-24	OR Business Communication	3	Semester 2, Spring
CIS-1A	Introduction to Computer Information Systems	3	Semester 3, Fall
MKT-25	Marketing for Workplace Success	3	Semester 3, Fall
MKT-20	OR Principles of Marketing	3	Semester 3, Fall
MKT-40	Advertising	3	Semester 3, Fall

Program Outline of Record – Credit Degrees and Certificates

MKT-43	Digital Marketing	3	Semester 4, Spring
MKT-41	Techniques of Selling	3	Semester 4, Spring
MKT-42	OR Retail Management	3	Semester 4, Spring
BUS-43	OR Global Marketing	3	Semester 4, Spring

Total Program Units: 30 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Aligns with college mission to offer career opportunities and training for students.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projected Associate Degree Business Administration Marketing Concentration = 15

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Currently existing program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- Mt San Antonio Community College
- Chaffey Community College
- Citrus Community College
- Santa Ana Community College
- Rio Hondo Community College
- Orange Coast Community College
- Pasadena Community College

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

N/A

Program Outline

Title: Simulation and Gaming: Game Art

Originator: Matthew Fast

Date 10/3/2025

Department: MCIS

College/Learning Pathway/Engagement Center: MVC

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0614.10

CIP Code: 10.0304

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Remove CIS/CAT-78A and replace with ADM-71A as required course. Remove CIS/CAT 79 and CIS 54A as elective courses. Total required and elective units remains unchanged.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Due to sunseting of courses the required and elective course list for this program need to be updated. Total required and elective units remains unchanged.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Simulation and Game development represents a significant sector of the work force within the local region and state as a whole; with over 700 game studios located throughout California, of which 200 reside in the greater Los Angeles area. In the entertainment industry game sales makes up a larger portion of annual gross revenue than the movie, music, and television industries combined. Demand for skilled workers in this field has and expects to remain high for the foreseeable future.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This is a comprehensive program that puts equal emphasis on the artistic and technical sides of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D modeling and animation, from conceptualization to the final delivery of the rendered product. Curriculum spans traditional drawing techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 30.0 units

Course	Title	Units	Sequencing
CIS-35	Introduction to Simulation and Game Development	3	Semester 1, Fall
CIS-38A	Simulation and Gaming/3D Modeling for Real-Time Interactive Simulations	4	Semester 2, Spring
CIS-38B	Simulation and Gaming/3D Animation for Real-Time Interactive Simulations	4	Semester 3, Fall
CIS-38C	Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations	4	Semester 4, Spring
ADM-71A	Adobe Photoshop for Image Manipulation	3	Semester 1, Fall
ART-17	Beginning Drawing	3	Semester 1, Fall
ART-18	Intermediate Drawing	3	Semester 2, Spring
ART-22	Two Dimensional Design	3	Semester 3, Fall
ART-40A	Figure Drawing-Introduction	3	Semester 4, Spring

Elective Courses: 6.0 – 7.0 units

Course	Title	Units	Sequencing
CIS-37	Beginning Level Design/Computer Games	3	Semester 1, Fall
CIS-39	Current Techniques in Game Art	4	Semester 3, Fall (opt)
ART-23	Color Theory and Design	3	Semester 2, Spring
ART-36A	Computer Art-Introduction	3	Semester 4, Spring (opt)

Total Program Units: 36.0 – 37.0 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Simulation and Gaming Program has been an active program at MVC since 2010.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Approximately 20 – 30.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

The Simulation and Gaming Program has been an active program at MVC since 2010.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Norco college offers programs on game development with an emphasis on design and programming while MVC focuses primarily on 3D modeling, animation and FX for game development.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

N/A

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Drug and Alcohol Studies

Originator: Rachel Dyer

Date 10/2/2025

Department: Health and Human Services

College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2104.00 **CIP Code:** 44.0000

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

- ☒ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
☒ Department minutes showing approval

- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)- *N/A*

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☒ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)-*At State*
- ☒ Regional Consortium Recommendation (*Required for new programs only.*) -*At State*

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in drug and alcohol studies.
 - Course Student Learning Outcome
 - HMS 8: Identify ethical and legal issues in group counseling.
 - HMS 8: Compare and contrast theories and techniques of group counseling
 - HMS 23: Recognize, define, and analyze the terms of law and ethics.
 - HMS 23: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
 - HMS 27: Identify and analyze sociocultural issues related to multicultural counseling.
 - HMS 27: Explain informed consent and confidentiality in the counseling process.
 - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
 - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
 - HMS 5: Articulate self-generated options and approaches to dealing with ethical dilemmas.
 - HMS 6: List and describe the basic elements of case management.
 - HMS 6: List and describe the basic skills and personal characteristics desirable of a case manager.
 - HMS 6: Assess client needs and create a list of appropriate referral sources.
 - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
 - HMS 6: Evaluate and address situations covered by mandated reporting laws.
 - HMS 42: Identify local, state, and federal resources for clients and families affected by the child welfare system and families.
 - HMS 60: Recognize, define, and analyze the terms of the course: Introduction to Alcohol and Drugs.
 - HMS 60: Recognize the role of ethics when working as a practitioner with clients who use alcohol and drugs.
 - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 60: Contribution of volunteer experience in the career pathway of human services during service-based learning.
 - HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.
 - HMS 62: Identify a substance-related and addictive disorder.

- HMS 63: Identify key theories, models, and evidence-based practices in the prevention, intervention, and recovery of substance use disorders.
 - HMS 64: Describe the role of the drug and alcohol counselor as it relates to the roles of other medical professionals as members of the recovery team, as assessed by exams and written assignments
 - HMS 64: Explain the biological impact of alcoholism and other drug dependencies, and their impact on the recovery process, as assessed by exams and written assignments.
 - HMS 64: Identify, define, and analyze key terms associated with physiology and pharmacology.
 - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
 - HMS 65: Prepare professional documents including resumes, cover letters, and other written communications
 - HMS 65: Develop two learning objectives based on work-related duties in order to improve work performance and/or achieve new or expanded learning.
 - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
 - HMS 66: Develop two learning objectives based on work-related duties in order to improve work performance and/or achieve new or expanded learning.
 - HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.
- Articulate a theoretical understanding of substance use, abuse, misuse and addictions, and how these phenomena affect individuals, families, groups, and communities.
 - Course Student Learning Outcome
 - HMS 8: Identify ethical and legal issues in group counseling.
 - HMS 23: Recognize, define, and analyze the terms of law and ethics.
 - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
 - HMS 6: List and describe the basic elements of case management.
 - HMS 6: List and describe the basic skills and personal characteristics desirable of a case manager.
 - HMS 42: Identify local, state, and federal resources for clients and families affected by the child welfare system and families.
 - HMS 60: Recognize, define, and analyze the terms of the course: Introduction to Alcohol and Drugs.
 - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.
 - HMS 64: Describe the role of the drug and alcohol counselor as it relates to the roles of other medical professionals as members of the recovery team, as

- assessed by exams and written assignments
 - HMS 64: Identify, define, and analyze key terms associated with physiology and pharmacology.
 - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
 - HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.
- Engage clients at various stages of change using motivational interviewing techniques.
 - Course Student Learning Outcome
 - HMS 8: Identify ethical and legal issues in group counseling.
 - HMS 8: Compare and contrast theories and techniques of group counseling
 - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
 - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
 - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
 - HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.
 - HMS 64: Explain the biological impact of alcoholism and other drug dependencies, and their impact on the recovery process, as assessed by exams and written assignments.
 - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
 - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
- Demonstrate, at a beginning level, screening and assessment skills to determine if problems related to alcohol, other drugs, and addictions (AODAs) exist.
 - Course Student Learning Outcome
 - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
 - HMS 6: Assess client needs and create a list of appropriate referral sources.
 - HMS 42: Identify local, state, and federal resources for clients and families affected by the child welfare system and families.
 - HMS 62: Identify a substance-related and addictive disorder.
 - HMS 63: Identify key theories, models, and evidence-based practices in the prevention, intervention, and recovery of substance use disorders.
 - HMS 64: Describe the role of the drug and alcohol counselor as it relates to the roles of other medical professionals as members of the recovery team, as assessed by exams and written assignments

- HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
 - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
 - HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.
- Assess tolerance, psychological dependence, and physical dependence.
 - Course Student Learning Outcome
 - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 64: Describe the role of the drug and alcohol counselor as it relates to the roles of other medical professionals as members of the recovery team, as assessed by exams and written assignments
 - HMS 64: Explain the biological impact of alcoholism and other drug dependencies, and their impact on the recovery process, as assessed by exams and written assignments.
 - HMS 64: Identify, define, and analyze key terms associated with physiology and pharmacology.
- Differentiate between intervention needs of diverse populations affected by AODAs.
 - Course Student Learning Outcome
 - HMS 23: Recognize the role of ethics in the human services/social work career pathway.
 - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 27: Identify and analyze sociocultural issues related to multicultural counseling.
 - HMS 27: Explain informed consent and confidentiality in the counseling process.
 - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
 - HMS 6: List and describe the basic elements of case management.
 - HMS 6: Assess client needs and create a list of appropriate referral sources.
 - HMS 60: Recognize the role of ethics when working as a practitioner with clients who use alcohol and drugs.
- Develop, at a beginning level, intervention strategies and skills to assist in prevention, engagement, intervention, and follow-up with individuals, families, and communities affected by AODAs.
 - Course Student Learning Outcome
 - HMS 8: Identify ethical and legal issues in group counseling.
 - HMS 8: Compare and contrast theories and techniques of group counseling
 - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 23: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
 - HMS 42: Explain the process of child-mandated reporting.

- HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 62: Identify a substance-related and addictive disorder.
 - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
 - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
- Assist consumers and family members in matching needs with available community resources.
 - Course Student Learning Outcome
 - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
 - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
 - HMS 27: Identify and analyze sociocultural issues related to multicultural counseling.
 - HMS 27: Explain informed consent and confidentiality in the counseling process.
 - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.
 - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
- Expand knowledge, skills, and attitudes required in the effective treatment of AODAs.
 - Course Student Learning Outcome
 - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
 - HMS 6: List and describe the basic skills and personal characteristics desirable of a case manager.
 - HMS 8: Identify ethical and legal issues in group counseling.
 - HMS 8: Compare and contrast theories and techniques of group counseling.
 - HMS 27: Identify and analyze sociocultural issues related to multicultural counseling.
 - HMS 27: Explain informed consent and confidentiality in the counseling process.
 - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
 - HMS 60: Contribution of volunteer experience in the career pathway of human services during service-based learning.
 - HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.
 - HMS 63: Identify key theories, models, and evidence-based practices in the prevention, intervention, and recovery of substance use disorders.

- HMS 65: Develop two learning objectives based on work-related duties in order to improve work performance and/or achieve new or expanded learning.
 - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
 - HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.
- Complete and reflect upon service-based learning experience.
 - Course Student Learning Outcome
 - HMS 23: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
 - HMS 27: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
 - HMS 6: List and describe the basic skills and personal characteristics desirable of a case manager.
 - HMS 62: Explain why service-based learning is important to professional development.
 - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
 - HMS 66: Develop two learning objectives based on work-related duties in order to improve work performance and/or achieve new or expanded learning.
 - HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Drug and Alcohol Studies.

Catalog Description:

The Drug and Alcohol Studies Associate of Science Degree prepares students to build strong competencies in drug and alcohol addiction and to prepare for various paraprofessional and entry-level positions. Graduates of the program will develop the necessary knowledge, skills and attitudes required to be effective in the treatment of alcohol and other drug dependency and abuse in a variety of treatment settings. This degree will overview direct provision of substance abuse specific services, provision of other support services, early detection, assessment, referral/linkage, mobilization of self-help, advocacy, community development, education, case management, and research. Graduates will be prepared to work as entry-level employees in a variety of settings under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Drug and Alcohol Studies.

Required Courses: 41.5 units

Course	Title	Units	Sequencing
HMS 5	Intro to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
HMS 6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
HMS-8	Intro to Group Process	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families in the Child Welfare System	3	Semester 1 or 2 Fall/Spring
HMS 60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 63	Addiction Prevention, Intervention, and Recovery	3	Semester 1 or 2 Fall/Spring
HMS 64	Physiology and Pharmacology Related to Addictions	3	Semester 1 or 2 Fall/Spring
HMS 65	Supervised Practicum	3	Semester 1 or 2 Fall/Spring
HMS 66	Clinically Supervised Experience	5.5	Semester 1 or 2 Fall/Spring

Elective Courses: 3 units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS 7	Psychosocial Rehabilitation	3	Semester 1 or 2 Fall/Spring
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring

Program Outline of Record – Credit Degrees and Certificates

HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	Counseling of African Americans	3	Semester 1 or 2 Fall/Spring
HMS 31	Counseling of Latina and Latino Americans	3	Semester 1 or 2 Fall/Spring
HMS 32	Counseling of Asian Americans	3	Semester 1 or 2 Fall/Spring
HMS 33	Counseling of Native Americans	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 43	Counseling and Resources for Older Adults and Their Families	3	Semester 1 or 2 Fall/Spring
HMS 44	Counseling Youth in Gangs	3	Semester 1 or 2 Fall/Spring
HMS 46	Intro to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
HMS 47	Counseling of Residential Treatment Clients	3	Semester 1 or 2 Fall/Spring
HMS 48	Counseling and Case Management in Corrections	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 32.5 units; Add General Education Units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Drug and Alcohol Studies associate's degree paves a pathway for students interested in pursuing training and competency for fields related to responding to the needs of families and individuals addicted to drugs and alcohol. Students are provided with an educational foundation in understanding how to provide counseling services to diverse populations. The rationale is to

assist with preparing students to take the State test for AOD certification. This degree option promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, degrees, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Education: Students will develop knowledge in ethnic studies and multicultural counseling.

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate.

Equity: All coursework is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

Service: Students will be required to complete service-based learning (with virtual option) which includes volunteer service to the community.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Enrollment projections for courses are as followed:

Required Courses:

HMS-5; 30 students

HMS-6; 30 students

HMS-8; 32 students

HMS-23; 32 students

HMS-27; 32 students

HMS-42; 32 students

HMS-60; 32 students

HMS-61; 32 students

HMS-62; 25 students

HMS-63; no enrollment data available

HMS-64; 32 students

HMS-65; 32 students

HMS-66; 32 students

Elective Courses:

HMS-4; 32 students

HMS-7; 32 students

HMS-13; 32 students

HMS-17; 32 students

HMS-18; 45 students

HMS-19; 32 students

HMS-20; 45 students

HMS-21: 32 students
HMS-22: 32 students
HMS-24: 32 students
HMS-25: 32 students
HMS-26: 32 students
HMS-28: 25 students
HMS-29; 45 students
HMS-36; 20 students
HMS-39; 20 students
HMS-41; 25 students
HMS-43: 20 students
HMS-44; 20 students
HMS-46; no enrollment data available
HMS-47; 20 students
HMS-48; 20 students
HMS-50; no enrollment data available
HMS-51; no enrollment data available
HMS-52; no enrollment data available
HMS-53; no enrollment data available
HMS-71: 25 students

HMS-4, HMS-5, HMS-6, HMS-7, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29, HMS-30, HMS-31, HMS-32, HMS-33, HMS-36, HMS-39, HMS-41, HMS-42, HMS-43, HMS-44, HMS-46, HMS-47, HMS-48, HMS-50, HMS-51, HMS-52, HMS-53, HMS-60, HMS-61, HMS-62, HMS-63, HMS-65, HMS-66, and HMS-71 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The associate's degree program expects to have 15 – 20 students completing this certificate annually beginning in September 2025.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

The college has no similar degree option and related certificate options are within the same discipline.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Within the Riverside Community College District, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. College of

the Desert is the only college in Riverside County that has a similar program.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Not applicable as courses are already articulated UC and/or CSU

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Social Work, Human Services, & Counseling Practices

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**
(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 2104.00: Human Services **CIP Code:** 44.0000 **Degree:** MAS 663 / **Cert code:** MCE 663

Type of Program:

☐ Certificate of Achievement only ☐ Associate's Degree only ☒ Certificate and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree ☒ Modification to an existing certificate and degree
 ☐ Modification to an existing local certificate

If this is a modification to an existing certificate/degree, please specify the changes being made:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The reason for requested program modification is to align with CAADE accreditation requirements.

Required Documentation

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Discipline
- ☒ Department minutes showing approval
- ☒ Narrative (see following page)
- ☐ Transfer preparation documentation (only if applicable)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (required for new programs and modifications; also be recent, within 2 years).-
- ☒ Advisory Committee Recommendation (Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)
- ☒ Regional Consortium Recommendation (required for new programs only)

**While certificates between 8 and less than 16 units can be approved locally and are not required to be submitted to the State Chancellor's Office for approval, certificates that have not been approved by the State Chancellor's Office cannot appear on student transcripts and the college cannot receive apportionment for program completions. Additionally, any certificate of less than 8 units can only be approved locally. These certificates also cannot appear on student transcripts and colleges cannot receive apportionment for completion.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate effective case management skills, group facilitation, and a general understanding of theories which guide practice in social work, human services, and counseling practices.
- Complete and reflect upon service-based learning experience.
- Increase the capacity for self-awareness and personal growth.
- Demonstrate identifying client strengths in response to needs and map available community resources.
- Discuss, analyze and explain the ethical standards that guide service delivery in social work, human services, and counseling practices.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Upon completion of the course requirements and elective units identified in Item 3., students will receive a certificate in Social Work, Human Services, & Counseling Practices. An Associates of Science Degree in Social Work, Human Services, and Counseling Practices will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Catalog Description:

This program prepares students for paraprofessional work opportunities and/or transfer to a Bachelor's degree program in social work, human services, and counseling practices. An emphasis is on the development of effective case management skills, group facilitation, and a general understanding of theories guiding practice. Students will analyze ethical dilemmas and consider how ethics and values guide the decision-making process and service delivery. Identify the role of the helper in advocacy for social justice, respect to all ethnicities and cultural backgrounds, and delivering equitable services for all populations. The Generalist Intervention Model and its application to practice areas across the micro-macro continuum are discussed. Explore service-based learning opportunities and reflect on personal growth and professional development. Students will develop an understanding of the knowledge, skills, and attitudes necessary to transition into entry-level employment in social work, human services, and counseling practices across the micro-macro continuum.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Upon completion of the following course requirements and elective units, students will receive a certificate in Social Work, Human Services, & Counseling Practices. An Associates of Science Degree in Social Work, Human Services, and Counseling Practices will be awarded upon completion of the degree

Program Outline of Record – Credit Degrees and Certificates

requirements, including general education and other graduation requirements as described in the college catalog.

Required Courses: 14-17 units

Course	Title	Units	Sequencing
HMS-5	Introduction to Evaluation and Counseling	3	Semester 1 or 2, Fall/Spring
HMS-6	Introduction to Case Management	3	Semester 1 or 2, Fall/Spring
HMS-8	Intro to Group Process	3	Semester 1 or 2, Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2, Winter/Summer
HMS-18	Introduction to Human Services	3	Semester 1 or 2, Fall/Spring
WKX-200 (HMS-200)	Human Services Work Experience	1-2-3-4	Semester 1 or 2, Fall/Spring

Elective Courses: 6 units

Course	Title	Units	Sequencing
HMS 4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS 7	Psychosocial Rehabilitation	3	Semester 1 or 2 Fall/Spring
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS 14	Job Development	3	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 27	Intro to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	Counseling of African Americans	3	Semester 1 or 2 Fall/Spring
HMS 31	Counseling of Latina and Latino Americans	3	Semester 1 or 2 Fall/Spring
HMS 32	Counseling of Asian Americans	3	Semester 1 or 2 Fall/Spring
HMS 33	Counseling of Native Americans	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families in the Child Welfare System	3	Semester 1 or 2 Fall/Spring
HMS 43	Counseling and Resources for Older Adults and Their Families	3	Semester 1 or 2 Fall/Spring
HMS 44	Counseling Youth in Gangs	3	Semester 1 or 2 Fall/Spring
HMS 46	Intro to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
HMS 47	Counseling of Residential Treatment Clients	3	Semester 1 or 2 Fall/Spring

Program Outline of Record – Credit Degrees and Certificates

HMS 48	Counseling and Case Management in Corrections	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 20 - 23 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The goal the Social Work, Human Services, & Counseling Practices certificate and degree is to develop knowledge in this area and to prepare students for various paraprofessional positions in social work, human services, and counseling practices field. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, foster family agencies, adoption agencies, halfway houses, mental health and correctional facilities, and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies. Further students will be prepared for transfer should they decide to continue on the academic pathway of related professions.

Education: Students will develop knowledge in the academic discipline social work, human services, and counseling practices.

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate and/or degree.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

Service: Students will be required to complete service-based learning (with virtual option) which includes volunteer service to the community.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Enrollment projections for courses are as followed:

Required Courses:

HMS-5: 45 students
HMS-6: 45 students
HMS-8: 45 students
HMS-16: 32 students
HMS-18; 45 students
WKX-200/HMS 200: 50 students

Elective Courses:

HMS-4; 32 students
HMS-7: 32 students
HMS-13: 32 students
HMS-17: 32 students
HMS-18; 45 students
HMS-19; 32 students
HMS-20; 45 students
HMS-21: 32 students
HMS-22: 32 students
HMS-23: 32 students
HMS-24: 20 students
HMS-25: 32 students
HMS-26: 32 students
HMS-27: 32 students
HMS-28: 20 students
HMS-29; 45 students
HMS-30; 32 students
HMS-31; 32 students
HMS-32; new course; no enrollment data available
HMS-33; new course; no enrollment data available
HMS-36; 20 students
HMS-39; 20 students
HMS-41; 20 students
HMS-42: 32 students
HMS-43: 20 students
HMS-44; new course; no enrollment data available
HMS-46; 20 students
HMS-47; 20 students
HMS-48; 20 students
HMS-50; no enrollment data available
HMS-51; no enrollment data available
HMS-52; no enrollment data available
HMS-53; no enrollment data available
HMS-60: 45 students
HMS-61; 20 students
HMS-62: 32 students
HMS-71: 20 students

HMS-4, HMS-5, HMS-6, HMS-7, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29, HMS-30, HMS-31, HMS-32, HMS-33, HMS-36, HMS-39, HMS-41, HMS-42, HMS-43, HMS-44, HMS-46, HMS-47, HMS-48, HMS-50, HMS-51, HMS-52, HMS-53, HMS-60, HMS-61, HMS-62, HMS-71, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 30 – 40 students completing this certificate annually beginning in September 2020.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

The college has no similar degree option and related certificate options are within the same discipline.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Not applicable as courses are already articulated UC and/or CSU

Program Outline

Title: Transcriptionist/Health Documentation Specialist

Originator: Lisa Hausladen

Date 10/3/2025

Department: Health and Human Services

College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center

☒ **Moreno Valley College** ☐ **Norco College** ☐ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 1202.00* Hospital and Health Care Administration **CIP Code:** 51.0708 Medical Transcription/Transcriptionist.

Type of Program:

- ☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

- ☐ Associate of Arts ☒ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved? – N/A**

- ☐ Yes, minutes attached ☐ Approval Pending
☐ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

MDA-58B Advanced Medical Transcription is being deleted from the catalog.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

MDA-58B Advanced Medical Transcription has consistently been low enrolled and the last time it was successfully ran was in Spring 2011.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☒ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The Transcriptionist/Health Documentation Specialist program is goal is to prepare the individual to be a health documentation specialist/transcriptionist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription, proofreading, and editing of medical dictation from various healthcare providers. The program offers courses with minimal prerequisites and provides students with the skills required to be successful in the field. The program supports the mission of the college and district by providing accessible, pre-professional, career preparation in healthcare and promoting lifelong learning. The overall goal of the Medical Documentation/Transcription Specialist program is to graduate competent people who will be prepared to work in today's ever changing medical environment.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The Transcriptionist/Health Documentation Specialist program is designed to prepare the individual to be a health documentation specialist/transcriptionist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription, proofreading, and editing of medical dictation from various healthcare providers. The individual will interpret, transcribe and/or edit dictation by physicians and other healthcare professionals regarding patient assessment, therapeutic procedures, and clinical course, to provide a permanent medicolegal record of patient care. This includes preparing the individual to recognize, interpret and evaluate inconsistencies in the grammar of the spoken word and appropriately edit, revise, and clarify it without changing the meaning of the document. The individual will be prepared to demonstrate an understanding of the medicolegal responsibilities and implications related to the transcription and editing of documents in order to protect the patient and the institution/business facility. The operation of designated word processing, dictation and transcription equipment and software will be covered.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: **14** units

Course	Title	Units	Sequencing
BIO-45	Survey of Human Anatomy and Physiology	3	Semester 1
MDA-10	Medical Terminology	3	Semester 1
MDA-58A	Medical Transcription	5	Semester 2
CAT-30	Business English	3	Semester 1

Program Outline of Record – Credit Degrees and Certificates

Elective Courses: 5 units (one course from Category A and at least one from Category B)

Category A

Course	Title	Units	Sequencing
CAT/CIS-3	Computer Applications for Business	3	Semester 1
CAT-50	Keyboarding and Document Processing	3	Semester 1
CAT/CIS-80	Word Processing Microsoft Word for Windows	3	Semester 1

Category B

Course	Title	Units	Sequencing
MDA-60	Survey of Human Diseases	2	Semester 1
MDA-61	Pharmacology for Medical Office Personnel	2	Semester 2
MDA-10	Medical Documentation and Terminology	2	Semester 2

Total Program Units: 19 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Medical Transcription certificate and degree align with the College's mission statement by offering career and technical courses that prepare them for the workforce.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Approximately 5+ students annually. We are hoping that with the revisions made to the program that enrollments will increase.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This certificate and degree is currently offered in the Medical Assisting discipline which is part of the Health and Human Services Department

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No other colleges offer this program in service area.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

N/A

Program Outline

Title: Entrepreneurial Photography

Originator: Matthew Brabant

Date 10/3/2025

Department: Photography

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ **Moreno Valley College** ☐ **Norco College** ☒ **Riverside City College**

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 1012.00

CIP Code: 10.0201

Type of Program:

☐ Certificate of Achievement only

☐ Locally approved certificate (8-units or less) only

☐ Associate Degree only

☒ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts

☐ Associate of Science

This is a:

☐ New certificate/degree*

☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

I am moving PHO 7 from the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592) to this certificate and degree pattern (to the elective list).

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

This is an update to an existing Entrepreneurial Photography Certificate and degree (AS1037/AS1037B/AS1037C/CE1037) that adds the new class PHO-68 Self-Promotion for Photographers and updates the name of PHO 18 to Photoshop, Lightroom, and Editing for Photographers.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☐ Evidence of district-wide discipline communication
- ☐ College discipline minutes showing approval
- ☐ Department minutes showing approval
- ☐ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the ability to create and run a photography business
- Practice advanced business topics required for a photographic freelance environment
- Understand how to maintain a consistent photographic style throughout professional photography packages to present to clients and to complete assignments
- Create a creative and consistent brand of photography that addresses the geographic need of the photographic market
- Manage photographic lighting such as portable flashes and strobes as appropriate for freelance requirements
- Analyze contemporary trends in photography and understand how to creatively create work that is original and desirable

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 12 units

Course	Title	Units	Sequencing
PHO-8	Introduction to Film Photography	3	1

Program Outline of Record – Credit Degrees and Certificates

or PHO-20	Introduction to Digital Photography	3	
PHO-9	Intermediate Photography	3	1
PHO-14	Lighting for Photographers	3	3
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses: 6 units

Course	Title	Units	Sequencing
PHO 15	Wedding and Event Photography	3	2
PHO 18	Photoshop, Lightroom, and Editing for Photographers	3	2
PHO 22	Photography for Social Media	3	2
PHO 67	Business Practices for Photographers	3	2
PHO 66	Self-Promotion for Photographers	3	2

Total Program Units: 18 units

Item 4. Master Planning

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

Item 5. Enrollment and Completer Projections

15-20

Item 6. Place of Program in Curriculum/Similar Programs

This certificate exists in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.

Item 7. Similar Programs at Other Colleges in Service Area

This is an existing certificate and degree in our program.

Cypress College – Creative Photo Arts Certificate, Digital Photography Certificate, Photography A.A., Photography Certificate, Portrait and Wedding Photography Certificate, UAV/UAS Drone Photography and Video Certificate

Mount San Jacinto – Photography A.S., Photography Certificate

The community colleges listed above offer a variety of different photography certificates and Associates

degrees. The proposed certificate for Riverside City College will set this offering apart from other colleges by bringing the theory and practice of contemporary photography to technical and professional skillsets. Students will be able to take this knowledge and go directly into the photographic professional field of choosing or transfer to four-year institutions. This knowledge will provide a service to students seeking modern and professional photography knowledge in the Inland Empire.

Item 8. Transfer Preparation Information (if applicable)

N/A

Program Outline of Record – Credit Degrees and Certificates

Program Outline

Title: Photography

Originator: Matthew Brabant

Date 10/3/2025

Department: Photography

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

☐ Moreno Valley College ☐ Norco College ☒ Riverside City College

(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)

TOPs Code: 1012.00

CIP Code: 10.0201

Type of Program:

☐ Certificate of Achievement only ☐ Locally approved certificate (8-units or less) only
☐ Associate Degree only ☒ Certificate of Achievement and Degree

Type of Associate Degree:

☐ Associate of Arts ☐ Associate of Science

This is a: ☐ New certificate/degree* ☒ Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached ☐ Approval Pending
☒ No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

I am adding PHO 33 Food and Product Photography to the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592). I am moving PHO 23 Introduction to Drone Photography to the Drone Certificate/Associates (also submitted) and PHO 7 Medium and Large Format Film Photography to the new Creative Photography Certificate/Associates.

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Photography department is adding 8 new classes and creating two new certificates. One of the new classes is being added the Photography Certificate/Associates to strengthen the education that students will receive.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All Degrees and Certificates

- ☐ Evidence of district-wide discipline communication
- ☐ College discipline minutes showing approval
- ☐ Department minutes showing approval
- ☐ Narrative (*see following page*)
- ☐ Transfer preparation documentation (*only if applicable*)

Degrees and Certificates of 8 Units or More with Vocational TOPs Codes

In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor's Office for approval.*

- ☐ Labor Market Information and Analysis (*Required for new programs and modifications.*)
- ☐ Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- ☐ Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for professional photographic industries, where they will be able to stand out from the competition with cutting-edge contemporary experience and knowledge. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional-level portfolio. They will have the chance to explore modern technology such as drones and blend this knowledge with fortifying skills from commercial and advertising photography. Students also have the choice to learn about photojournalism, crime scene photography, or even advanced film photography with alternative processes.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for professional photographic industries, where they will be able to stand out from the competition with cutting-edge contemporary experience and knowledge. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional-level portfolio. They will have the chance to explore modern technology such as drones and blend this knowledge with fortifying skills from commercial and advertising photography. Students also have the choice to learn about photojournalism, crime scene photography, or even advanced film photography with alternative processes.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 12 units

Course	Title	Units	Sequencing
PHO-8 or PHO-20	Introduction to Film Photography Introduction to Digital Photography	3 3	1
PHO-9	Intermediate Photography	3	1
PHO-14	Lighting for Photographers	3	3
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses: 6 units

Course	Title	Units	Sequencing
PHO 11	Commercial and Advertising Photography	3	2
PHO 12	Photojournalism	3	2
ADJ/PHO-27	Forensic & Crime Scene Photography	3	2
PHO 33	Food and Product Photography	3	2

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Total Program Units: 18 units

Item 4. Master Planning

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

Item 5. Enrollment and Completer Projections

15-20

Item 6. Place of Program in Curriculum/Similar Programs

This certificate exists in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.

Item 7. Similar Programs at Other Colleges in Service Area

This is an existing certificate and degree in our program.

Mount San Jacinto – Photography A.S., Photography Certificate

The community colleges listed above offer a variety of different photography certificates and Associates

The proposed certificate for Riverside City College will set this offering apart from other colleges by bringing the theory and practice of contemporary photography to technical and professional skillsets. Students will be able to take this knowledge and go directly into the photographic professional field of choosing or transfer to four-year institutions. This knowledge will provide a service to students seeking modern and professional photography knowledge in the Inland Empire.

Item 8. Transfer Preparation Information (if applicable)

N/A

Program Outline

Title: Noncredit Advanced American College English

Originator: Carla Reible

Date 10/2/2025

Department: English & Media Studies

College/Learning Pathway/Engagement Center: Riverside - Languages and Humanities

College: ☒ Moreno Valley College ☒ Norco College ☒ Riverside City College

(Please note: Programs are college specific. If multiple colleges wish to include this program, a separate proposal and college specific supporting documents are required.)

TOPs Code: 4930.87

CIP Code: 16.1701

Certificate is being proposed as:

☒ **Certificate of Completion (CDCP Eligible)**

☐ **Certificate of Competency (CDCP Eligible)**

Please specify non-credit category:

☐ Short-Term Vocational

☐ Workforce Preparation

☒ English as a Second Language

☐ Elementary and Secondary Basic Skills

☐ **Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor's Office)**

Please specify non-credit category:

☐ Citizenship for Immigrants

☐ Health and Safety

☐ Parenting

☐ Courses for Persons with Substantial Disabilities

☐ Home Economics

☐ Courses for Older Adults

This is a: ☐ New non-credit certificate* ☒ Modification to an existing non-credit certificate

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☒ No Capital or Budgetary Impacts

If this is a modification to an existing non-credit certificate, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, contact hour values, etc.)

The discipline has moved the supporting courses in reading/vocabulary, listening/speaking, and special topics to mirrored noncredit courses. In order to provide students more comprehensive and flexible learning to meet their varied needs, we have included these courses into the revised noncredit certificate.

Rationale:

The discipline has expanded access to our community of language learners by providing reading, oral skills and special topics courses in non-credit mirrored formats. Along with that change, this noncredit certificate will expand the variety of courses students can benefit from while allowing them to target their individual language acquisition needs as they take courses at RCC.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified programs must include the following:

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*See following page*)
- ☐ Labor Market Information and Analysis (*For certificates in the Short-Term Vocational category only*)

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation, workforce preparation, basic skills, civic education, or lifelong learning purpose. The stated goals and objectives of the program must be consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. Often, colleges will include the program level Student Learning Outcomes (SLOs) in this section that identify the program's goals and objectives. Select an appropriate program goal of either: CTE, for short-term vocational or local, for all other certificates. Note: If the certificate program goal selected is "Career Technical Education (CTE)," then the statement must include the main competencies students will have achieved that are required for a specific occupation. The statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire.

The program goal is to increase student fluency in productive and receptive English at an advanced level moving toward proficient academic fluency. Students completing this pattern of study will have an advanced/proficient level of fluency (CEFR B2-C1) in the English language which will help them be successful in academic courses, CTE courses, or general employment.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Description: ESL students are placed within the sequence of courses in the Advanced American College English Certificate according to their English fluency. Students completing this pattern of study will have a proficient level of fluency in the English language which will help them be successful in academic courses, CTE courses, or general employment.

Program Learning Objectives:

- Produce academic essays in English at a proficient/advanced level.
- Communicate in English with flexibility in academic college or business contexts.
- Demonstrate a general awareness of patterns and expectations of United States culture, especially in the college and business environments.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course. Course titles and contact hours must be exact.

Required Courses: 90 hours

Course	Title	Hours	Sequencing
ESL 850	Advanced American College English	90	Semester 2

Elective Courses: 36 hours

Course	Title	Hours	Sequencing
ESL 849	High-Intermediate American College English	90	Semester 1
ESL 873	Basic Reading and Vocabulary	72	Semester 2
ESL 893	Oral Skills I: Beginning Oral Communication	54	Semester 2
ESL 895	Pronunciation and Accent Reduction	54	Semester 1
ESL 890 D	Special Topics in ESL: Verb Tense Review	36	Semester 1
ESL 890 L	Special Topics in ESL: Punctuation of Phrases and Clauses	36	Semester 1
ESL 890 M	Special Topics in ESL: Articles and Prepositions	36	Semester 1
ESL 890P	Special Topics in ESL: Mastering Academic Vocabulary	36	Semester 1

Total Program Hours: 126 hours

Item 4. Master Planning

Describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California.

The noncredit ESL certificates align with the mission of the college by allowing our diverse community access to the college. For many community members, improving English fluency is a pathway to CTE and credit courses that lead to education and employment. These courses also expand communication skills and promote self-development and cultural awareness.

Mirrored, non-credit courses especially allow low-income students increased access to college and an easy option for starting language acquisition courses. Although transfer is the goal of some students, others simply want to improve their English so that they can successfully complete CTE certificates or be more successful in their employment. However, before they can be successful in either academic or CTE courses, they need to be able to function in English in an academic environment. Unfortunately, students who have not lived in California for a year and a day must pay non-resident fees. For many of our undocumented prospective students, even the resident rate is not achievable. Since noncredit courses have low or no tuition, they allow students to access a college education. In addition to providing an inexpensive entry point, non-credit courses allow students to save financial aid for their credit courses, allowing them to transition into degree or CTE certificate pathways.

Two recent changes at the state level have made noncredit courses an exciting pathway for undocumented students.

- **Noncredit CCC Apply-** Assembly Bill 3101 (AB 3101) mandates that students seeking to enroll exclusively in career development, college preparation, and other non-credit courses be exempt from residency classification requirements. At the state level, noncredit is identified as the primary way to make college accessible to undocumented adult learners. This is especially relevant for our ESL students. In response to AB 3101, the Chancellor's Office is designing a new noncredit application that does not include questions on residency so that undocumented applicants feel more comfortable applying. RCC is one of several colleges in the state piloting this new application.

- **Bridge to Credit through AB 540**--Originally, AB 540 excluded adult learners; however, a recent change to the legislation includes the amount of time that a student is enrolled in an adult school or community college in the student's eligibility. To qualify, prospective students can now verify that they 1. attended a combination of California high school, adult school, and community college for the equivalent of three (3) years or more, and 2. have graduated or will graduate with a high school diploma or GED.

A year's equivalence at a community college is a minimum of 24 semester units (\$7,296.00). For noncredit courses, a year's attendance is a minimum of 420 class hours per year. Given that students would have to pay for their credit courses out of pocket, it is unlikely that they will take advantage of the credit option. Noncredit then becomes a realistic bridge to access *credit* education. This will not only increase the enrollment at the college, but it targets low-income students who otherwise may not have had access to courses, which is now part of the funding formula.

Mirroring the ESL courses ensures accessibility to our community and promotes equity, stated goals of the district's colleges, while addressing concerns of undocumented students and those who do not need the credit to meet their college goals. This is an opportunity when one considers key findings of the most recent SWOT Analysis for RCCD (August 28, 2019) which includes the following observations:

1. More than 50% of RCCD region households speak another language than English at home.
 2. RCCD service areas are very diverse; Hispanic population is the largest and fastest growing.
 3. RCCD region has lower educational attainment levels. (125)
- **Addressing the Equity Gap**--Providing mirrored courses allows a portion of the population who does not speak English to attain a higher-level of education and may improve the college going rates, help close the equity gap that persists for Hispanic students, and improve RCCD's adult education services.

In *English as a Second Language in California's Community Colleges* the Public Policy Institute of California reports, "Our finding that Latinos are much less likely to be degree-seeking ESL students suggests that they may be more likely to enroll in these non-credit pathways. Therefore, strengthening connections between non-credit and credit ESL pathways can also help promote more equitable outcomes" (29). Considering RCCD's large population of Spanish-speaking students, offering non-credit courses in ESL is essential in helping establish equity.

As Hispanic Serving Institutions, the colleges in the district can promote equity by creating these mirrored non-credit courses, ensuring opportunity for Hispanics who speak English as a second language.

Finally, providing non-credit courses will increase enrollment in credit course. Students who start in non-credit classes can switch to the credit track when they start a new course. This means that if a student places in ESL 46, he or she can take the first two courses as non-credit, then decide to take 48 as a credit class to take advantage of the transfer options, creating a low-barrier entry for students.

- **Partnership between Adult Schools and RCCD**--In addition, *Riverside About Students Consortium Report* published in January 2019 makes the recommendation that RCCD “Expand or consider adding new Basic Skills, CTE, and ESL programs in those communities with low educational attainment and relatively low participation rates Geographic Area: Northwest, North, and South subregion” (11). The report indicates that there is a substantial population of adults in the Riverside area who do not speak English well and are currently not taking advantage of education. It notes, “The North sub-region has the largest population of potential Basic Skills and ESL Students, with 54,063 and 19,208 potential students respectively” (12). Although not all students who start non-credit ESL courses would have the goal of transfer, the district would increase enrollment by tapping into this population. Further, because the level of the courses is actually moving up (starting at the previous ESL 52 level), there will not be a conflict between RCCD’s and local-area adult schools’ course offerings. Students who have taken courses to improve their skills at adult schools will not be forced into the lowest-level ESL course but will probably enter 2-3 courses above, so they are not at a disadvantage.
- **Qualifications of Instructors**--Although logistics regarding non-credit courses are still being determined by the district, in RCCD, instructors of non-credit courses will have to meet the same minimum qualifications as those in credit courses. In fact, classes should ideally be composed of both credit and non-credit students with the only distinction being how the instructor maintains records.

Why is the ESL Discipline advocating for certificates?

RCCD will provide three non-credit CDCP certificates of competency (Ed Code 84760) for students who do not need credit classes but need to improve their English skills with the goal of being prepared for CTE courses, further academic courses, or the workforce. Many colleges in the state (e.g. Reedley College, Mt. SAC, and Cypress College) have non-credit ESL certificates.

By organizing courses into certificates, faculty are creating a clear pathway for students. The Chancellor’s office has encouraged colleges to organize courses into certificate patterns, which are linked directly to enhanced funding.

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Sources:

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Public Policy Institute of California--Olga Rodriguez, Sarah Bohn, Laura Hill, and Bonnie Brooks.

English

as a Second Language in California's Community Colleges, April 2019. <https://www.ppic.org/wp-content/uploads/english-as-a-second-language-in-californias-community-colleges.pdf>

Program Outline

Title: Noncredit Beginning American College English

Originator: Carla Reible

Date 10/2/2025

Department: English & Media Studies

College/Learning Pathway/Engagement Center: Riverside - Languages and Humanities

College: ☒ Moreno Valley College ☒ Norco College ☒ Riverside City College

(Please note: Programs are college specific. If multiple colleges wish to include this program, a separate proposal and college specific supporting documents are required.)

TOPs Code: 4930.87

CIP Code: 16.1701

Certificate is being proposed as:

☒ **Certificate of Completion (CDCP Eligible)**

☐ **Certificate of Competency (CDCP Eligible)**

Please specify non-credit category:

☐ Short-Term Vocational

☐ Workforce Preparation

☒ English as a Second Language

☐ Elementary and Secondary Basic Skills

☐ **Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor's Office)**

Please specify non-credit category:

☐ Citizenship for Immigrants

☐ Health and Safety

☐ Parenting

☐ Courses for Persons with Substantial Disabilities

☐ Home Economics

☐ Courses for Older Adults

This is a: ☐ New non-credit certificate* ☒ Modification to an existing non-credit certificate

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

☐ Yes, minutes attached

☐ Approval Pending

☒ No Capital or Budgetary Impacts

If this is a modification to an existing non-credit certificate, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, contact hour values, etc.)

The discipline has moved the supporting courses in reading/vocabulary, listening/speaking, and special topics to mirrored noncredit courses. In order to provide students more comprehensive and flexible learning to meet their varied needs, we have included these courses into the revised noncredit certificate patterns.

Rationale:

The discipline has expanded access to our community of language learners by providing reading, oral skills and special topics courses in non-credit mirrored formats. Along with that change, this noncredit certificate will expand the variety of courses students can benefit from while allowing them to target their individual language acquisition needs as they take courses at RCC.

Required Documentation

Please submit this form and the documents outlined below to your college's Curriculum Program Coordinator and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified programs must include the following:

- ☒ Evidence of district-wide discipline communication
- ☒ College discipline minutes showing approval
- ☒ Department minutes showing approval
- ☒ Narrative (*See following page*)
- ☐ Labor Market Information and Analysis (*For certificates in the Short-Term Vocational category only*)

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation, workforce preparation, basic skills, civic education, or lifelong learning purpose. The stated goals and objectives of the program must be consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. Often, colleges will include the program level Student Learning Outcomes (SLOs) in this section that identify the program's goals and objectives. Select an appropriate program goal of either: CTE, for short-term vocational or local, for all other certificates. Note: If the certificate program goal selected is "Career Technical Education (CTE)," then the statement must include the main competencies students will have achieved that are required for a specific occupation. The statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire.

The program goal is to increase student fluency in productive and receptive English at a beginning level moving toward fluency. Students completing this pattern of study will have a basic level of fluency (CEFR A2-B1) in the English language which will help them be successful in social situations, introductory courses, or general employment.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

Description: ESL students are placed within the sequence of courses in the Beginning American College English Certificate according to their English fluency. Students completing this pattern of study will have a proficient level of fluency in the English language which will help them be successful interacting in social situations, participating in introductory courses, and functioning in general employment.

Program Learning Objectives:

- Produce writing such as basic academic paragraphs in English at a low-intermediate level.
- Communicate in English so that students can function with native speakers at a basic academic level or business contexts.
- Demonstrate a general awareness of patterns and expectations of United States culture, especially in social and familiar situations.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course. Course titles and contact hours must be exact.

Required Courses: 90 hours

Course	Title	Hours	Sequencing
ESL 847	Low Intermediate American College English	90	Semester 2

Elective Courses: 36 hours

Course	Title	Hours	Sequencing
ESL 846	Beginning American College English	90	Semester 1
ESL 871	Basic Reading and Vocabulary	72	Semester 2
ESL 891	Oral Skills I: Beginning Oral Communication	54	Semester 1
ESL 895	Pronunciation and Accent Reduction	54	Semester 2
ESL 890 D	Special Topics in ESL: Verb Tense Review	36	Semester 2
ESL 890 L	Special Topics in ESL: Punctuation of Phrases and Clauses	36	Semester 2
ESL 890 M	Special Topics in ESL: Articles and Prepositions	36	Semester 2
ESL 890 P	Special Topics in ESL: Mastering Academic Vocabulary	36	Semester 2

Total Program Hours: 126 hours

Item 4. Master Planning

Describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California.

The noncredit ESL certificates align with the mission of the college by allowing our diverse community access to the college. For many community members, improving English fluency is a pathway to CTE and credit courses that lead to education and employment. These courses also expand communication skills and promote self-development and cultural awareness.

Mirrored, non-credit courses especially allow low-income students increased access to college and an easy option for starting language acquisition courses. Although transfer is the goal of some students, others simply want to improve their English so that they can successfully complete CTE certificates or be more successful in their employment. However, before they can be successful in either academic or CTE courses, they need to be able to function in English in an academic environment. Unfortunately, students who have not lived in California for a year and a day must pay non-resident fees. For many of our undocumented prospective students, even the resident rate is not achievable. Since noncredit courses have low or no tuition, they allow students to access a college education. In addition to providing an inexpensive entry point, non-credit courses allow students to save financial aid for their credit courses, allowing them to transition into degree or CTE certificate pathways.

Two recent changes at the state level have made noncredit courses an exciting pathway for undocumented students.

- **Noncredit CCC Apply-** Assembly Bill 3101 (AB 3101) mandates that students seeking to enroll exclusively in career development, college preparation, and other non-credit courses be exempt from residency classification requirements. At the state level, noncredit is identified as the primary way to make college accessible to undocumented adult learners. This is especially relevant for our ESL students. In response to AB 3101, the Chancellor's Office is designing a new

noncredit application that does not include questions on residency so that undocumented applicants feel more comfortable applying. RCC is one of several colleges in the state piloting this new application.

- **Bridge to Credit through AB 540**--Originally, AB 540 excluded adult learners; however, a recent change to the legislation includes the amount of time that a student is enrolled in an adult school or community college in the student's eligibility. To qualify, prospective students can now verify that they 1. attended a combination of California high school, adult school, and community college for the equivalent of three (3) years or more, and 2. have graduated or will graduate with a high school diploma or GED.

A year's equivalence at a community college is a minimum of 24 semester units (\$7,296.00). For noncredit courses, a year's attendance is a minimum of 420 class hours per year. Given that students would have to pay for their credit courses out of pocket, it is unlikely that they will take advantage of the credit option. Noncredit then becomes a realistic bridge to access *credit* education. This will not only increase the enrollment at the college, but it targets low-income students who otherwise may not have had access to courses, which is now part of the funding formula.

Mirroring the ESL courses ensures accessibility to our community and promotes equity, stated goals of the district's colleges, while addressing concerns of undocumented students and those who do not need the credit to meet their college goals. This is an opportunity when one considers key findings of the most recent SWOT Analysis for RCCD (August 28, 2019) which includes the following observations:

1. More than 50% of RCCD region households speak another language than English at home.
 2. RCCD service areas are very diverse; Hispanic population is the largest and fastest growing.
 3. RCCD region has lower educational attainment levels. (125)
- **Addressing the Equity Gap**--Providing mirrored courses allows a portion of the population who does not speak English to attain a higher-level of education and may improve the college going rates, help close the equity gap that persists for Hispanic students, and improve RCCD's adult education services.

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