



Curriculum Committee  
Butte College  
3536 Butte Campus Drive  
Oroville, CA 95965

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**TO:** Curriculum Committee Members  
**FROM:** Donna Davis, Chairperson  
**SUBJECT:** Curriculum Committee Meeting

Curriculum Committee meeting is Monday, April 8, 2024, 3:00-5:00 p.m. (Board Room SAS 360)

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## AGENDA

1. **Agenda Adoption - 1 minute**

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2. **Minutes Approval - 1 minute**

- A. March 4, 2024
- B. March 11, 2024

3. **General Announcements - 3 minutes**

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Curriculum Committee members are invited to make announcements to the committee

4. **Public Comments - 3 minutes**

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Members of the public are invited to comment on items on the agenda

5. **Consent Agenda - 2 minutes**

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A. **New Course(s)**

1. **EDUC 312 - Reading Comprehension and Speed (0 Units)**

Catalog Description: *This course develops self-sustaining reading skills improvement for college-level reading assignments. It is intended to supplement concurrent enrollment in Butte College coursework. Emphasis is placed on determining reading strategies appropriate for the reading task, calculating reading rate suitable for the assignment, assessing schema as it pertains to the context for reading, measuring comprehension as it relates to the application of reading material, and adapting to meet the variety of tasks associated with college-level reading assignments. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.*

Contact Hours: 17 Lecture

Credit Status: Noncredit

Noncredit Category: Elementary and Secondary Basic Skills (C)

Discipline: Adult Education, Masters in English, Masters in English as a Second Language (ESL), English as a Second Language (ESL): Noncredit, Masters in Learning Assistance, and Masters in Reading and Reading Basic Skills: Noncredit

Ped Cap: 15

Program Status: Standalone

Transfer Status: Non-Transferable

Rationale: *This course requires smaller student to faculty ratio due to the need for individualized instruction and one-to-one support*

Effective Term: Fall 2024

2. **EDUC 313 - Reading for the Disciplines (0 Units)**

Catalog Description: *This course prepares students for college-level study by developing effective reading skills for discipline-specific reading assignments in transfer-level and CTE coursework. It is*

*designed to supplement concurrent enrollment in Butte College courses. This course builds upon the Reading Apprenticeship framework. Emphasis is placed on pre- and post-reading strategies, annotation strategies, strategies for retention, research strategies appropriate to discipline, metacognitive reflection, and investigating the relationship between literacy and power within the students' chosen disciplines. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.*

Contact Hours: 17 Lecture

Credit Status: Noncredit

Noncredit Category: Elementary and Secondary Basic Skills (C)

Discipline: Adult Education, Masters in English, Masters in Learning Assistance, and Masters in Reading

Ped Cap: 15

Program Status: Standalone

Transfer Status: Non-Transferable

Rationale: *This course is designed to support text-heavy discipline-specific courses*

Effective Term: Fall 2024

3. **MATH 328 - Pre-Calculus Preparation (0 Units)**

Catalog Description: *This course is math preparation for pre-calculus. It covers advanced algebra topics including solving linear, quadratic, rational, and radical equations, and linear inequalities, operations on real and complex numbers, polynomials, rational expressions, and radical expressions. Topics will also include graphing linear, quadratic, and exponential equations in two variables, linear inequalities in one variable, and the conics, and solving systems of equations in two and three variables. Unlimited repeats. Satisfactory/Unsatisfactory only.*

Contact Hours: 68 Activity

Credit Status: Noncredit

Noncredit Category: Elementary and Secondary Basic Skills (C)

Discipline: Masters in Mathematics, and Math-Basic Skills: Noncredit

Ped Cap: 35

Program Status: Standalone

Transfer Status: Non-Transferable

Rationale: *Provides students the opportunity to refresh and build their math skills to better prepare them for entry into STEM programs such as Pre-Calculus.*

Effective Term: Summer 2024

4. **MATH 330 - Calculus Preparation (0 Units)**

Catalog Description: *This course is math preparation for calculus. It covers advanced algebra topics beyond the scope of intermediate algebra. Topics include polynomial, absolute value, radical, exponential, logarithmic, and trigonometric functions and their graphs, analytic geometry, and polar coordinates. Unlimited repeats. Satisfactory/Unsatisfactory only.*

Contact Hours: 68 Activity

Credit Status: Noncredit

Noncredit Category: Elementary and Secondary Basic Skills (C)

Discipline: Masters in Mathematics and Math-Basic Skills: Noncredit

Ped Cap: 35

Program Status: Standalone

Transfer Status: Non-Transferable

Rationale: *Provides students the opportunity to refresh and build their math skills to better prepare them for entry into STEM programs.*

Effective Term: Summer 2024

B. Course Modification(s)

1. **CMST 2 - Public Speaking**

Catalog Description: *This course provides students with the foundational knowledge and practice of public speaking in a democratic society to enable them to successfully communicate ideas of an informative and persuasive nature in the public speaking mode, and to critically evaluate the speeches of*

others. Students will learn historical roots and key rhetorical theories that ground the study and practice of public speaking. (C-ID COMM 110).

Minor Modification: Change in GE (CalGETC Area 1C), catalog description, objectives, unit titles, examples of assignments, and materials of assignments

Rationale: *CalGETC GE alignment*

Effective Term: Fall 2025

2. **CMST 2H – Honors Public Speaking**

Catalog Description: *This is an Honors level introductory Public Speaking course. The course focuses on the foundational knowledge and practice of public speaking in a democratic society to enable them to successfully communicate ideas of an informative and persuasive nature in the public speaking mode, and to critically evaluate the speeches of others. Students will learn historical roots and key rhetorical theories that ground the study and practice of public speaking. Graded only. (C-ID COMM 110).*

Minor Modification: Change in GE (CalGETC Area 1C), catalog description, objectives, unit titles, methods of instruction and evaluation, examples of assignments, and materials of assignments

Rationale: *CalGETC GE alignment*

Effective Term: Fall 2025

3. **CMST 4 – Small Group Communication**

Catalog Description: *This course provides students with the foundational knowledge and practice of speech making in a democratic society, while simultaneously emphasizing the study of theory and research about communication in a variety of small group contexts. This course will expose students to rhetorical theory, small group theory and public speaking fundamentals within the context of their interpersonal interactions, group communication processes, and live presentations. Students will learn historical roots and key rhetorical theories that ground the study and practice of public speaking. Students will also explore and evaluate group communication processes, including problem-solving, conflict management, decision-making and leadership. (C-ID COMM 140).*

Minor Modification: Change in GE (CalGETC Area 1C), catalog description, objectives, unit titles, methods of instruction and evaluation, examples of assignments, and materials of assignments

Rationale: *CalGETC GE alignment*

Effective Term: Fall 2025

4. **CMST 6 – Oral Interpretation**

Catalog Description: *This course covers the study and practice of oral skills essential for effective communication of the intellectual and emotional meaning of a literary selection or manuscript to an audience. It introduces students to performance studies including analysis, appreciation, and application of theories of interpretative performance of various forms of literature, such as poetry, prose, and drama (plays, scripts, and screenplays). Students will demonstrate an understanding of what constitutes good literature, in terms of its philosophical, historical, literary, and cultural importance. Student analysis and interpretation will involve identifying a text's premises and assumptions in various social, historical, cultural, psychological, or aesthetic contexts. (C-ID COMM 170).*

Minor Modification: Change in GE (CalGETC Area 3B), catalog description, objectives, unit titles, examples of assignments, and materials of assignments

Rationale: *CalGETC GE alignment*

Effective Term: Fall 2025

5. **CMST 14 – Argumentation and Debate**

Catalog Description: *This course emphasizes critical thinking and argumentative writing, both grounded in the rhetorical foundations of argumentation. Students will employ argumentation theory and critical reasoning to construct detailed written briefs based on inquiry-driven research, methods of analysis, evidence use, and ethical advocacy. This work will enable students to prepare and present persuasive cases through debate and public address. (C-ID COMM 120).*

Minor Modification: Change in GE (CalGETC Area 1B), catalog description, objectives, unit titles, examples of assignments, and materials of assignments

Rationale: *CalGETC GE alignment*

Effective Term: Fall 2025

6. **HAL 300 – Cooking for Wellness**

Catalog Description: *The purpose of this course is to teach older adults how to plan healthier meals. Students will explore new recipes, new cooking styles, and share traditional family recipes. Topics will include healthy portions, special diets, and food substitutes. Preparation skills will be discussed in the following areas: cutting, stirring, peeling, chopping, baking, and tasting. Unlimited repeats. Ungraded. Open Entry/Open Exit.*

Minor Modification: Change in catalog description, objectives, methods of instruction and evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

7. **HAL 301 – Finding Your Inner Artist**

Catalog Description: *This course enriches the lives of older adults through creative expression, arts and crafts, and fine arts including painting, music, and drawing. Topics include musical self-expression, life and art, drawing in the abstract, renowned artist biographies, notable museums, and value of the arts. Unlimited repeats. Ungraded. Open Entry/Open Exit.*

Minor Modification: Change in objectives, unit titles, methods of instruction and evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

8. **HAL 302 – Fun and Fitness for Healthy Aging**

Catalog Description: *Physical activity is the focus of this course and how it relates to healthy aging for older adults. Students will participate in stretching, chair aerobics, strengthening exercises, balancing and fall prevention activities. Application of fitness principles will also be emphasized to maintain health while aging. Unlimited repeats. Ungraded. Open Entry/Open Exit.*

Minor Modification: Change in catalog description, objectives, unit titles, methods of evaluation, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

9. **HAL 303 – Vocal Aerobics: Music Exercises for Fitness**

Catalog Description: *The focus of this course is to enrich the lives of older adults through vocalization and communication techniques, singing familiar songs, deep-breathing exercises, and movement to music. Unlimited repeats. Ungraded. Open Entry/Open Exit.*

Minor Modification: Change in catalog description, objectives, methods of evaluation, and examples of assignments

Rationale: *Curriculum review*

Effective Term: Fall 2024

10. **HAL 304 – Staying Mentally Sharp**

Catalog Description: *The focus of this course is to use techniques to curtail memory loss and preserve mental fitness. Topics include exercise and the brain, being a better listener, recognition memory, visual connections, memory aids, puzzles, games, and reminiscing to strengthen memory. Students will learn to recognize symptoms of health and age-related memory loss. Strategies will be presented for coping and compensating for memory loss. A personal plan will be developed for improving and preserving mental fitness. Unlimited repeats. Ungraded. Open Entry/Open Exit.*

Minor Modification: Change in basic skill status CB08 (from NBS to B), catalog description, objectives, unit titles, methods of instruction, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

11. **HAL 305 – Telling Your Story**

Catalog Description: *Older adults will have the opportunity to reflect on their past and consider how past experiences have influenced their lives. Thematic and chronological approaches will be utilized for reminiscing and recall. Opportunities to be creative, share life experiences, and learn from others in a*

*supportive environment are provided. Focus is placed upon affirmation of each student's life. Unlimited repeats. Ungraded. Open Entry/Open Exit.*

Minor Modification: Change in objectives, unit titles, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**12. HAL 306 – Technology Basics for Seniors**

Catalog Description: *Older adults will learn basic skills of personal technology devices such as computers, laptops, tablets, and smart phones. Students will learn how to use online services, applications, basic photography, and programs to help connect with family and friends. Unlimited repeats. Ungraded. Open Entry/Open Exit.*

Minor Modification: Change in basic skill status CB08 (from NBS to B), catalog description, objectives, unit titles, methods of instruction and evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**13. MATH 30 – Analytic Geometry and Calculus I**

Catalog Description: *A first course in differential and integral calculus of a single variable: functions, limits and continuity, techniques and applications of differentiation and integration, Fundamental Theorem of Calculus. Primarily for Science, Technology, Engineering & Math Majors. (C-ID MATH 210).*

Major Modification: Change in prerequisite (from "MATH 20 and MATH 26 or MATH 26s or college-level Pre-calculus" to "MATH 20 and MATH 26 or MATH 20 and MATH 26s, MATH 28 or MATH 28s, or college-level Pre-calculus or equivalent"), and materials of instruction

Rationale: *Adding prerequisite*

Effective Term: Fall 2024

**14. OLS 323 – Occupational and Academic Assessment**

Catalog Description: *The focus of this course is to assess individual abilities, identify vocational, social, and academic goals, and establish a student vocational contract. Topics include vocational aptitude, learning styles, decision-making, and personal values. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in ped cap (from 35 to 20), catalog description, unit titles, methods of instruction and evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**15. OLS 324 – Workplace Communication**

Catalog Description: *This course provides training for students in the areas of workplace culture and environment. Topics include interpersonal skills development, professional conduct, workplace communication, safety, and problem-solving job readiness skills. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in ped cap (from 35 to 20), unit titles, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**16. OLS 325 – Literacy for Career Building**

Catalog Description: *This course focuses on developing vocational and academic language skills for students seeking employment. Strategies for pre-writing, organization of text, and comprehension skills are emphasized to prepare students to complete job applications; write cover letters, and resumes; and read business-specific literature. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in ped cap (from 35 to 20), catalog description, objectives, unit titles, methods of instruction, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**17. OLS 326 – Mathematics within Industry**

Catalog Description: *This course prepares students for mathematical concepts encountered in various trades. These concepts include, but are not limited to, money skills, measurements, temperatures, computing taxes, decimals, and estimating dollar amounts. Unlimited repeats.*

*Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in ped cap (from 35 to 25), catalog description, objectives, unit titles, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**18. OLS 327 – Career Exploration**

Catalog Description: *In this course, students develop career exploration skills that will help them select an occupational training experience in OLS 329. Emphasis is placed on one of the occupational certifications in carpentry, customer service, food service, hospitality, retail sales, small engine repair, and warehousing. Activities include career planning, accessing computerized information systems for job searches, career decision-making, and goal setting. Career and labor market resources and job information are presented. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in ped cap (from 35 to 25), catalog description, objectives, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**19. OLS 328 – Strategies for Employment**

Catalog Description: *This course introduces students to a variety of strategies to help them be more successful in the workplace. Topics include preparation for interviews and follow-up, time management, task organization, job search, development of job leads, and memorization. Unlimited repeats.*

*Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in ped cap (from 35 to 25), catalog description, objectives, unit titles, methods of instruction, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**20. OLS 329 – Occupational Certification Workshop**

Catalog Description: *This course provides certification in exploring employment opportunities in one of the following topic areas: customer service, food service, greenhouse and nursery operations, hospitality, irrigation, retail sales, small engine repair, and warehousing. Unlimited repeats.*

*Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in ped cap (from 35 to 25), catalog description, objectives, methods of instruction and evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**21. OLS 340 – Analyzing Communication for Vocational Advantage**

Catalog Description: *This course provides training in recognizing and understanding communication and the impact it has in the workforce. Students will assess their styles of communication in the areas of presentation, reading, writing, and verbal expression. Topics include problem-solving, barriers in communication, and communication in the work environment through reading, writing, dressing, and speaking. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (delete Masters in Counseling), catalog description, objectives, unit titles, methods of instruction, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**22. OLS 341 – Analyzing Behavior for Vocational Advantage**

Catalog Description: *This course provides training in recognizing and understanding behaviors that impact the workforce. Topics included: assessing one's working style, personality style, professionalism,*

*and accepting personal responsibility in order to recognize how these behaviors impact a work environment. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (delete Masters in Counseling; add Masters in Special Education), catalog description, objectives, unit titles, methods of instruction and evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

23. **SPED 100 - Special Education Regulations in the Workplace**

Catalog Description: *This course prepares students to teach adults with disabilities who are participating in a day or vocational program that serves adults (18 years of age or older). Topics will include State Regulations such as Title 5, Title 17, person-centered planning, and Individual Service Plans.*

Minor Modification: Change in catalog description, objectives, unit titles, methods of evaluation, and examples of assignments

Rationale: *Curriculum review*

Effective Term: Fall 2024

24. **SPED 101 - Teaching Adults with Disabilities**

Catalog Description: *This course provides an overview of challenges that may influence the learning process and provides instructional strategies for addressing environmental, medical, intellectual, and physical issues. The goal of this course is to increase the awareness of students who work with adults with developmental disabilities about probable barriers to learning and how the barriers can be lessened or resolved.*

Minor Modification: Change in catalog description, objectives, unit titles, methods of instruction and evaluation, and examples of assignments

Rationale: *Curriculum review*

Effective Term: Fall 2024

25. **SPED 102 - Teaching Adults with Disabilities Practicum**

Catalog Description: *This course allows students to apply skills developed in SPED 100 and SPED 101. Students are required to work in a vocational or day program assisting adults with disabilities in completing agency contracts, learning essential life/work skills, and developing interpersonal skills.*

Minor Modification: Change in catalog description, objectives, unit titles, methods of instruction and evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

C. Course Deletion(s)

1. **OLS 350 - Product Assembly/Light Manufacturing**

Program Status: Standalone

Rationale: *Course no longer offered*

Effective Term: Fall 2024

D. Program Modification(s)

1. **AS Degree in Computer Science (29-31 Units)**

Catalog Description: *This program meets the lower division major preparation for a similar major at CSU, Chico. Visit website for details [www.assist.org](http://www.assist.org)*

Modification: Change in required core choice (add ENGR 11 or CSCI 10); no change in units

Effective Term: Fall 2025

2. **AS Degree in General Physics (58-62 Units)**

Catalog Description: *This program meets the lower division major preparation for the General Physics degree pattern at CSU, Chico. Visit website for details [www.assist.org](http://www.assist.org) The Associate in Science in General Physics is intended for students who plan to continue on to a University and major in Physics or related discipline. Students who successfully complete this pattern may transfer into the General Physics*

program at Chico State or transfer into the discipline representing the breadth choice for the degree. Physics is the fundamental study of the relationships that exist among time, space, motion, matter and energy that serves as both a living and evolving record of humanity's understanding of the physical universe from the sub-atomic to the super-galactic as well as a coherent, time-tested compendium of strategies for mathematically modeling and analyzing physical systems. Preparation in the physics discipline may also prepare students for multidisciplinary investigations or to enter into other disciplines very prepared to succeed. Roughly 50% of students who receive physics bachelor's degrees go directly into the workforce after graduation while the rest continue onto graduate school (which is often tuition free for US citizens). Physics bachelor degree careers are wide ranging and include High School Physics Teachers, Government Funded Laboratory technicians and Private Sector jobs often working the same computer science and engineering jobs as graduates in those fields with average salaries markedly above jobs from non-technical fields. Students are encouraged to contact one of our 4 full-time physics instructors to discuss possible futures in physics. Physics is an abstract and mathematically demanding field. Beginning the AS Degree requires the student have the required prerequisites to enter into college level calculus. Many students have begun focused math studies well below calculus-level at Butte College, succeeded in physics and been successful in receiving advanced degrees.  
Modification: Change in required core (add MATH 28 or MATH 28s), units (from "54-58" to "58-62"); Effective Term: Fall 2025

## 6. **Information Item(s) – 4 minute**

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### A. Distance Education

#### 1. **FASH 6 - Introduction to Fibers, Fabric and Textiles**

*Catalog Description: This course introduces students to fibers and their origin, yarns, basic weaves and fabric finishes, with reference to fabric selection for use in fashion and interior design. Emphasis is placed on the selection, use and care of new fibers and fabrics. The course also examines the impacts of textile laws, regulations and trade agreements.*

DE Request: Lecture

Rationale: Course offering flexibility

Effective Term: Fall 2024

### B. Program Map Change(s)

#### 1. **Business Education**

- AS Degree in Accounting
- AS-T Degree in Business Administration 2.0
- AS Degree in Business Management
- AS Degree in Marketing
- AS Degree in Small Business/Entrepreneurship
- Certificate of Achievement in Project Management
- Certificate of Achievement in Professional Accountant
- Certificate of Achievement in Marketing
- Certificate of Achievement in Retail Management
- Certificate of Achievement in Accounting
- Certificate in Account Clerk

Rationale: Reorganization of program maps to create a common first semester

Effective Term: Fall 2024

### C. 2-Year CE Program Review

1. **Administration of Justice (AJLE)**
2. **Fire Science (FSC)**

7. **Pending Business - 2 minutes**

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A. Program Modification(s)

1. **Certificate in Para Education (12 Units)**

Catalog Description: *Students who earn this certificate in Para Education will develop skills that are valued by employers. Certificate holders may begin careers as Para Educator, Para Professional, Teacher Assistant, or Teacher Aid in the TK-12 schools.*

Modification: Change in required core (delete EDUC 4 and EDUC 5; add CDF 18 and CDF 57); no change in units

Effective Term: Fall 2024

8. **Action Item(s) - 80 minutes**

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A. New Course(s)

1. **ESL 305 - ESL Academic Reading and Writing (0 Units)**

Catalog Description: *This is a developmental reading and composition course designed to prepare high level ESL students for the English composition requirement at the college level. Nonnative English speakers develop their fluency in academic English with emphasis on reading, writing, and discussion skills. Unlimited repeats. Satisfactory/Unsatisfactory.*

Contact Hours: 68 Lecture

Credit Status: Noncredit

Levels Below Transfer: One

Noncredit Category: English as a Second Language (ESL)

Discipline: Masters in English and Masters in English as a Second Language (ESL)

Distance Education: Lecture

Ped Cap: 25

Prerequisite: ESL 304 or permission of instructor

Program Status: Standalone

Transfer Status: Non-Transferable

Rationale: *This course will help students bridge the gap from ESL 304 to ENGL 2 or ENGL 3*

Effective Term: Fall 2025

2. **ETHS 20 - Introduction to Native American Studies (3 Units)**

Catalog Description: *This course examines the historical and present-day conditions and experiences of American Indian/Native American communities in the United States. Students will study the constraints imposed on American Indians/Native Americans in the U.S. by political, economic, legal and social developments. This course is grounded in an understanding of indigeneity and imperialism, and of settler colonialism as the primary form of domination confronted by American Indian/Native American peoples. Topics include the diversity of Indigenous identities, Native sovereignty and nationhood, tribal governments and economies, histories of Indigenous-White settler relations, and indigenous people's artistic and philosophical contributions to U.S. culture and society. Special emphasis is on American Indian/Native American practices of cultural and political resistance, resilience, and regeneration.*

Contact Hours: 51 Lecture

Discipline: Masters in Ethnic Studies and Masters in Sociology

Distance Education: Lecture

Ped Cap: 40

Program Status: Program applicable

Transfer Status/General Education: UC, and CalGETC Area 6

Rationale: *This class will complete the core package of Ethnic Studies courses for our new Ethnic Studies program*

Effective Term: Fall 2025

B. Course Modification(s)

1. **BCIS 16 - Project Management Tools**

Catalog Description: *This course introduces students to two industry-leading management software used in today's successful businesses: Microsoft (MS) Project and Outlook. Students will be introduced*

to Microsoft Outlook, a personal information management (PIM) software, that provides users with the integrated tools needed to manage professional e-mail communication and accounts; manage and organize events; and create and manage contacts, contact lists, and Groups. Students will also be introduced to Microsoft Project, a project management software, that provides users with the management tools needed to build and manage business plans/schedule including creating tasks; setting up resources; assigning resources; creating Gantt charts, and Timelines, and reports; and tracking progress.

Minor Modification: Change in ped cap (30 to 24), methods of instruction, examples of assignments, and materials of instruction

Rationale: *The current ped cap is considerably higher than other programs running computer-based courses*

Effective Term: Fall 2025

## 2. **BCIS 18 - Introduction to Business Technology**

Catalog Description: *This course is an examination of information and communication technologies used in today's businesses and the impact these technologies are having on today's workplaces. The course will include examination and application of a wide range of information and communication technology tools used to support and enhance business functions and processes. Focus will be placed on solving a variety of business problems, improving organizational productivity, and achieving the goals of business.*

Minor Modification: Change in ped cap (30 to 24), and materials of assignments

Rationale: *The current ped cap is considerably higher than other programs running computer-based courses*

Effective Term: Fall 2025

## 3. **BCIS 20 - Beginning Keyboarding**

Catalog Description: *This course is designed for the student who has had little or no previous training in the operation of a keyboard. Students learn to type by touch, to use appropriate keyboarding techniques, and to develop speed and accuracy. Students learn to use common proofreader's marks in document editing.*

Major Modification: Change in ped cap (30 to 24), units (from 1.5 to 1.0), and materials of instruction

Rationale: *The current ped cap is considerably higher than other programs running computer-based courses; COCI unit compliance*

Effective Term: Fall 2025

## 4. **BCIS 24 - Advanced Keyboarding**

Catalog Description: *This course builds on basic keyboarding skills by reinforcing both proper keyboarding and effective speed building techniques in order for the student to reach an employable typing speed. Emphasis is placed on developing straight copy and production skills with minimum errors at increased speeds. Keyboarding strengths and weaknesses will be diagnosed, followed by prescriptive drills to address the issues. Topics include review of alphabet keystroke, word level, capital letter, alternate-hand, punctuation, number, symbol, and horizontal/vertical reaches.*

Major Modification: Change in ped cap (30 to 24), and units (from 1.5 to 1.0)

Rationale: *The current ped cap is considerably higher than other programs running computer-based courses; COCI unit compliance*

Effective Term: Fall 2025

## 5. **BCIS 28 - Microsoft Word for Windows**

Catalog Description: *This course covers a recent version of Microsoft Word for Windows for students who have an understanding of computers and desire comprehensive knowledge of word processing.*

*Course content includes creating, editing, and formatting documents; creating and modifying headers and footers; inserting objects such as clipart, images, SmartArt, and WordArt; creating, modifying, and customizing tables; merging documents to create letters, envelopes and labels; creating charts; proofing*

*documents; creating and managing shared documents and online forms; and automating process using macros. (C-ID BSOT 111X, BSOT 121X, BSOT 131X).*

Minor Modification: Change in ped cap (30 to 24), and materials of instruction

Rationale: *The current ped cap is considerably higher than other programs running computer-based courses*

Effective Term: Fall 2025

**6. BCIS 70 - Adobe Acrobat Professional**

Catalog Description: *This course introduces students to the current version of Acrobat Pro DC software's major features. Coverage includes interacting with PDFs using multiple devices, creating, scanning, converting, editing, sharing, signing, protecting, & standardizing PDFs. Additionally, ensuring accessibility, applying Bates numbering, redacting sensitive information, and preparing fillable forms will also be covered. (C-ID BSOT 125X).*

Minor Modification: Change in ped cap (28 to 24)

Rationale: *The current ped cap is considerably higher than other programs running computer-based courses*

Effective Term: Fall 2025

**7. BCIS 84 - Basics of Computers**

Catalog Description: *This course provides students who have limited personal computer experience with the basic technology skills needed to customize the Windows operating system user interface; manage files, folders, disks, and drives; operate basic Windows programs; and use basic search features of the Internet Explorer browser to locate information. The focus of this course is on preparing those students who are pursuing careers in business environments.*

Major Modification: Change in ped cap (25 to 24), and hours (from 12.50 lec/12.50 lab to 12.75 lec/12.75 lab)

Rationale: *The current ped cap is considerably higher than other programs running computer-based courses; COCI unit compliance*

Effective Term: Fall 2025

**8. BCIS 85 - Microsoft Excel for Windows**

Catalog Description: *This course covers a recent version of Microsoft Excel for Windows for students who have an understanding of computers and desire comprehensive knowledge of spreadsheets. Course content includes creating, formatting, and maintaining worksheets; using logical and financial formulas and functions; creating and modifying charts; using visual enhancements; working with tables and data tools; creating vlookup and hlookup reference functions; and creating pivot tables. (C-ID BSOT 112X, BSOT 122X, BSOT 132X).*

Minor Modification: Change in ped cap (30 to 24), and materials of instruction

Rationale: *The current ped cap is considerably higher than other programs running computer-based courses*

Effective Term: Fall 2025

**9. CPE 308 - Functional Academics for Persons with Substantial Disabilities**

Catalog Description: *This course provides instruction and support for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Functional Academics focuses on learning basic academic skills such as reading comprehension, writing and mathematical skills. Topics include reading comprehension, writing skills, mathematical skills, money management, daily living skills and self-advocacy. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education), catalog description, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**10. CPE 310 - Integration into the Community for Persons with Substantial Disabilities**

Catalog Description: *This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Integration into the Community will focus on learning how to become a part of the community and will include social skills, communication skills, problem solving skills, personal safety skills and increasing stamina and endurance for walking or wheeling self safely while navigating uneven terrain in the community. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this program. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats.*

*Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education), methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**11. CPE 311 - Horticultural Arts for Persons with Substantial Disabilities**

Catalog Description: *This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Horticultural Arts will focus on learning how esthetics can enhance the creative experience of growing and tending a garden. Topics will include planning a garden, identifying the components of the garden, and how to utilize the vegetables and flowers to enhance daily living activities. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education and Special Instr DSPS: Noncredit), catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**12. CPE 312 - Applied Arts for Persons with Substantial Disabilities**

Catalog Description: *This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Applied Arts focuses on learning to utilize a variety of art and craft media to enhance creative expression. Topics will include stained glass, ceramics, beading and jewelry making, woodworking, and fabric art. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education and Special Instr DSPS: Noncredit), catalog description, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**13. CPE 313 - Fine Arts for Persons with Substantial Disabilities**

Catalog Description: *This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Fine Arts focuses on learning to utilize a variety of art media to enhance creative expression. Topics will include drawing (pencil, charcoal, pastels,*

pen and ink, etc.), painting (watercolor, acrylic, oil, etc.) and creating individual works of art which can be shown in local venues. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.

Minor Modification: Change in discipline (add Masters in Education and Special Instr DSPS: Noncredit), catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

#### 14. **CPE 314 - Performing Arts for Persons with Substantial Disabilities**

Catalog Description: *This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Performing Arts will focus on developing creative expression and improving communication skills and social interaction through a wide range of performance arts. Topics will include performing skits, plays, stand up comedy, poetry slams, dance and movement, musical instruments and singing. An individual assessment of needs as well as an ongoing individual service plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education and Special Instr DSPS: Noncredit), objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

#### 15. **CPE 315 - Culinary Arts and Nutrition Skills for Persons with Substantial Disabilities**

Catalog Description: *This course provides instructional support for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Culinary Arts and Nutrition Skills will focus on improving independent living skills. Topics include health and wellness, healthy food choices, and understanding safe cooking practices. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this program. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education and Special Instr DSPS: Noncredit), catalog description, objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

#### 16. **CPE 316 - Health and Wellness for Persons with Substantial Disabilities**

Catalog Description: *This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Health and Wellness focuses on interpersonal skills development through physical and behavioral techniques. Topics include problem solving, breathing and relaxation techniques, attention and focus, sensory awareness, utilization of all five senses, social and personal adjustment, self-advocacy for fostering independence, fine and gross motor skills, and personal care and hygiene. An individual assessment of motor communication and self-help learning needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education), objectives, methods of instruction, methods of evaluation, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**17. CPE 318 - Communication Skills for Persons with Substantial Disabilities**

Catalog Description: *This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Communication Skills focuses on learning basic techniques for communicating. Topics include ASL, functional gesture practice, articulation practice, making choices, problem-solving and social communication skills. An individual assessment of needs as well as an ongoing individual service plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats.*

*Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education), objectives, methods of instruction, methods of evaluation, and examples of assignments

Rationale: *Curriculum review*

Effective Term: Fall 2024

**18. CPE 320 - Independent Living Skills for Persons with Substantial Disabilities**

Catalog Description: *This course provides independent living training for persons with substantial disabilities. Independent Living Skills focuses on establishing and maintaining a positive lifestyle and progressing to the highest possible level of independent functioning in each student's living environment. Topics include health and safety, personal hygiene, cooking/nutrition, exercise, money and time management, medical awareness, problem solving, communication skills, and emergency preparedness. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education), catalog description, objectives, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**19. CPE 322 - Group Social Growth for Persons with Substantial Disabilities**

Catalog Description: *This course provides group socialization training for persons with substantial disabilities through group interaction and activities. Group Social Growth focuses on team building skills, interacting in group settings, and promoting companionship. Topics include group socialization, group timelines, financial obligations, self-advocacy in groups, safety, and community resource assistance. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

Minor Modification: Change in discipline (add Masters in Education), objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**20. EDUC 2 - Introduction to Education**

Catalog Description: *This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Transitional Kindergarten (TK) and Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's Standards for the Teaching Profession (CSTP), and Teacher Performance Standards (TPS). In addition to class time, the course requires 51 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. (C-ID EDUC 200).*

Minor Modification: Change in examples of assignments and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2024

**21. ESL 301 - ESL Level I**

*Catalog Description: This course provides a conversational approach to the learning of elementary English. It offers the non-native English speaker practice in verbal communication with special emphasis on literacy and life skills. The introduction to basic literacy skills reinforces spoken and written English. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

*Major Modification: Change in number and title (from "ESL 310 – Survival/Like Skills for ESL Students" to "ESL 301 – Level I"), levels below transfer (from 8 to 4), objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction*

*Rationale: Curriculum review*

*Effective Term: Fall 2025*

**22. ESL 302 – ESL Level II**

*Catalog Description: This course moves the non-native English speaking student from basic literacy skills to more in-depth practice with foundational grammatical structures and expressions in English. Speaking and listening skills are practiced, with introduction to writing and reading utilizing appropriate level texts. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

*Major Modification: Change in number and title (from "ESL 311 – ESL Level 1" to "ESL 302 – ESL Level II"), enrollment (add "open entry/open exit"), levels below transfer (from 8 to 3), DE (remove), unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction*

*Rationale: Curriculum review*

*Effective Term: Fall 2025*

**23. ESL 303 - ESL Level III**

*Catalog Description: This course reinforces and expands a non-native English speaking student's literacy and communication skills for life, college, and career. It engages students in collaborative activities that integrate reading, writing, speaking, and listening. Intermediate grammar and vocabulary are introduced in context. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

*Major Modification: Change in number and title (from "ESL 312 – ESL Level 2" to "ESL 303 – ESL Level III"), enrollment (add "open entry/open exit"), levels below transfer (from 7 to 2), DE (remove), objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction*

*Rationale: Curriculum review*

*Effective Term: Fall 2025*

**24. ESL 304 - ESL Level IV**

*Catalog Description: This course assists a non-native English-speaking student in developing communication for life, career, and college. Through the integration of reading, writing, speaking and listening activities in English, this course prepares the student to communicate academically and introduces intermediate-to-advanced level grammar structures in context. Unlimited repeats. Satisfactory/Unsatisfactory only. Open Entry/Open Exit.*

*Major Modification: Change in title from ("ESL 313 - ESL Level 3" to "ESL 304 - ESL Level IV"), enrollment (add "open entry/open exit"), levels below transfer (from 6 to 1), DE (remove), unit titles, methods of instruction, methods of evaluation, examples of assignments, and material of instruction*

*Rationale: Curriculum review*

*Effective Term: Fall 2025*

## 25. **ESL 340 - Technology Skills for ESL Students**

Catalog Description: *This course will support multilingual students as they acquire English-language and digital literacy practices to become users and creators of digital content. Students will use technology to engage in authentic English communication in a variety of personal, professional, and academic contexts. Students will engage in reading, writing, speaking, and listening strategies by exploring a variety of digital texts, genres, cultural artifacts, platforms, applications, and programs. Unlimited repeats. Satisfactory/Unsatisfactory only.*

Major Modification: Change in enrollment (remove "open entry/open exit"), levels below transfer (from 6 to 1), hours (from 85 to 68), objectives, unit titles, methods of instruction, methods of evaluation, examples of assignments, and materials of instruction

Rationale: *Curriculum review*

Effective Term: Fall 2025

### C. Discipline Change(s)

#### 1. **ENGR 10 - Digital Logic Fundamentals**

Catalog Description: *In this course the student will be trained in the use of symbolic digital logic including switching algebra, optimization, Karnaugh map construction and use and the design of combinational logic networks. The student will develop skills in mapping of sequential logic theory to practical devices using flip-flops, registers and counters*

Discipline: Add Engineering Technology

Rationale: *The department plans to add this course to a new Engineering Technician program*

Effective Term: Fall 2024

### D. New Program(s)

#### 1. **AS Degree in Civil Engineering (52 Units)**

Catalog Description: *This degree program is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Civil Engineering at most four-year colleges and universities. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate's in Science Degree in Civil Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Civil Engineering.*

Required Core: CHEM 1, MATH 30, MATH 31, MATH 40, PHYS 41, PHYS 42, ENGR 1, ENGR 2, ENGR 3, ENGR 4, ENGR 8, ENGR 45, DFT 12, and GEOL 32

Effective Term: Fall 2025

#### 2. **AS Degree in Computer Engineering (45 Units)**

Catalog Description: *This degree program is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Computer Engineering at most four-year colleges and universities. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate's in Science Degree in Computer Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Computer Engineering.*

Required Core: CHEM 1, MATH 30, MATH 31, MATH 40, PHYS 41, PHYS 42, ENGR 1, ENGR 10, ENGR 17, CSCI 20, CSCI 21, and CSCI 22

Effective Term: Fall 2025

#### 3. **AS Degree in Electrical Engineering (43 Units)**

Catalog Description: *This degree program is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Electrical Engineering at most four-year colleges and universities. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate's in Science Degree in Electrical Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Electrical Engineering.*

Required Core: CHEM 1, MATH 30, MATH 31, MATH 32, MATH 40, PHYS 41, PHYS 42, ENGR 1, ENGR 10, ENGR 17, and CSCI 20

Effective Term: Fall 2025

**4. AS Degree in Mechanical Engineering (49 Units)**

*Catalog Description: This degree program is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Mechanical Engineering at most four-year colleges and universities. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate's in Science Degree in Mechanical Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Mechanical Engineering.*

Required Core: CHEM 1, MATH 30, MATH 31, MATH 32, MATH 40, PHYS 41, PHYS 42, ENGR 1, ENGR 2, ENGR 8, ENGR 45, DFT 2, and DFT 8

Effective Term: Fall 2025

**5. AS Degree in Mechatronic Engineering (60 Units)**

*Catalog Description: The Mechatronic Engineering AS degree is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Mechatronic Engineering at most four-year colleges and universities. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate's in Science Degree in Mechatronic Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Mechatronic Engineering. This degree also captures much of the requirements of both Mechanical Engineering and Electrical Engineering pathways.*

Required Core: CHEM 1, MATH 30, MATH 31, MATH 32, MATH 40, PHYS 41, PHYS 42, PHYS 43, ENGR 1, ENGR 8, ENGR 10, ENGR 17, ENGR 45, DFT 2, DFT 8, and CSCI 20

Effective Term: Fall 2025

**6. Certificate of Achievement in Civil Engineering (52 Units)**

*See AS Degree*

Effective Term: Fall 2025

**7. Certificate of Achievement in Computer Engineering (45 Units)**

*See AS Degree*

Effective Term: Fall 2025

**8. Certificate of Achievement in Electrical Engineering (43 Units)**

*See AS Degree*

Effective Term: Fall 2025

**9. Certificate of Achievement in Engineering Fundamentals (36 Units)**

*Catalog Description: The Engineering Fundamentals Certificate is designed to meet the core lower division requirements for all majors in engineering. Completion of the certificate includes engineering preparatory courses required to transfer to a four year university in engineering. Requirements for specific universities should be checked before selecting specific field courses.*

Required Core: CHEM 1, MATH 30, MATH 31, MATH 40, PHYS 41, PHYS 42, ENGR 1, ENGL 2, CMST 2 or CMST 4

Effective Term: Fall 2025

**10. Certificate of Achievement in Mechanical Engineering (49 Units)**

*See AS Degree*

Effective Term: Fall 2025

## 11. Certificate of Achievement in Mechatronic Engineering (60 Units)

See AS Degree

Effective Term: Fall 2025

### E. Program Modification(s)

#### 1. AS Degree in Business Information Worker (29 Units)

Catalog Description: *The Business Information Worker (BIW) program is a two-tiered, structured career pathway for students who are interested in entering the exciting and diverse career field of office and administrative support. Butte College's BIW pathway is aligned with a California statewide program that collaborated with businesses and advisory committees across the state to identify the most in-demand and desirable knowledge and skills required of today's business information workers. Additionally, this pathway clearly communicates to students what skills they need to be successful in today's businesses, as well as provides a branded BIW pathway for businesses to quickly recognize on resumes. Please visit the ICT-DM.NET./BIW site to obtain more information and locate support resources for this pathway.*

Modification: Change in units (from 29.5 to 29)

Effective Term: Fall 2025

#### 2. AS Degree in Legal Office Administration (28 Units)

Catalog Description: *The Legal Office Administration (LOA) program is a two-tiered, structured career pathway for students who are interested in entering into the challenging and highly specialized field of legal office support. Employers in the law field are looking for support personnel who have knowledge in the area of legal office procedures, processes, and research, as well as general knowledge of office administration. The LOA program is designed to meet the demands of employers and the needs of an increasingly global and technologically advancing legal industry.*

Modification: Change in units (from 28.5 to 28)

Effective Term: Fall 2025

#### 3. AS Degree in Medical Office Administration (28-29 Units)

Catalog Description: *The Medical Office Administration (MOA) program is a two-tiered, structured career pathway for students who are interested in providing office support in the exciting and demanding healthcare industry. The MOA career pathway is a blend of three major areas: the advancing field of health information management (HIM), the ever-emerging field of business technology, and the constantly in-demand communication and professional skills; and it is designed to prepare students with the knowledge and skills required of today's medical office support personnel. The types of healthcare delivery systems in the United States today vary depending on the services being offered. These systems include outpatient healthcare (a physician's office, a dentist's office, and many other types of healthcare providers' facilities) and inpatient healthcare (general medical and surgical hospitals). These systems can be complex in purpose and structure. However, all healthcare organizations demand a common set of knowledge and skills from their medical office support personnel, which includes a broad understanding of healthcare delivery systems, health information management systems and practices, proficient technology skills, and a high-level of professionalism.*

Modification: Change in units (from 28.5-29.5 to 28-29)

Effective Term: Fall 2025

#### 4. Certificate of Achievement in Business Information Worker (29 Units)

Catalog Description: *This is the second tier of the Business Information Worker (BIW) career pathway. Students completing this next level of certificate will take courses that are designed to build on their BIW solid foundation and allow students an opportunity to become proficient in the in-demand knowledge and skills sought out by employers.*

Modification: Change in units (from 29.5 to 29)

Effective Term: Fall 2025

5. **Certificate of Achievement in Legal Office Administration (28 Units)**  
Catalog Description: *This is the second tier of the Legal Office Administration (LOA) career pathway. Students completing this next level of certificate will take courses that are designed to build on their LOA solid foundation and allow students an opportunity to become proficient in the in-demand knowledge and skills sought out by employers.*  
Modification: Change in units (from 28.5 to 28)  
Effective Term: Fall 2025
  
6. **Certificate of Achievement in Medical Office Administration (27-28 Units)**  
Catalog Description: *This is the second tier of the Medical Office Administration (MOA) career pathway. Students completing this next level of certificate will take courses that are designed to build on their MOA solid foundation and allow students an opportunity to become proficient in the in-demand knowledge and skills sought out by the healthcare industry.*  
Modification: Change in units (from 27.5-28.5 to 27-28)  
Effective Term: Fall 2025
  
7. **Certificate in Basic Computer Competency (5 Units)**  
Catalog Description: *This certificate is an introduction to basic computer applications and business technology.*  
Modification: Change in units (from 5.5 to 5)  
Effective Term: Fall 2025
  
8. **Certificate in Business Information Worker (13 Units)**  
Catalog Description: *This is the first tier of the Business Information Worker (BIW) career pathway. Students completing this beginning certificate will take courses that are designed to provide students with a solid foundation in business communication; business math; professional development; keyboarding; Microsoft Windows, Word, Excel, Access, and Outlook; and additional business technology tools including collaboration tools.*  
Modification: Change in units (from 13.5 to 13)  
Effective Term: Fall 2025
  
9. **Certificate in Legal Office Administration (14 Units)**  
Catalog Description: *This is the first tier of the Legal Office Administration (LOA) career pathway. Students completing this beginning certificate will take courses that are designed to provide students with a solid foundation in beginning legal office procedures; business communications; professional development; keyboarding; Microsoft Windows, Word, Excel, Access, and Outlook; and additional business technology tools including collaboration tools.*  
Modification: Change in units (from 14.5 to 14)  
Effective Term: Fall 2025
  
10. **Noncredit Certificate of Competency in ESL (0 Units)**  
Catalog Description: *This is a certificate of competency in ESL. This sequence of noncredit ESL courses takes students from survival skills to high intermediate language proficiency. This program provides students with the foundational language proficiency necessary for various career fields or to matriculate into general education courses. This 50-hour certificate program can be completed in up to four academic semesters and requires the satisfactory completion of at least two courses in the ESL sequence, one of which must be ESL 304.*  
Modification: Change in program description, program learning outcomes, required core (from "ESL 313 - ESL Level 3" to "ESL 304 - ESL Level IV"), and require core choice select one (from "ESL 310, ESL 311, ESL 312, or ESL 340" to "ESL 301, ESL 302, ESL 303, or ESL 340")  
Effective Term: Fall 2025

F. New Associate Degree Graduation Requirement – 20 minutes

1. **Second Reading - Associate Degree Graduation Requirement: Recommend approval for adding the following elements to the Local Graduation Requirement Implementation Guidelines.**

- a. Student Exemptions from the local graduation requirement:
  - Veterans who have completed at least 6 units on the DD-214
  - Students who have previously completed an associate degree from a regionally accredited institution.
  - Students who have previously completed a bachelor’s degree from a regionally accredited institution.
  
- b. Amended and revised criteria for the Local Graduation Requirement Implementation Guidelines:
  - Delete “personal growth in at least two of the areas” and replace it with “one or more areas shown below.”
  - Delete “The graduation requirement is waived if the local AS degree is intended as a transfer path and students use the Cal-GETC GE pattern” and replace it with “Completion of the Cal-GETC GE pattern will fulfill all of the local GE and graduation requirements. The graduation requirement for local associate degrees will be waived for students completing the Cal-GETC GE pattern.”

9. Discussion Item(s) – 1 minute

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A. Future Curriculum Committee Meetings

- April 22, 2024
- May 6, 2024
- May 20, 2024 – Consent Only

10. Adjournment

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