RCCD | **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Board of Trustees Committee Meeting
Tuesday, August 06, 2019 6:00 PM
District Office, Board Room, 3801 Market Street
Riverside CA 92501

ORDER OF BUSINESS

Pledge of Allegiance

Anyone who wishes to make a presentation to the Board on an agenda item is requested to please fill out a "REQUEST TO ADDRESS THE BOARD OF TRUSTEES" card, available from the Public Affairs Officer. However, the Board Chairperson will invite comments on specific agenda items during the meeting before final votes are taken. Please make sure that the Secretary of the Board has the correct spelling of your name and address to maintain proper records. Comments should be limited to five (5) minutes or less. (This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.)

Anyone who requires a disability-related modification or accommodation in order to participate in any meeting should contact the Chancellor's Office at (951) 222-8801 and speak to an Executive Administrative Assistant as far in advance of the meeting as possible.

Any public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the Riverside Community College District Chancellor's Office, 3rd Floor, 3801 Market Street, Riverside, California, 92501 or online at www.rccd.edu/administration/board.

I.   COMMENTS FROM THE PUBLIC

II.   PUBLIC HEARING

III.   CHANCELLOR'S REPORT

     III.A.   Chancellor's Communication
             Information Only

IV.   BOARD COMMITTEE REPORTS

     IV.A.   Teaching and Learning
             Proposed Curricular Changes
             The Committee review the proposed curricular changes for inclusion in the college
             catalogs and in the schedule of class offerings.
             Proposed Curricular Changes 052119

Proposed Curricular Changes 071519

V.   OTHER BUSINESS

VI.   CLOSED SESSION

   VI.A.   Pursuant to Government Code Section 54957
             Public Employee Performance Evaluation
             Title: Chancellor
             To Be Determined

   VI.B.   Conference with Labor Negotiator
             RCCD Designated Representative: Bradley Neufeld of Varner and Brandt, LLP
             Unrepresented Employee: Chancellor
             To Be Determined

VII.   ADJOURNMENT

Board of Trustees Committee Meeting (III.A)

Meeting	August 6, 2019
Agenda Item	Other Items (III.A)
Subject	Chancellor's Communication
College/District	District
Funding	N/A
Recommended Action	Information Only

Background Narrative:

Chancellor will share general information to the Board of Trustees, including federal, state and local interests and District information.

Prepared By: Wolde-Ab Isaac, Chancellor

Board of Trustees Committee Meeting (IV.A)

Meeting	August 6, 2019
Agenda Item	Teaching and Learning (IV.A)
Subject	Teaching and Learning
	Proposed Curricular Changes
College/District	District
Funding	N/A
Recommended Action	The Committee review the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

Background Narrative:

Presented for the Board's review and consideration are proposed curricular changes. The District Curriculum Committee and the administration have reviewed the attached proposed curricular changes and recommend their adoption by the Board of Trustees.

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning

Proposed Curricular Changes
Compiled for the Executive Cabinet, Committee on Teaching and Learning, and Board of Trustees

Courses

Course Inclusions

		M	N	R
CIS 27B	**Introduction to Cybersecurity: Ethical Hacking** To build IT Tech Pathway Cybersecurity Specialist Certificate.	☑	☐	☐

Course Major Modifications

		M	N	R
CHI 11	**Chinese Culture and Civilization** Update description and textbooks; add objectives and sample methods of evaluation and instruction; edit course content.	☐	☑	☑
ELE 27	**Technical Communications** Course is cross listed with ENE-27. Update of assignments and course materials.	☐	☑	☐
ENE 21	**Drafting** To decrease the amount of SLOs so that the course is easer to assess and also to update the textbooks of the course.	☐	☑	☐
ENE 27	**Technical Communications** COR update for 2018	☐	☑	☐
ENE 30	**Computer Aided Drafting (CAD)** Lab hours are inflated, need to be reduced.	☐	☑	☐
ENE 42	**SolidWorks I** Lab hours are inflated, need to be reduced.	☐	☑	☐
ENE 42B	**SolidWorks II** This new course proposal is in response to industry and student demand for an advanced course. Repeatability has been removed due to changes to Title 5 effective Fall 2013.	☐	☑	☐
ENE 52	**Geometric Dimensioning & Tolerancing** COR update 2010.	☐	☑	☐
GEG 3	**World Regional Geography** To coorelate with new C-ID descriptors	☑	☑	☑

New Courses

		M	N	R
CUL 825	**Menu Planning** The purpose of this course is to teach the required subject related courses necessary for the California Apprenticeship Initiative. This course is required for our cook apprentices to complete during their two year apprenticeship. The Riverside City College Culinary Academy has become the main resource for those courses, which benefits our current students and graduates as an opportunity to enhance their education.	☐	☐	☑
CUL 826	**Food Cost Accounting** The purpose of this course is to teach the required subject related courses necessary for the California Apprenticeship Initiative. This course is required for our cook apprentices to complete during their two year apprenticeship. The Riverside City College Culinary Academy has become the main resource for those courses, which benefits our current students and graduates as an opportunity to enhance their education.	☐	☐	☑
CUL 827	**Culinary Purchasing and Receiving** The purpose of this course is to teach the required subject related courses necessary for the California Apprenticeship Initiative. This course is required for our cook apprentices to complete during their two year apprenticeship. The Riverside City College Culinary Academy has become the main resource for those courses, which benefits our current students and graduates as an opportunity to enhance their education.	☐	☐	☑
DFT 200	**Drafting Work Experience** Created to be in line with other 200 work experience courses.	☐	☑	☐
DFT 21	**Drafting** Created for Drafting discipline and cross listed with ENE-21.	☐	☑	☐
DFT 22	**Engineering Drawing** Created for Drafting discipline and cross listed with ENE-22.	☐	☑	☐
DFT 23	**Descriptive Geometry** Created for Drafting discipline and cross listed with ENE-23.	☐	☑	☐
DFT 24	**Architectural Drafting** Created for Drafting discipline and cross listed with ARE-24.	☐	☑	☐

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New Courses

			M	N	R
DFT 27	**Technical Communications** Created for Drafting discipline and cross listed with ENE-27.		☐	☑	☐
DFT 28	**Technical Design** Created for Drafting discipline and cross listed with ENE-28.		☐	☑	☐
DFT 30	**Computer Aided Drafting (CAD)** Created for Drafting discipline and cross listed with ENE-30.		☐	☑	☐
DFT 42	**SolidWorks I** Created for Drafting discipline and cross listed with ENE-42.		☐	☑	☐
DFT 42B	**SolidWorks II** Created for Drafting discipline and cross listed with ENE-42B.		☐	☑	☐
DFT 51	**Blueprint Reading** Created for Drafting discipline and cross listed with ENE-51.		☐	☑	☐
DFT 52	**Geometric Dimensioning & Tolerancing** Created for Drafting discipline and cross listed with ENE-52.		☐	☑	☐
DFT 60	**Math for Engineering Technology** Created for Drafting discipline and cross listed with ENE-60.		☐	☑	☐
ELE 827	**Technical Communications** Non Credit Course		☐	☑	☐
ELE 864	**Programmable Logic Controllers** Non credit education... part of the non credit mirrored certificate in Industrial Automation		☐	☑	☐
GUI 845	**College Readiness** This course is being developed as part of our effort to establish a non-credit program for workforce preparation offered to the community.		☑	☐	☑
GUI 847A	**Career Readiness** This course is being developed as part of our effort to establish a non-credit program for workforce preparation offered to the community.		☑	☐	☑
GUI 847B	**Educational Planning** This course is is one of two courses in the College Career Readiness and Student Educational Planning non credit certificate being launched as a way to bridge the community to the community college as an educational pathway.		☑	☐	☑
GUI 848	**Student Success** This course is being developed as part of our effort to establish a non-credit program for workforce preparation offered to the community.		☑	☐	☑

Programs

New Programs

Certificate

		M	N	R
LOT	**Photonics Technology** This certificate program will teach students the hands-on skills necessary to thrive in corporate labs that use or manufacture photonics systems. These courses have a strong emphasis on laboratory work, and hardware demonstrations. Students will gain the applied skills required to become photonics technicians; and for those who wish to continue, it will help prepare them for four-year engineering programs, graduate school, and industries, including medicine, remote sensing, manufacturing, telecommunications, and entertainment.	☐	☑	☐

Non-Credit Certificate

		M	N	R
ACC	**Accounting Basics for Small Business** The Accounting Basics for Small Business Certificate provides a framework for students to develop skills and knowledge in accounting software techniques, enabling them to open up additional work and advancement opportunities. The certificate is also a gateway into other noncredit and credit programs. Students develop skills and training that will qualify them for even more opportunities.	☐	☑	☐

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New Programs

Non-Credit Certificate

			M	N	R
CIS	**Coding Prep** The Coding Prep, non-credit Certificate of Competency provides students an overview of the knowledge and skills needed in fields that require software coding for the development of computer applications. The content provides an introduction to the field of study and covers basic foundational concepts. The certificate pattern begins with a historical synopsis of relevant topics and personalities in the computing field. It progresses to the development of algorithms which are solutions of everyday problems that can be interpreted and processed by a machine. Simple tools like calculators and spreadsheets help formulate test conditions to assure program fidelity. Computers are composed of simple logic gates and an understanding of Boolean logic is essential for controlling their processing architecture. The ability to document both textually and visually helps in designing and writing the actual computer code. Last but not least, it is important to write an introductory program and store this in a repository.		☑	☐	☑
GUI	**College Career Readiness and Student Educational Planning** This course is designed to help students make effective decisions regarding their educational options that lead to career/job placement and life choices. Students will gain self-awareness and develop techniques for successful educational, major, career pathway & life planning. Topics include personal development understanding higher education, major selection and preparation, job search strategies and development of career and life action plans.		☑	☐	☑
GUI	**College Student Success** This certificate is designed to introduce students to college terms, support services and personal factors that contribute to academic success. Students will learn important differences between high school and college including their rights and responsibilities. Topics include effective decision making and communication skills necessary for academic success. Personal growth theories, health and wellness and strategies in study skills will also be addressed.		☑	☐	☑
MAN	**Computerized Numerical Control Operator** This certificate is designed to provide entry-level skills to operate a Computer Numerical Control (CNC) lathe or milling type machine tool. Upon completion, students can may secure employment as an entry level CNC operator.		☐	☑	☐

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College: R___ M___ N_X__

TOPs Code: 0934.80

Laser and Optical Technology: Photonics Technology

PROGRAM PREREQUISITE: None.

DESCRIPTION of PROGRAM

This certificate program will teach students the hands-on skills necessary to thrive in corporate labs that use or manufacture photonics systems. These courses have a strong emphasis on laboratory work, and hardware demonstrations. Students will gain the applied skills required to become photonics technicians; and for those who wish to continue, it will help prepare them for four-year engineering programs, graduate school, and industries, including medicine, remote sensing, manufacturing, telecommunications, and entertainment.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

1. Utilize optical components to manipulate and direct light.
2. Measure, record, and analyze optical data using established proper laboratory practices.
3. Inspect the output of various sources using lasers, broadband sources, and photodiode detectors.
4. Evaluate the noise-equivalent power (NEP) of a detector and the signal-to-noise ratio (SNR) of an optical system, using an incandescent source.
5. Measure and qualify the basic optical properties of optical elements using industrial-grade optical test equipment.
6. Evaluate and apply professional optical specification standards, particularly ISO 10100.
7. Write basic technical reports addressing quality assurance based on measurements of precision optical assembles and systems.
8. Identify basic optical aberrations from interferograms or spot-technique through an optical system.

Required Courses	**Units**
LOT 5: Fundamentals of Light	3
LOT 15: Fundamentals of Photonics	3
LOT 25: Quality Assurance for Precision Optics	4
LOT 35: Optical Metrology and Interfometry	3

Elective Courses	**Units**
None	

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Total Units:	13

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD

College: R___ M___ N_x_ _

TOPs Code: __050200___

Accounting Basics for Small Business, Certificate of Completion (Noncredit)

PROGRAM PREREQUISITE:

None

SHORT DESCRIPTION of PROGRAM

The Accounting Basics for Small Business Certificate provides a framework for students to develop skills and knowledge in accounting software techniques, enabling them to open up additional work and advancement opportunities. The certificate is also a gateway into other noncredit and credit programs. Students develop skills and training that will qualify them for even more opportunities.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:
1. Understand the basic components of the primary financial statements - balance sheet, income statement, and cash flow statement.
2. Understand the interaction between different statements and individual accounting entries.
3. Apply these basic accounting concepts to a small business.
4. Use the knowledge from this class as a foundation for working with an accounting software package.

Required Courses

		Hours
ACC – 801	Setting Up QuickBooks for Small Business	16
ACC – 802	Monthly Procedures Using QuickBooks	16
ACC – 803	Year End Procedures with QuickBooks	16

Elective Courses   **Hours**

None

Total Hours: **48**

Proposal Form for Proposed New Certificate Pattern
RIVERSIDE CITY COLLEGE
MORENO VALLEY COLLEGE

PROPOSED TITLE FOR NEW CERTIFICATE PATTERN: CODING PREP

PROPOSED CODING FOR NEW CERTIFICATE PATTERN: TOP Code: 0707.00

RATIONALE FOR NEW CERTIFICATE PATTERN: To provide a preparatory skill set orienting the student towards the design and development of software applications.

The Coding Prep, non-credit Certificate of Competency provides students an overview of the knowledge and skills needed in fields that require software coding for the development of computer applications. The content provides an introduction to the field of study and covers basic foundational concepts.

The certificate pattern begins with a historical synopsis of relevant topics and personalities in the computing field. It progresses to the development of algorithms which are solutions of everyday problems that can be interpreted and processed by a machine. Simple tools like calculators and spreadsheets help formulate test conditions to assure program fidelity. Computers are composed of simple logic gates and an understanding of Boolean logic is essential for controlling their processing architecture. The ability to document both textually and visually helps in designing and writing the actual computer code. Last but not least, it is important to write an introductory program and store this in a repository .

Certificate Program Learning Outcomes
Upon successful completion of this program, students should be able to:

- Formulate an algorithm textually and visually.
- Create a simple program and store in a repository.

Required Courses (54 Hours)			Hours
CIS-834	Historical Perspective:	Napier to Torvalds	9
CIS-835	Foundational Approach:	Word Problems to Work Flow	9
CIS-836	Computational Tools:	Calculators to Spreadsheets	9
CIS-837	Boolean Formulation:	Logic to Relationships	9
CIS-838	Pseudo-code and Flowcharts:	Descriptive to Visual	9
CIS-839	Tools of the trade:	IDE's to Backup	9

TOTAL HOURS	54 HOURS

College: R _x_ M_X_ N____

TOPs Code: 4930.10

College Career Readiness and Student Educational Planning Certificate

PROGRAM PREREQUISITE:
None.

SHORT DESCRIPTION of PROGRAM
This course is designed to help students make effective decisions regarding their educational options that lead to career/job placement and life choices. Students will gain self-awareness and develop techniques for successful educational, major, career pathway & life planning. Topics include personal development understanding higher education, major selection and preparation, job search strategies and development of career and life action plans.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students should be able to:
1. Understand personality types, personal values, and interests pertaining to life management.
2. Understand how to prepare for a career by clarifying major and program of study at RCCD.
3. Learn about the requirements and benefits of a certificate, associate's degree, and associate degree for transfer.
4. Understand the process of developing a student educational plan that will lead to identified career.
5. Understand how to prepare for a career that relates to personal skills and interests.
6. Learn how to create an action plan outlining life and career goals.

Required Courses	**Units**
GUI 847A Career Readiness	24 hours
GUI 847B Educational Planning to Career	24 hours

Elective Courses	**Units**
None	

Total Units:	**48 hours**

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD

College Student Success Certificate

PROGRAM PREREQUISITE:
None.

SHORT DESCRIPTION of PROGRAM
This certificate is designed to introduce students to college terms, support services and personal factors that contribute to academic success. Students will learn important differences between high school and college including their rights and responsibilities. Topics include effective decision making and communication skills necessary for academic success. Personal growth theories, health and wellness and strategies in study skills will also be addressed.

PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students should be able to:
1. Understand the difference between high school and college.
2. Understand important college terms policies, student rights and responsibilities.
3. Learn about personal, academic and college readiness.
4. Understand how to access services.
5. Understand how and why growth mindset and grit are essential to student success in college.
6. Understand the importance of time management and learn strategies to do so.
7. Learn to use various forms of technology at Riverside Community College District.

Required Courses	Units
GUI 845 College Readiness	24 hours
GUI 848 Student Success	24 hours

Elective Courses	Units
None	

Total Units:	48 hours

RIVERSIDE COMMUNITY COLLEGE DISTRICT
PROGRAM OUTLINE of RECORD

College: R___ M___ N_x___

TOPs Code: ___0956.00___

Computerized Numerical Control Operator, Certificate of Completion (Noncredit)

PROGRAM PREREQUISITE:

None

SHORT DESCRIPTION of PROGRAM

This certificate is designed to provide entry-level skills to operate a Computer Numerical Control (CNC) lathe or milling type machine tool. Upon completion, students can may secure employment as an entry level CNC operator. This certificate also serves as a gateway into other noncredit and credit programs.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:
1. Demonstrate sufficient proficiency to apply for and obtain entry-level employment in the field of computer numerical control technology.
2. Perform machine start-up and make machine adjustments and minor programming changes.
3. Perform inspections, make tool changes and knowledge of machine shut down.

Required Courses

		Hours
MAN-857	CNC Program Writing	108
MAN-856	CNC Machine Set-up and Operation	108

Elective Courses

Hours

None

Total Hours:

216

Proposed Curricular Changes
Compiled for the Executive Cabinet, Committee on Teaching and Learning, and Board of Trustees

Courses

Course Deletions

		M	N	R
GAM 37	**Beginning Level Design for Computer Games**	☐	☑	☐
GAM 38A	**Simulation and Gaming/3D Modeling for RealTime Interactive Simulations**	☐	☑	☐
GAM 38B	**Simulation and Gaming/3D Animation for Real-Time Interactive Simulations**	☐	☑	☐
KIN A74	**Hiking and Backpacking Activities** Haven't taught the class in over 5 years.	☐	☐	☑
MAN 59	**Comp-Aided Man-GibbsCAM**	☐	☑	☐

Course Exclusions

		M	N	R
REA 82	**College Reading and Strategies** No longer taught (AB 705)	☑	☐	☐

Course Major Modifications

		M	N	R
ARA 11H	**Honors Arabic Culture and Civilization** To enhance the current honors offerings.	☐	☐	☑
ART 5	**Arts of Africa, Oceania, and Indigenous North America** Update textbook	☑	☑	☑
COS 62A	**Level I Esthetician Concepts** Update course outline as part of the program review process.	☐	☐	☑
COS 62B	**Level II Esthetician Concepts** Updating course outline.	☐	☐	☑
EDU 200	**Education Work Experience** To change the course description to be compliant with the State Chancellor's office recommendation. COR has not been updated since 2008.	☐	☐	☑
ELE 23	**Electronic Devices and Circuits** Change in Lecture & Lab hours; change of advisory from ELE-21 to ELE-13; update of the rest of the course, including more recent text.	☐	☑	☐
MKT 200	**Marketing Work Experience** To change the course description to be compliant with the State Chancellor's office recommendation. COR has not been updated since 2008.	☑	☐	☐
RLE 200	**Real Estate Work Experience** To change the course description to be compliant with the State Chancellor's office recommendation. COR has not been updated since 2008.	☑	☐	☐

New Courses

		M	N	R
KIN 200	**Kinesiology Work Experience** To change the course description to be compliant with the State Chancellor's office recommendation. COR has not been updated since 2008.	☐	☐	☑

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New Programs

Certificate

BUS	**Human Resources** This mini-certificate will provide students with the practical knowledge and its application within the Human Resources field which may facilitate promotion or career changes.	☐ ☐ ☑
BUS	**Real Estate Practice** This program advances real estate careers by focusing efforts on finance, investments, leasing and brokerage, property management, and escrow procedures.	☐ ☐ ☑
BUS	**Real Estate Salesperson & Transaction** The Real Estate Salesperson & Transaction certificate prepares students to qualify for and successfully take the California Real Estate Salesperson exam. This certificate prepares students to buy, sell, lease, and to represent others to buy, sell and lease residential and commercial real estate property.	☐ ☐ ☑

Non-Credit Certificate

BUS	**Business Skills Bootcamp** The Business Skills Boot Camp Non-Credit Certificate of Completion fulfils the college mission by promoting marketable communication, personal branding, customer experience, and professional self-image skills leading to improved marketability and employability for entrepreneurs, small business, and freelance, "gig" workers.	☐ ☐ ☑
BUS	**Gig: The Solopreneurs Adventure** The Gig Economy Non-Credit Certificate of Completion is designed to provide skills for improved marketability, opportunities, employability and overcoming challenges for freelance workers, independent contractors, and solopreneurs.	☐ ☐ ☑

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Proposal Form for Proposed New Certificate Pattern
RIVERSIDE CITY COLLEGE

PROPOSED TITLE FOR NEW CERTIFICATE PATTERN: **HUMAN RESOURCES LOCAL CERTIFICATE**
PROPOSED CODING FOR NEW CERTIFICATE PATTERN: 0506.00

RATIONALE FOR NEW CERTIFICATE PATTERN:
This mini-certificate will provide students with the practical knowledge and its application within the Human Resources field which may facilitate promotion or career changes.

SHORT DESCRIPTION OF PROGRAM
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.

CERTIFICATE PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students should be able to:
- Apply sound human resources management practices.
- Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resources management.
- Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.
- Understand the role that Human Resources Management plays in the successful operations of a business or organization.
- Analyze and explain various human resources laws and policies required for a professional in the field to know and understand.

REQUIRED COURSES		15 Units
BUS 10	Introduction to Business	3
or		
BUS 10H	Honors Introduction to Business	3
MAG 47	Applied Business and Management Ethics	3
MAG 52	Employee Training, Development	3
MAG 53	Human Relations	3
MAG 56	Human Resources Management	3
TOTAL CERTIFICATE UNITS		15 UNITS

Proposal Form for Proposed New Certificate Pattern
RIVERSIDE CITY COLLEGE

PROPOSED TITLE FOR NEW CERTIFICATE PATTERN: **REAL ESTATE PRACTICE LOCAL CERTIFICATE**
PROPOSED CODING FOR NEW CERTIFICATE PATTERN: 0511.00

RATIONALE FOR NEW CERTIFICATE PATTERN:
Furthering a current real estate career path or gaining a solid understanding of the best practices in a different segment is key to demonstrating a commitment to the real estate industry and other professional real estate opportunities.

SHORT DESCRIPTION OF PROGRAM
This program advances real estate careers by focusing efforts on finance, investments, leasing and brokerage, property management, and escrow procedures.

CERTIFICATE PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students should be able to:

- Analyze and evaluate business principles, challenges, and opportunities as it relates to real estate.
- Discuss and evaluate real estate marketing and sales techniques.
- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate markets and trends.
- Explain and evaluate methods of financing real estate.
- Explain laws and procedures that apply to escrows involving the sale of California residential real estate.

REQUIRED COURSES		15 Units
BUS 10	Introduction to Business	3
or		
BUS 10H	Honors Introduction to Business	3
RLE 80	Real Estate Principles	3
RLE 81	Real Estate Practices	3
RLE 82	Legal Aspects of Real Estate	3
RLE 83	Real Estate Finance	3
or		
RLE 86	Escrow Procedures I	3

Proposal Form for Proposed New Certificate Pattern
RIVERSIDE CITY COLLEGE

PROPOSED TITLE FOR NEW CERTIFICATE PATTERN: **REAL ESTATE SALESPERSON & TRANSACTION LOCAL CERTIFICATE**

PROPOSED CODING FOR NEW CERTIFICATE PATTERN: 0511.00

RATIONALE FOR NEW CERTIFICATE PATTERN:
The real estate market is an ever-growing business, and in order to practice real estate, you must be licensed. In order to become licensed, you must meet the minimum educational requirements. This program offers students a pre-licensing educational program which qualifies students to take the California state real estate licensing exam

SHORT DESCRIPTION OF PROGRAM
The Real Estate Salesperson & Transaction certificate prepares students to qualify for and successfully take the California Real Estate Salesperson exam. This certificate prepares students to buy, sell, lease, and to represent others to buy, sell and lease residential and commercial real estate property.

CERTIFICATE PROGRAM LEARNING OUTCOMES
Upon successful completion of this program, students should be able to:

- Discuss and evaluate real estate marketing and sales techniques.
- Demonstrate the ability to analyze ethical and procedural problems that arise in residential real estate sales transactions from the prospective of buyers, sellers, brokers, appraisers, lenders, and escrow officers.
- Discuss and evaluate real estate markets and trends.

REQUIRED COURSES		9 Units
RLE 80	Real Estate Principles	3
RLE 81	Real Estate Practices	3
RLE 82	Legal Aspects of Real Estate	3
TOTAL UNITS		9 Units

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Business Skills Boot Camp   **College**: Riverside
                                                                                              TOP Code: 0506.40

The Business Skills non-credit Certificate of Completion will provide students short-term basic, business skills needed in multiple fields with the goal of increasing employability. The content provides an overview professional self-management and online skills used in business. Topics covered includes Professional Communication Basics, Professional Online Presence, Customer Experience, and Professional Self-management.

Certificate Program
Program Learning Outcomes
Upon successful completion of this program, students should be able to:
- Apply effective techniques for communication with clients and customers
- Create a professional online appearance
- Develop an effective customer experience
- Apply techniques for professional self-management

Required Courses (36 Hours)		Hours
BUS/CAT-114	Business Skills: Professional Communication Basics	9
BUS-115	Business Skills: Professional Online Presence	9
BUS-116	Business Skills: Customer Experience	9
BUS/CAT-117	Business Skills: Professional Self-Management	9

Gig: The Solopreneurs Adventure

SHORT DESCRIPTION OF PROGRAM

The Gig Economy non-credit Certificate of Completion will provide students with the entrepreneurial skills necessary to successful enter the Gig Economy, understand the elements of supplemental income (side Gigging), evaluate the initial steps to becoming a Gig Economy freelancer or independent contractor, and the fundamentals of creating an online presence that will assist in establishing the students brand as a solopreneur.

PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of social media and its effectiveness when utilized as a tool for marketing oneself for employment with the Gig Economy.
- Development of a professional online persona/brand used on social media websites that offer short-term contracts with the Gig Economy.
- Demonstrate the results-oriented ability to engage in technological platforms, to develop opportunity profiles, establish service compensation value, billing, and other skills necessary to participate in the Gig Economy.

PROGRAM REQUIREMENTS

Required Courses		36 hours
BUS-111	Entrepreneur Mindset	18 hours
BUS-113	Solopreneurs: Personal Finance and QuickBooks Quickstart	9 hours
BUS-115	Business Skills: Professional Online Presence	9 hours

Board of Trustees Committee Meeting (VI.A)

Meeting	August 6, 2019
Agenda Item	Other Items (VI.A)
Subject	Pursuant to Government Code Section 54957 Public Employee Performance Evaluation Title: Chancellor
College/District	District
Funding	N/A
Recommended Action	To Be Determined

Background Narrative:

To Be Determined

Prepared By:

Board of Trustees Committee Meeting (VI.B)

Meeting	August 6, 2019
Agenda Item	Other Items (VI.B)
Subject	Conference with Labor Negotiator
	RCCD Designated Representative: Bradley Neufeld of Varner and Brandt, LLP
	Unrepresented Employee: Chancellor
College/District	District
Funding	N/A
Recommended Action	To Be Determined

Background Narrative:

To Be Determined

Prepared By: