

## District Curriculum Committee Meeting Agenda

**Tuesday, May 4, 2021**

**4:00-5:00pm**

**Hosted Via Zoom**

Committee Members	Guests
<input type="checkbox"/> Ann Pfeifle (Chair, MVC)	<input type="checkbox"/> Lijuan Zhai (AVC Ed Services and Institutional Effectiveness, RCCD)
<input type="checkbox"/> Jeannie Kim (Co-Chair, VC Ed. Services)	<input type="checkbox"/> Steven Schmidt (MUS, RCC)
<input type="checkbox"/> Kelly Douglass (ENG, RCC)	<input type="checkbox"/> Bryan Nicol (Staff, RCCD)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Ellen Brown-Drinkwater (AO, RCC)
	<input type="checkbox"/> Nick Franco (AO, NOR)
	<input type="checkbox"/> Jeanne Howard (AO, MVC)
	<input type="checkbox"/> Sabina Fernandez (Staff, MVC)
	<input type="checkbox"/> Casandra Greene (Staff, RCC)
	<input type="checkbox"/> Nicole Brown (Staff, NOR)
Additional Guests:	

### **Zoom Information**

<https://cccconfer.zoom.us/j/93481309860>

+1 669 900 6833 (US Toll)

Meeting ID: 934 8130 9860

### **Agenda and Minutes**

1. Approval of Agenda
2. Approval of Minutes – April 20, 2021

### **Reports from Colleges**

1. Moreno Valley
2. Norco
3. Riverside

### **Action Items**

1. Curriculum Proposals

### **Discussion Items**

1. Brown Act and Governor’s Executive Order – Jeannie Kim
2. COR Review with Equity Questions - Kelly Douglass

## **Program Documentation**

1. New Programs
  - a. Norco – Business Administration 2.0
  - b. Riverside – Business Administration 2.0
  - c. Moreno Valley – Information Technology (IT) Cybersecurity
2. Program Modifications
  - a. Riverside – Executive Office Management

*Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Curriculum Committee will meet on May 4, 2021 via Zoom Conferencing.*

*Consistent with Executive Order N-29-20 and Government Code sections 54953.2, 54954.1, 54954.2, and 54957.5, the Riverside Community College District Curriculum Committee will provide to individuals with disabilities reasonable modification or accommodation including an alternate, accessible version of all meeting materials. To request an accommodation, please contact [techreview@rccd.edu](mailto:techreview@rccd.edu) at least one week prior to the meeting. Requests received after this time will be honored when possible.*

*Members of the public wishing to comment on an agenda item or other topic within the purview of the Riverside Community College District Curriculum Committee will be given the opportunity via Zoom or may submit commentary to [techreview@rccd.edu](mailto:techreview@rccd.edu).*

# District Curriculum Committee

Proposals for Review for Meeting: 05/04/2021

## Courses

### Course Deletions

		M	N	R	Discussion	Action
NRN 91	Nursing Work Study (BRN Approved)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Rationale:</b>	This course is being deleted as it is no longer a viable offering. We currently have NRN-200 Work Experience and other support laboratory courses to assist students in refinement of nursing skills and competency development. This course has not been offered since Winter 2012.					
<b>Tech Review:</b>	Approved, 4/20/2021					
<b>MOV:</b>	Info Item, 4/27/2021					
<b>NOR:</b>	Info Item, 4/27/2021					
<b>RIV:</b>	Approved, 4/27/2021					

### Course Exclusions

		M	N	R	Discussion	Action
ENG 85	Writing Clinic (English)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Rationale:</b>	At Riverside City College, this course was a .5 unit course which cost money and added units to the students' overall units earned. RCC now offers a non-credit version of this course so students can receive help for free and without earning any units.					
<b>Tech Review:</b>	Approved, 4/20/2021					
<b>MOV:</b>	Info Item, 4/27/2021					
<b>NOR:</b>	Info Item, 4/27/2021					
<b>RIV:</b>	Approved, 4/27/2021					

ILA 1	Introduction to Tutor Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Rationale:</b>	RCC is excluding the course because it has never been offered and there are no plans to offer it in the future.					
<b>Tech Review:</b>	Approved, 4/20/2021					
<b>MOV:</b>	Info Item, 4/27/2021					
<b>NOR:</b>	Info Item, 4/27/2021					
<b>RIV:</b>	Approved, 4/27/2021					

### Course Inclusions

		M	N	R	Discussion	Action
ETS 14	African American History I	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Rationale:</b>	Somehow when the new ETS courses were approved through curriculum Norco was not added to the ETS-14 course outline of record even though we offer the HIS-14 cross-listed companion course. We would like to add this course to our Norco catalog in order to be able to submit both ETS-14 and HIS-14 for the new CSU GE area F.					
<b>Tech Review:</b>	Approved, 4/6/2021					
<b>MOV:</b>	Info Item, 4/27/2021					
<b>NOR:</b>	Approved, 4/27/2021					
<b>RIV:</b>	Info Item, 4/27/2021					

# Courses

## Course Major Modifications

M N R Discussion

Action

**BIO 9**      **Introduction to the Natural History of Southern California**     

**Rationale:** It is necessary to increase the number of lecture hours from 36 to 54 for several reasons. First, as the course is currently structured, we have time to briefly discuss an ecosystem or habitat and then visit that habitat. We do not have time to return and assimilate what we learned in the classroom with what we saw and experienced in the field. Second, Southern California is home to many unique and important ecosystems and endemic species. With the current class structure, instructors have had to choose which of these topics should be left out as there simply isn't time to cover them all. Additionally, since this course does involve many field trips, instructions about field safety, coordination for getting to field sites, and information about what to wear and bring to each trip take up a portion of the lecture time. Lastly, the current structure of 36 lecture hours makes students unable to use this course as their "Life Science with a lab" option at many transfer schools.

Please note that Course Objectives and Course Content have also been updated.

**Tech Review:** Approved, 4/20/2021  
Most recent textbook is 2015. Faculty indicated both textbooks listed are the most recent and are considered the most authoritative.

**MOV:** Info Item, 4/27/2021      **NOR:** Info Item, 4/27/2021      **RIV:** Approved, 4/27/2021

**CMI 61**      **Introduction to Spanish English Translation**     

**Rationale:** Update COR, add objectives, update texts.

**Tech Review:** Approved, 4/20/2021  
Original concern was the use of the term "near-native" in the requisite. Faculty are comfortable with just using "fluency in English and in Spanish." However, argument for keeping near-native is that it implies, to some degree, a cultural understanding as well, not just a linguistic understanding. In our own HR job description, this is also the language that's used. If the new person who is hired wants to put forward a modification, they can. Ann will modify COR.

**MOV:** Approved, 4/27/2021      **NOR:** Info Item, 4/27/2021      **RIV:** Info Item, 4/27/2021

**CMI 71**      **Bilingual Interpretation for the Medical Professions**     

**Rationale:** Updating of COR to include objectives and recent textbooks.

**Tech Review:** Approved, 4/20/2021

**MOV:** Approved, 4/27/2021      **NOR:** Info Item, 4/27/2021      **RIV:** Info Item, 4/27/2021

**CMI 81**      **Introduction to Court Interpreting**     

**Rationale:** Updating of COR to include objectives and recent textbooks.

**Tech Review:** Approved, 4/20/2021

**MOV:** Approved, 4/27/2021      **NOR:** Info Item, 4/27/2021      **RIV:** Info Item, 4/27/2021

**CMI 91**      **Introduction to Translation and Interpretation for Business**     

**Rationale:** Update COR to include objectives and recent textbooks.

**Tech Review:** Approved, 4/20/2021

**MOV:** Approved, 4/27/2021      **NOR:** Info Item, 4/27/2021      **RIV:** Info Item, 4/27/2021

# Courses

## Course Major Modifications

		M	N	R	Discussion	Action
ENE 51	Print Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Rationale:</b>	Only course title change from Blueprint Reading to "Print Reading"					
<b>Tech Review:</b>	Approved, 4/6/2021					
<b>MOV:</b>	Info Item, 4/27/2021					
<b>NOR:</b>	Approved, 4/27/2021					
<b>RIV:</b>	Approved, 4/27/2021					
<hr/>						
ENE 851	Print Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Rationale:</b>	Only course title change from Blueprint Reading to "Print Reading"					
<b>Tech Review:</b>	Approved, 4/6/2021 Brian will edit to have hours match DFT/ENE-51.					
<b>MOV:</b>	Info Item, 4/27/2021					
<b>NOR:</b>	Approved, 4/27/2021					
<b>RIV:</b>	Info Item, 4/27/2021					

## Distance Education

		M	N	R	Discussion	Action
ETS DX 1-53	ETS DX 1-53	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Rationale:</b>						
<b>Tech Review:</b>	Approved, 4/20/2021					
<b>MOV:</b>	Approved, 4/27/2021					
<b>NOR:</b>	Approved, 4/27/2021					
<b>RIV:</b>	Approved, 4/27/2021					

## New Courses

		M	N	R	Discussion	Action
SJS 110	Introduction to Social Justice Studies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Rationale:</b>	This course is designed to give students an introduction into the emergent field of Social Justice Studies, some of its primary concepts and issues.					
<b>Tech Review:</b>	Approved, 4/20/2021 Question regarding who determines what areas are included in the interdisciplinary areas for the FSA. Does HR make this determination? If so, how? In Meta, this course is not at the Tech Review level. Bryan will update user permissions and will push forward to the correct level.					
<b>MOV:</b>	Info Item, 4/27/2021					
<b>NOR:</b>	Approved, 4/27/2021					
<b>RIV:</b>	Info Item, 4/27/2021					

## Disciplines

### New Disciplines

		M	N	R	Discussion	Action
<b>SJS</b>	<b>Social Justice Studies</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Rationale:</b>	Social Justice Studies emerged out of historical and ongoing social progress movements such as the Labor, Civil Rights, Disability Rights, LGBTQ, and Women's Liberation movements. Students explore interconnected systems of discrimination and oppression, including institutional, relational, cultural, and socioeconomic racism, sexism, ableism, classism, heterosexism, and cisgenderism. Social Justice scholarship locates intersectional identities of race, class, sex, ability, gender, sexuality, religion, culture, and nation, to explore inequities and identify systems of oppression and advantage that exist as a result of marginalization, cultural supremacy/insensitivity, and/or violence. The goal of the program is not to engender a singular approach to social justice issues but rather to present students with a dynamic academic framework for thinking creatively and pragmatically about contemporary social issues. Areas of scholarship that inform social justice include education; anthropology; race and ethnic studies; cognitive developmental and social psychology; gay, lesbian bisexual, transgender and queer studies; history; literature; Queer Theory; Judaic and Middle Eastern studies; sociology, and women, gender, and sexuality studies. The Social Justice Studies transfer degree offers students the opportunity to prepare for rewarding work, such as with government agencies, colleges and universities, consulting firms, research institutes, corporations, domestic and international non-governmental or community or environmental organizations, human rights organizations, the United Nations, and international development organizations, or in journalism, writing, or social work.					
<b>Tech Review:</b>	Approved, 4/20/2021 There is no Social Justice Studies discipline in the minimum qualifications handbook. Faculty would like to link this to Interdisciplinary Studies. Bryan will update form.					
<b>MOV:</b>	Info Item, 4/27/2021	<b>NOR:</b>	Approved, 4/27/2021	<b>RIV:</b>	Info Item, 4/27/2021	

## Programs

### New Programs

#### ADT

		M	N	R	Discussion	Action
<b>BUS</b>	<b>Business Administration 2.0</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>Rationale:</b>	Update is being made to be in alignment with new TMC Version 2.					
<b>Tech Review:</b>	Approved, 4/6/2021					
<b>MOV:</b>	Info Item, 4/27/2021	<b>NOR:</b>	Approved, 4/27/2021	<b>RIV:</b>	Info Item, 4/27/2021	
<b>BUS</b>	<b>Business Administration 2.0</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>Rationale:</b>	Update is being made to be in alignment with new TMC Version 2.					
<b>Tech Review:</b>	Approved, 4/6/2021					
<b>MOV:</b>	Info Item, 4/27/2021	<b>NOR:</b>	Info Item, 4/27/2021	<b>RIV:</b>	Approved, 4/27/2021	

# Programs

## New Programs

M N R Discussion

Action

### Degree

CIS **Information Technology (IT) Cybersecurity**

**Rationale:** Associate Degree of Science in Cybersecurity is a pathway for students pursue further education at California State San Bernardino. This program also aims to develop quality and quantity of technical professionals in existing courses and certificates in IT Technician Pathway programs. Students will meet breadth requirements while gain skills to become entry-level cybersecurity specialists, computer security professionals, and network security technician.

**Tech Review:** Approved, 4/20/2021

**MOV:** [Approved, 4/27/2021](#)

**NOR:** Info Item, 4/27/2021

**RIV:** Info Item, 4/27/2021

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## Program Modifications

M N R Discussion

Action

### Degree & Certificate

CAT **Executive Office Management**

**Rationale:** Removal of CAT/CIS 84 from program

**Tech Review:** Approved, 4/6/2021

**MOV:** Info Item, 4/27/2021

**NOR:** Info Item, 4/27/2021

**RIV:** [Approved, 4/27/2021](#)

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## Program Outline of Record – Associate Degree for Transfer (ADT)

### Program Outline

**Title: Associate Degree for Transfer in Business Administration 2.0**

**College:**  Moreno Valley College  Norco College  Riverside City College  
*(Please note: ADTs are college specific. If multiple colleges wish to adopt this program, a separate proposal and college specific supporting documents are required.)*

**TOPs Code:** 0505.00

**CIP Code:** 520201

**Type of ADT:**  Associate in Arts for Transfer  Associate in Science for Transfer

**This is a:**  New ADT  Modification to an existing ADT

**If this is a modification to an existing ADT, please specify the changes being made:**

Update to Version 2 – to include MAT 1A; delete CIS 1A and MAT-4

**Rationale:**

Update is being made to be in alignment with new TMC Version 2.

### Required Documentation:

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto:TechReview@rccd.edu). Please do not submit your proposal until all of the documentation below is complete.

**All new and modified ADTs must include the following:**

- Discipline and Department minutes showing approval
- Narrative *(See next page)*
- Completed Chancellor’s Office Template (TMC) *(Must be most current version available)*
- C-ID or ASSIST Articulation Information, as required by the TMC *(Work with your Articulation Officer to obtain this documentation)*



**Program Narrative**

**Item 1. Program Goals and Objectives**

This degree is designed to facilitate the student’s passage from Norco College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree 2.0. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

**Item 2. Catalog Description**

This degree is designed to facilitate the student’s passage from Norco College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree 2.0. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

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

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

Required Courses:   26   units

Course	Title	Units
ACC 1A	Principles of Accounting I	3
ACC 1B	Principles of Accounting II	3
ECO 7/7H*	Principles of Macroeconomics/Honors	3
ECO 8/8H*	Principles of Microeconomics/Honors	3
BUS 18A	Business Law I	3
MAT 12/12H*	Statistics/Honors	4

Select one course below:

Course	Title	Units
MAT 5*	Calculus for Business and Life Science	4
MAT 1A*	Calculus I	4

Select one course below:

Course	Title	Units
BUS 10/10H	Introduction to Business/Honors	3
BUS 24	Business Communication	3

\*Courses may also be used to fulfill general education requirements for the CSU GE or IGETC pattern, please confer with a counselor.

PSY/SOC-48 is an approved course substitution for MAT-12/12H and may be used to satisfy the ADT statistics requirement. However, MAT-12/12H is the recommended statistics course for this program since it is more widely accepted for the Business Administration major across the CSU campuses.

#### ASSOCIATE IN Science FOR TRANSFER DEGREE

The Associate in Science in Business Administration for Transfer degree 2.0 will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

## Program Outline of Record – Associate Degree for Transfer (ADT)

### Program Outline

**Title: Associate Degree for Transfer in Business Administration 2.0**

**College:**  Moreno Valley College  Norco College  Riverside City College

*(Please note: ADTs are college specific. If multiple colleges wish to adopt this program, a separate proposal and college specific supporting documents are required.)*

**TOPs Code:** 0505.00

**CIP Code:** 520201

**Type of ADT:**  Associate in Arts for Transfer  Associate in Science for Transfer

**This is a:**  New ADT  Modification to an existing ADT

**If this is a modification to an existing ADT, please specify the changes being made:**

Update to Version 2 – to include MAT 5 or 1A; delete CIS 1A

**Rationale:**

Update is being made to be in alignment with new TMC Version 2.

**Required Documentation:**

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto:TechReview@rccd.edu). Please do not submit your proposal until all of the documentation below is complete.

**All new and modified ADTs must include the following:**

- Discipline and Department minutes showing approval
- Narrative *(See next page)*
- Completed Chancellor’s Office Template (TMC) *(Must be most current version available)*
- C-ID or ASSIST Articulation Information, as required by the TMC *(Work with your Articulation Officer to obtain this documentation)*

**Program Narrative**

**Item 1. Program Goals and Objectives**

This degree is designed to facilitate the student’s passage from Riverside City College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree 2.0. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

**Item 2. Catalog Description**

This degree is designed to facilitate the student’s passage from Riverside City College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree 2.0. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor’s Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

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

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

Required Courses:   26   units

Course	Title	Units
ACC 1A	Principles of Accounting I	3
ACC 1B	Principles of Accounting II	3
ECO 7/7H	Principles of Macroeconomics/Honors	3
ECO 8/8H	Principles of Microeconomics/Honors	3
BUS 18A	Business Law I	3
MAT 12/12H	Statistics/Honors	4

Select one course below:

Course	Title	Units
MAT 5	Calculus, for Business and Life Science	4
MAT 1A	Calculus I	4

Select one course below:

Course	Title	Units
BUS 10/10H	Introduction to Business/Honors	3
BUS 24	Business Communication	3

*For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.*

PSY/SOC-48 is an approved course substitution for MAT-12/12H and may be used to satisfy the ADT statistics requirement. However, MAT-12/12H is the recommended statistics course for this program since it is more widely accepted for the Business Administration major across the CSU campuses.

#### ASSOCIATE IN Science FOR TRANSFER DEGREE

The Associate in Science in Business Administration for Transfer degree 2.0 will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better (or a “P” if taken as Pass/No Pass).

**Program Outline**

**Title: Associate of Science Degree in Information Technology (IT) Cybersecurity**

**Moreno Valley College**                       **Norco College**                       **Riverside City College**  
*(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)*

**TOPs Code:** 0708.00                      **CIP Code:** 51.0723

**Type of Program:**

Certificate of Achievement only                       Locally approved certificate (8-units or less) only  
 Associate Degree only                       Certificate of Achievement and Degree

**Type of Associate Degree:**                       Associate of Arts                       Associate of Science

**This is a:**                       New certificate/degree                       Modification to an existing certificate/degree

**If this is a modification to an existing certificate/degree, please specify the changes being made:**  
*(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)*

**Rationale:**

*Associate of Science Degree in Information Technology (IT) Cybersecurity is a pathway for students pursue further education at California State San Bernardino. This program also aims to develop quality and quantity of technical professionals in existing courses and certificates in IT Technician Pathway programs. Students will meet breadth requirements while gain skills to become entry-level cybersecurity specialists, computer security professionals, and network security technician.*

**Required Documentation**

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto:TechReview@rccd.edu). Please do not submit your proposal until all of the documentation below is complete.

**All Degrees and Certificates**

- Evidence of district-wide discipline communication
- Department minutes showing approval
- Narrative *(see following page)*
- Transfer preparation documentation *(only if applicable)*

**Degrees and Certificates of 8 Units or More with Vocational TOPs Codes**

**In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor’s Office for approval.\***

- Labor Market Information and Analysis *(Required for new programs and modifications.)*
- Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*

Regional Consortium Recommendation (*Required for new programs only.*)- **PENDING**- *Program submitted for regional review, will get recommendation after May 2021. (sf)*

*\*Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

**Program Narrative**

**Item 1. Program Goals and Objectives**

The goal of this program is to increase diversity in the technical workforce while providing students a transfer pathway to a university, such as California State San Bernardino, in which students can further pursue their education and training in cybersecurity.

**PROGRAM LEARNING OUTCOMES:**

- Upon successful completion of this program, students should be able to:
- Apply security principles and countermeasures to protect information systems against threats.
- Evaluate technical issues and derive solutions to address security gaps.
- Plan, design and implement security controls to reduce risks in information systems.

**Item 2. Catalog Description**

*Associate of Science in Information Technology (IT) Cybersecurity prepares students for IT and cybersecurity workforce. The program coursework includes hands-on practices in system support, networking, security implementation. Students will learn to troubleshoot systems, plan, design and derive viable security controls and solutions to address network and system security gaps.*

**PROGRAM LEARNING OUTCOMES:**

- Upon successful completion of this program, students should be able to:
- Apply security principles and countermeasures to protect information systems against threats.
- Evaluate technical issues and derive solutions to address security gaps.
- Plan, design and implement security controls to reduce risks in information systems.

Required Courses:   26   units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-25	Information and Communication Technology Essentials	4	Semester 1, Fall
CIS-27	Information and Network Security	3	Semester 1, Fall
CIS-40A	Computer Network Fundamentals	3	Semester 2, Spring
CIS-40B	Routing and Switching Essentials	3	Semester 2, Spring
CIS-40D	Systems and Network Administration	3	Semester 3, Fall
CIS-41A	Principles of Cybersecurity Analysis	3	Semester 2, Spring
MAT-12	Statistics	4	Semester 1, Fall

Elective Courses:   6   units

Course	Title	Units	Sequencing
BUS-24	Business Communications	3	Semester 2, Spring
CIS-30A	Introduction to Python Programming	3	Semester 2, Spring



CIS-30C	Python Programming in Cybersecurity	3	Semester 3, Fall
CIS-40C	Installing, Configuring & Administering Microsoft Operating Systems	3	Semester 3, Fall
CIS-21	Introduction to Operating Systems	3	Semester 3, Fall
CIS-27A	Computer Forensics Fundamentals	3	Semester 3, Fall
CIS-27B	Introduction to Cybersecurity: Ethical Hacking	3	Semester 3, Fall
CIS-61	Introduction to Database Theory	3	Semester 3, Fall

Total Program Units: 32

The **Associate of Science Degree in Information Technology (IT) Cybersecurity** will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### Item 3. Program Requirements

Required Courses:   26   units

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-25	Information and Communication Technology Essentials	4	Semester 1, Fall
CIS-27	Information and Network Security	3	Semester 1, Fall
CIS-40A	Computer Network Fundamentals	3	Semester 2, Spring
CIS-40B	Routing and Switching Essentials	3	Semester 2, Spring
CIS-40D	Systems and Network Administration	3	Semester 3, Fall
CIS-41A	Principles of Cybersecurity Analysis	3	Semester 2, Spring
MAT-12	Statistics	4	Semester 1, Fall

Elective Courses:   6   units

Course	Title	Units	Sequencing
BUS-24	Business Communications	3	Semester 2, Spring
CIS-30A	Introduction to Python Programming	3	Semester 2, Spring
CIS-30C	Python Programming in Cybersecurity	3	Semester 3, Fall
CIS-40C	Installing, Configuring & Administering Microsoft Operating Systems	3	Semester 3, Fall
CIS-21	Introduction to Operating Systems	3	Semester 3, Fall
CIS-27A	Computer Forensics Fundamentals	3	Semester 3, Fall
CIS-27B	Introduction to Cybersecurity: Ethical Hacking	3	Semester 3, Fall
CIS-61	Introduction to Database Theory	3	Semester 3, Fall

Total Program Units: 32

The **Associate of Science Degree in Information Technology (IT) Cybersecurity** will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Minimum Degree Units		Maximum Degree Units	
Minimum Required Units	32	Maximum Required Units	32
Minimum Elective Units	6	Maximum Elective Units	6
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	7	Double Counted Units	4
<b>Total Minimum Degree Units</b>	<b>60</b>	<b>Total Maximum Degree Units</b>	<b>65</b>

**Item 4. Master Planning**

*This associate degree program aims to increase the diversity in Inland Empire workforce by providing technical training emphasis in Career Technical Education. This program will increase the diversity of student population in Computer Information Systems discipline, aligning with Guided Pathway to support student in building their careers in the IT industry. The growth of the program will also address to need to improve special populations in STEM and IT, such as potentially increasing the population of female, Hispanic, African American students and professionals in the areas of STEM. The program is expected to have a steady growth after the initial year with program promotional outreach to local high schools and community centers.*

**Item 5. Enrollment and Completer Projections**

*This program is expected to have 50 to 100 students by Spring 2024.*

*Required courses:*

- CIS-1A 49 students*
- CIS-25 49 students*
- CIS-27 49 students*
- CIS-40A 49 students*
- CIS-40B 49 students*
- CIS-40D 49 students*
- CIS-41A 49 students*
- MAT-12 50 students*

*Elective Courses:*

- BUS-24 49 students*
- CIS-30A 49 students*
- CIS-30C 49 students*
- CIS-40C 49 students*
- CIS-21 49 students*
- CIS-27A 49 students*
- CIS-27B 49 students*

CIS-61      49 students

**Item 6. Place of Program in Curriculum/Similar Programs**

*Within the Riverside Community College district, Riverside City College offers similar Associate Degree, but many of the courses in this program are only available at Moreno Valley College. Required and elective courses in this program are actively available at Moreno Valley College and Riverside City College.*

**Item 7. Similar Programs at Other Colleges in Service Area**

*Riverside City College currently offers a similar associate degree program with emphasis in cyber defense. This program addresses IT security, which entails system administration security measures and infrastructure protection practices. The program is aligned with C-ID IT Cybersecurity Model Curriculum recommendation, which aims to provide students opportunity to transfer to CSUSB upon completion of this program.*

**Item 8. Transfer Preparation Information (if applicable)**

*Courses in this program are aligned to C-ID IT Cybersecurity Model Curriculum along with CSUSB Cybersecurity undergraduate coursework.*

**Program Outline**

**Title:** Executive Office Management

**Moreno Valley College**                       **Norco College**                       **Riverside City College**  
*(Please note: All degrees and certificates are college specific. If multiple colleges wish to adopt this degree or certificate, a separate proposal and college specific supporting documents are required.)*

**TOPs Code:** 0514.40                      **CIP Code:** 520204

**Type of Program:**

Certificate of Achievement only     Associate’s Degree only     Certificate and Degree

**Type of Associate Degree:**                       Associate of Arts                       Associate of Science

**This is a:**                       New certificate/degree                       Modification to an existing certificate/degree

**If this is a modification to an existing certificate/degree, please specify the changes being made:** Removal of CAT/CIS 84 from program

**Rationale:**

Removal of CAT/CIS 84 from program

**Required Documentation**

Please submit this form and the documents outlined below to your college coordinator and the District Technical Review committee via [TechReview@rccd.edu](mailto:TechReview@rccd.edu). Please do not submit your proposal until all of the documentation below is complete.

**All Degrees and Certificates**

- Discipline and Department minutes showing approval
- Narrative *(see following page)*
- Transfer preparation documentation *(only if applicable)*

**Degrees and Certificates of 8 Units or More with Vocational TOPs Codes**

**In addition to the above, all degrees and certificates of 8 units or more with a vocational TOPs code must include the following to be submitted to the State Chancellor’s Office for approval.\***

- Labor Market Information and Analysis *(required for new programs and modifications)*
- Advisory Committee Recommendation *(required for new programs and modifications)*
- Regional Consortium Recommendation *(required for new programs only)*

*\*While certificates between 8 and less than 16 units can be approved locally and are not required to be submitted to the State Chancellor’s Office for approval, certificates that have not been approved by the State Chancellor’s Office cannot appear on student transcripts and the college cannot receive apportionment for program completions. Additionally, any certificate of less than 8 units can only be approved locally. These certificates also cannot appear on student transcripts and colleges cannot receive apportionment for completion.*

## **Program Narrative**

### **Item 1. Program Goals and Objectives**

#### **Program Learning Outcomes**

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

- Prepare, proofread, and process correspondence memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to personnel.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements.
- Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
- Compile and create basic statistical reports.
- Create properly formatted and grammatically correct business documents.
- Demonstrate an understanding of the planning, organizing, leading, and controlling function of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

### **Item 2. Catalog Description**

This program prepares individuals to supervise and manage operations and personnel of business offices, including supervision, budget preparation, scheduling, office systems, and records.

#### **Program Learning Outcomes**

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

- Prepare, proofread, and process correspondence memorandums, bills, statements, receipts, and copy information from one record to another.
- Outline and explain administrative procedures and policies to personnel.
- Coordinate and direct records and budget preparation to aid executives.
- Schedule and document appointments, meetings, and travel arrangements.
- Index, code, sort, file, retrieve and maintain office/corporation documents, records, and reports.
- Compile and create basic statistical reports.
- Create properly formatted and grammatically correct business documents.
- Demonstrate an understanding of the planning, organizing, leading, and controlling function of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

**Item 3. Program Requirements**

*Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.*

Required Courses: 36 units

Course	Title	Units	Sequencing
CAT-1A	Business Etiquette	3	Y1, Summer, Y1 Fall
CAT/CIS-3	Computer Applications for Business	3	Y1, Spring
CAT-30	Business English	3	Y1, Fall
CAT-31	Business Communications	3	Y1, Fall
CAT-51	Intermediate Keyboarding/Document Formatting	3	Y1, Fall
CAT/ACC-55	Applied Accounting/Bookkeeping	3	Y2, Fall
CAT-61	Professional Office Procedures	3	Y1, Spring
CAT-62	Records Management	3	Y1, Spring
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3	Y2, Fall
CAT/CIS-90	Microsoft Outlook	3	Y2, Fall
CAT/CIS-98A	Introduction to Excel	1.5	Y2 Winter; Y2, Spring
CAT/CIS-98B	Advanced Excel	1.5	Y2, Spring
MAG-44	Principles of Management	3	Y2, Spring

Elective Courses: 0 units

Course	Title	Units	Sequencing

Total Program Units: 36 units

The Associate of Science Degree in Executive Office Management will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

Minimum Degree Units		Maximum Degree Units	
Minimum Required Units	36	Maximum Required Units	36
Minimum Elective Units	0	Maximum Elective Units	0
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	3	Double Counted Units	0
Total Minimum Degree Units	60	Total Maximum Degree Units	75

**Item 4. Master Planning**

This Program is currently an existing part of the Computer Applications and Office Technology curriculum.

**Item 5. Enrollment and Completer Projections**

Course ID	Course Title	2018-2019		2019-2020	
		Annual Sections	Annual Enrollment	Annual Sections	Annual Enrollment
CAT-1A	Business Etiquette	6	186	6	204
CAT/CIS-3	Computer Applications for Business	3	92	4	96
CAT-30	Business English	3	106	4	131
CAT-31	Business Communications Fundamentals	2	62	3	69
CAT-51	Intermed. Keyboarding/Document Formatting	3	98	4	128
CAT/ACC-55	Bookkeeping/Applied Accounting	3	46	2	73
CAT-61	Professional Office Procedures	1	28	1	32
CAT-62	Records Management	1	31	1	42
CAT/CIS-80	Word for Windows	3	127	4	154
<b>CAT/CIS-84</b>	<b>WordPerfect for Windows</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CAT/CIS-90	Microsoft Outlook	3	109	3	98
CAT/CIS-98A	Introduction to Excel	9	308	11	332
CAT/CIS-98B	Advanced Excel	3	72	2	80
MAG-44	Principles of Management	5	192	5	197

**Item 6. Place of Program in Curriculum/Similar Programs**

This Program is currently a part of the Computer Applications and Office Technology curriculum.

**Item 7. Similar Programs at Other Colleges in Service Area**

According to the Chancellor’s Office Curriculum Inventory System there are only two other programs at Chaffey College under this TOP Code.

**Item 8. Transfer Preparation Information (if applicable)**

*If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.*