

District Curriculum Committee Meeting Agenda

Tuesday, September 21, 2021

4:00-5:00pm

CAADO 209/Zoom

Committee Members	Guests
<input type="checkbox"/> Brian Johnson (Chair, MAT, NOR)	<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"/> Ann Pfeifle (HIS, MVC)	<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/92034554821>

+1 669 900 6833 (US Toll)

Meeting ID: 920 3455 4821

Agenda and Minutes

1. Approval of Agenda
2. Approval of Minutes – September 7, 2021

Reports from Colleges

1. Moreno Valley
2. Norco
3. Riverside

Action Items

1. Curriculum Proposals

Discussion Items

1. Implementation of DE/DX Proposals – Steven Schmidt/Kelly Douglass

Program Documentation

1. New Programs
 - a. IT Project Management
 - b. Cake Decorating
 - c. Crime and Intelligence Analysis
 - d. Emergency Management and Homeland Security
 - e. Emergency Management and Homeland Security - Cybersecurity
 - f. Emergency Management and Homeland Security – Emergency Medical Services
 - g. Emergency Management and Homeland Security – Fire Technology
 - h. Emergency Management and Homeland Security – Law Enforcement
2. Program Modifications
 - a. English (ADT)
 - b. Fitness Professionals
 - c. Industry Marketing Certificate
 - d. Registered Nursing
 - e. Paralegal Studies
 - f. Administration of Justice/Law Enforcement Basic Peace Officer Modular Academy
 - g. Business Administration: Marketing Concentration
 - h. Vocational Nursing

Notice is Hereby Given That Pursuant to Executive Order N-29-20 the Riverside Community College District Curriculum Committee will meet on September 21, 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 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.

District Curriculum Committee

Proposals for Review for Meeting: 09/21/2021

Courses

Course Deletions

M N R Discussion Action

ESL 51 Basic Writing and Grammar

Rationale: The ESL 51-55 course sequence is being deleted since it has been replaced by the ESL 46-50 sequence, which aligns with AB705 recommendations.

Tech Review: Approved, 6/1/2021

MOV: [Approved, 9/14/2021](#)

NOR: [Approved, 9/14/2021](#)

RIV: [Approved, 9/14/2021](#)

ESL 52 Low-intermediate Writing and Grammar

Rationale: The ESL 51-55 course sequence is being deleted since it has been replaced by the ESL 46-50 sequence, which aligns with AB705 recommendations.

Tech Review: Approved, 6/1/2021

MOV: [Approved, 9/14/2021](#)

NOR: [Approved, 9/14/2021](#)

RIV: [Approved, 9/14/2021](#)

ESL 53 Intermediate Writing and Grammar

Rationale: The ESL 51-55 course sequence is being deleted since it has been replaced by the ESL 46-50 sequence, which aligns with AB705 recommendations.

Tech Review: Approved, 6/1/2021

MOV: [Approved, 9/14/2021](#)

NOR: [Approved, 9/14/2021](#)

RIV: [Approved, 9/14/2021](#)

ESL 54 High-intermediate Writing and Grammar

Rationale: The ESL 51-55 course sequence is being deleted since it has been replaced by the ESL 46-50 sequence, which aligns with AB705 recommendations.

Tech Review: Approved, 6/1/2021

MOV: [Approved, 9/14/2021](#)

NOR: [Approved, 9/14/2021](#)

RIV: [Approved, 9/14/2021](#)

ESL 55 Advanced Writing and Grammar

Rationale: The ESL 51-55 course sequence is being deleted since it has been replaced by the ESL 46-50 sequence, which aligns with AB705 recommendations.

Tech Review: Approved, 6/1/2021

MOV: [Approved, 9/14/2021](#)

NOR: [Approved, 9/14/2021](#)

RIV: [Approved, 9/14/2021](#)

Courses

Course Deletions

M N R Discussion Action

ESL 90A **Special Topics in ESL: Improving Note Taking Skills**

Rationale: With the implementation of the integrated ESL curriculum, the discipline felt that this course was no longer needed for students, especially given that it has not been offered in the last three years.

Tech Review: Approved, 6/1/2021

MOV: [Approved, 9/14/2021](#) **NOR:** [Approved, 9/14/2021](#) **RIV:** [Approved, 9/14/2021](#)

SCE 805 **Creative Writing for Older Adults**

Rationale: Course has not been taught for many years and is being deleted from the College inventory.

Tech Review: Approved, 9/7/2021

MOV: Info Item, 9/14/2021 **NOR:** Info Item, 9/14/2021 **RIV:** [Approved, 9/14/2021](#)

SCE 824 **Successful Money Management**

Rationale: Course has not been taught for many years and is being deleted from the College inventory.

Tech Review: Approved, 9/7/2021

MOV: Info Item, 9/14/2021 **NOR:** Info Item, 9/14/2021 **RIV:** [Approved, 9/14/2021](#)

SCE 833 **Health Wellness and Nutrition for Older Adults**

Rationale: Course has not been taught for many years and is being deleted from the College inventory.

Tech Review: Approved, 9/7/2021

MOV: Info Item, 9/14/2021 **NOR:** Info Item, 9/14/2021 **RIV:** [Approved, 9/14/2021](#)

SCE 834 **Weight Management for Older Adults**

Rationale: Course has not been taught for many years and is being deleted from the College inventory.

Tech Review: Approved, 9/7/2021

MOV: Info Item, 9/14/2021 **NOR:** Info Item, 9/14/2021 **RIV:** [Approved, 9/14/2021](#)

Course Inclusions

M N R Discussion Action

AHS 11 **Visual Description: Writing About Art**

Rationale: AHS-11 is already offered at RCC and MVC and is part of the district-wide Fine and Applied Arts AOE. Offering this course at Norco will enable our students to work toward this AOE and to have parity in course choices across all campuses.

Tech Review: Approved, 6/1/2021

MOV: Info Item, 9/14/2021 **NOR:** [Approved, 9/14/2021](#) **RIV:** Info Item, 9/14/2021

Courses

Course Inclusions

		M	N	R	Discussion	Action
CIS 63	Introduction to Structured Query Language (SQL)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:	This course is required in the new programs, A.S. in Data Science and Data Analytics Certificate. This course will provide student knowledge in Structured Query Language (SQL) and working with databases, which is essential in the Data Science field. The skills provided in this course are fundamental to other courses in the programs, such as Big Data and Machine Learning.					
Tech Review:	Approved, 9/7/2021					
MOV:	Approved, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Info Item, 9/14/2021	

Course Major Modifications

		M	N	R	Discussion	Action
ADJ R1A2	Level III Modular Academy Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:	The hours of lecture and lab needed to be changed in response to changes made by POST (Peace Officer Standards and Training). The content did not change. This is one of three curricula that are completed in a sequence for POST certification. The changes involve moving learning domains between the three curricula.					
Tech Review:	Approved, 6/1/2021 Outcomes are the same as objectives.					
MOV:	Approved, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Info Item, 9/14/2021	
ADJ R1B	Level II Modular Academy Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:	The hours of lecture and lab needed to be changed in response to changes made by POST (Peace Officer Standards and Training). The content did not change. This is one of three curricula that are completed in a sequence for POST certification. The changes involve moving learning domains between the three curricula.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Info Item, 9/14/2021	
ADJ R1C	Regular Basic Course, Modular Format, Module I Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:	The hours of lecture and lab needed to be changed in response to changes made by POST (Peace Officer Standards and Training). The content did not change. This is one of three curricula that are completed in a sequence for POST certification. The changes involve moving learning domains between the three curricula.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Info Item, 9/14/2021	
CUL 36	Introduction to Culinary Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Need to revise the lab hours from 297 to 307. This is to correct the error that occurred in 2018-2019.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Approved, 9/14/2021	

Courses

Course Major Modifications

		M	N	R	Discussion	Action
CUL 37	Intermediate Culinary Arts			<input checked="" type="checkbox"/>		
Rationale:	Need to correct error in lab hours from 297 hours to 307 Lab hours.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021					
NOR:	Info Item, 9/14/2021					
RIV:	Approved, 9/14/2021					
CUL 38	Advanced Culinary Arts			<input checked="" type="checkbox"/>		
Rationale:	Need to correct error in lab hours from 297 hours to 307 Lab hours.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021					
NOR:	Info Item, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 46	Beginning American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 47	Low-Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 48	Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 49	High-Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 50	Advanced American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					

Courses

Course Major Modifications

		M	N	R	Discussion	Action
ESL 71	Basic Reading and Vocabulary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	ESL is revising the support courses to align with the new sequence of core ESL courses which were revised to align with AB705 recommendations. In addition, advisories and textbooks are being updated.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 72	Intermediate Reading and Vocabulary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	ESL is revising the support courses to align with the new sequence of core ESL courses which were revised to align with AB705 recommendations. In addition, advisories and textbooks are being updated.					
Tech Review:	Approved, 6/1/2021 Only has one SLO, but may be appropriate for the course.					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 73	High Intermediate Reading and Vocabulary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	ESL is revising the support courses to align with the new sequence of core ESL courses which were revised to align with AB705 recommendations. In addition, advisories and textbooks are being updated.					
Tech Review:	Approved, 6/1/2021 Only has one SLO, but may be appropriate for the course.					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 846	Beginning American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 847	Low-Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 848	Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					

Courses

Course Major Modifications

		M	N	R	Discussion	Action
ESL 849	High-Intermediate American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 850	Advanced American College English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	This course is being revised to adjust the word count only to align with recent changes in English 1A.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 90D	Special Topics in ESL: Verb Tense Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	The purpose of this modification is to review the course content, update texts, and add course objectives.					
Tech Review:	Approved, 6/1/2021 Only has one SLO, but may be appropriate for the course.					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 91	Oral Skills I: Beginning Oral Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	ESL is revising the support courses to align with the new sequence of core ESL courses which were revised to align with AB705 recommendations. In addition, advisories and textbooks are being updated.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 92	Oral Skills II: Intermediate Oral Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	ESL is revising the support courses to align with the new sequence of core ESL courses which were revised to align with AB705 recommendations. In addition, advisories and textbooks are being updated.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					
ESL 93	Oral Skills III: Advanced Oral Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	ESL is revising the support courses to align with the new sequence of core ESL courses which were revised to align with AB705 recommendations. In addition, advisories and textbooks are being updated.					
Tech Review:	Approved, 6/1/2021					
MOV:	Approved, 9/14/2021					
NOR:	Approved, 9/14/2021					
RIV:	Approved, 9/14/2021					

Courses

Course Major Modifications

M N R Discussion

Action

FIT 15 Firefighter Refresher - Core Competencies

Rationale: Increased lab hours are imperative to accommodate training aspects of firefighter core competencies and provide the additional support needed by our collaborative partners.

Tech Review: Approved, 6/1/2021

MOV: [Approved, 9/14/2021](#)

NOR: Info Item, 9/14/2021

RIV: Info Item, 9/14/2021

NRN 11 Foundations of Nursing Practice Across the Lifespan

Rationale: Updating SLOs and objectives based on Program Review and preparation for accreditation.

Tech Review: Approved, 9/7/2021
Have GESLOs, but this may be due to the Fullerton Bachelor's program.

MOV: Info Item, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: [Approved, 9/14/2021](#)

NRN 12 Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing

Rationale: Updating SLOs and objectives based on Program Review and preparation for accreditation.

Tech Review: Approved, 9/7/2021

MOV: Info Item, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: [Approved, 9/14/2021](#)

NRN 14 Health Promotion and Wellness Across the Lifespan

Rationale: Updating SLOs and objectives based on Program Review and preparation for accreditation.

Tech Review: Approved, 9/7/2021

MOV: Info Item, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: [Approved, 9/14/2021](#)

NRN 21 Acute Adult Medical-Surgical and Mental Health Nursing

Rationale: Updating SLOs and objectives based on Program Review and preparation for accreditation.

Tech Review: Approved, 9/7/2021
Formatting needs clean up in content -- There is a mismatch when comparing the leveling to the other NRN courses.

MOV: Info Item, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: [Approved, 9/14/2021](#)

NRN 22 Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics

Rationale: Updating SLOs and objectives based on Program Review and preparation for accreditation.

Tech Review: Approved, 9/7/2021

MOV: Info Item, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: [Approved, 9/14/2021](#)

NVN 52 Introductory Concepts of Vocational Nursing - Nursing Fundamentals

Rationale: Updating SLOs and objectives based on Program Review and preparation for accreditation.

Tech Review: Approved, 9/7/2021
For the prerequisites, NVN-52 may be correct, but the others may not be due to a comma formatting issue.

MOV: Info Item, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: [Approved, 9/14/2021](#)

Courses

Course Major Modifications

		M	N	R	Discussion	Action
NVN 60	Intermediate Vocational Nursing Foundations-Nursing Process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating SLOs and objectives based on Program Review and preparation for accreditation.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021					
NOR:	Info Item, 9/14/2021					
RIV:	Approved, 9/14/2021					
NVN 61	Intermediate Concepts of Vocational Nursing-Care of the Family	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating SLOs and objectives based on Program Review and preparation for accreditation.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021					
NOR:	Info Item, 9/14/2021					
RIV:	Approved, 9/14/2021					
NVN 62	Intermediate Concepts of Vocational Nursing-Medical/Surgical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating SLOs and objectives based on Program Review and preparation for accreditation.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021					
NOR:	Info Item, 9/14/2021					
RIV:	Approved, 9/14/2021					
NVN 63	Intermediate Concepts of Vocational Nursing - Mental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Update SLOs and objectives based on Program Review and upcoming accreditation.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021					
NOR:	Info Item, 9/14/2021					
RIV:	Approved, 9/14/2021					
NVN 70	Advanced Vocational Nursing Foundations-Role Transition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating SLOs and objectives based on Program Review and preparation for accreditation.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021					
NOR:	Info Item, 9/14/2021					
RIV:	Approved, 9/14/2021					
NVN 71	Advanced Vocational Nursing Foundations-Medical/Surgical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Updating SLOs and objectives based on Program Review and preparation for accreditation.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021					
NOR:	Info Item, 9/14/2021					
RIV:	Approved, 9/14/2021					

Courses

Distance Education

		M	N	R	Discussion	Action
CIS 22DE	Systems Auditing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:	Online delivery of sample assignments may need clarification regarding asynchronous options.					
Tech Review:	Approved, 9/7/2021					
MOV:	Approved, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Info Item, 9/14/2021	

CIS 4DE	Practical Computer Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
Tech Review:	Approved, 9/7/2021					
MOV:	Approved, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Approved, 9/14/2021	

New Courses

		M	N	R	Discussion	Action
PAL 86	Tort Law and Alternative Dispute Resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Tort Law and Alternative Dispute Resolution is an elective course for the Associate in Science In Paralegal Studies.					
Tech Review:	Approved, 9/7/2021 Entrance skills missing headers/links.					
MOV:	Info Item, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Approved, 9/14/2021	

PAL 89	Sports Management and Entertainment Law	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	An additional elective for the Associate in Science Degree in Paralegal Studies. Course will also assist students in the field and industries of Sports Law and Entertainment Law.					
Tech Review:	Approved, 9/7/2021 Entrance skills missing headers/links.					
MOV:	Info Item, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Approved, 9/14/2021	

PAL 90	E-Discovery and Litigation Support Applications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:	Course an elective for the Associate in Scient Degree in Paralegal Studies.					
Tech Review:	Approved, 9/7/2021					
MOV:	Info Item, 9/14/2021	NOR:	Info Item, 9/14/2021	RIV:	Approved, 9/14/2021	

Programs

New Programs

M N R Discussion

Action

Certificate

CIS **IT Project Management**

Rationale: The Project Management Institute (PMI) reports an "extraordinarily positive jobs outlook for skilled project professionals." Pointing to a rising need for technical project management professionals globally as well as a larger portion of the existing professional talent pool reaching retirement age, they estimate that employers will need 87.7 million individuals working in project management-oriented roles by 2027. The PMI also points out that a number of industries are seeing an increased demand for project management positions as these fields change, particularly those with rapidly changing technology needs. US Bureau of Labor Statistics reports a faster than average growth for several related positions in technical project management. Employment of computer and information systems managers is projected to grow 12% from 2016 through 2026. IT Project Management program is aimed to expand local and regional workforce while provide opportunities for students to establish careers or transition to a higher-level roles in organizations.

Tech Review: Approved, 6/1/2021

MOV: [Approved, 9/14/2021](#)

NOR: Info Item, 9/14/2021

RIV: Info Item, 9/14/2021

CUL **Cake Decorating**

Rationale: Students who complete both cake decorating classes, can use this certificate for potential employment opportunities, which may provide them a better opportunity for consideration.

Tech Review: Approved, 6/1/2021

MOV: Info Item, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: [Approved, 9/14/2021](#)

Degree & Certificate

ADJ **Crime and Intelligence Analysis**

Rationale: The Crime and Intelligence Analysis Associates Degree of Science provides the education and technical training needed for students to establish a career in the Crime Analysis profession. The curriculum is designed to provide the student with the necessary skills to become entry level Crime Analysts and Criminal Intelligence Analysts within state, local or federal agencies as well as the private sectors.

Tech Review: Approved, 9/7/2021

May want to consider adding MAT-12/12H as an option for PSY/SOC-48. Did not appear to have district discipline communication. Department minutes did not appear to have a vote.

MOV: [Approved, 9/14/2021](#)

NOR: Info Item, 9/14/2021

RIV: Info Item, 9/14/2021

HLS **Emergency Management and Homeland Security**

Rationale: The Emergency Management and Homeland Security program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters.

Tech Review: Approved, 9/7/2021

MOV: [Approved, 9/14/2021](#)

NOR: Info Item, 9/14/2021

RIV: Info Item, 9/14/2021

Programs

New Programs

M N R Discussion

Action

Degree & Certificate

HLS **Emergency Management and Homeland Security - Cybersecurity**

Rationale: The Emergency Management and Homeland Security - Cybersecurity concentration prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Cyber Security is specifically designed to prepare Cyber Security Professionals to operate in the complex world of Emergency Management and Homeland Security.

Tech Review: Approved, 9/7/2021

MOV: [Approved, 9/14/2021](#)

NOR: Info Item, 9/14/2021

RIV: Info Item, 9/14/2021

HLS **Emergency Management and Homeland Security - Emergency Medical Services**

Rationale: The Emergency Management and Homeland Security Emergency Medical Services program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Emergency Medical Services is specifically designed to prepare persons to operate within the Emergency Medical Services branch of the Incident Command System.

Tech Review: Approved, 9/7/2021

MOV: [Approved, 9/14/2021](#)

NOR: Info Item, 9/14/2021

RIV: Info Item, 9/14/2021

HLS **Emergency Management and Homeland Security - Fire Technology**

Rationale: The Emergency Management and Homeland Security--Fire Technology program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Fire Technology is specifically designed to prepare persons to operate within the FIRE branch of the Incident Command System.

Tech Review: Approved, 9/7/2021

MOV: [Approved, 9/14/2021](#)

NOR: Info Item, 9/14/2021

RIV: Info Item, 9/14/2021

HLS **Emergency Management and Homeland Security - Law Enforcement**

Rationale: The Emergency Management and Homeland Security – Law Enforcement concentration prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Law Enforcement is specifically designed to prepare persons to operate within the LAW branch of the Incident Command System.

Tech Review: Approved, 9/7/2021

MOV: [Approved, 9/14/2021](#)

NOR: Info Item, 9/14/2021

RIV: Info Item, 9/14/2021

Programs

Program Modifications

M N R Discussion

Action

ADT

ENG English

Rationale: ENG 18, 24 and 25 significantly expand the diversity of options offered to English ADT students, particularly in terms of representation and diversity. At present, Norco offers only one course focused on the literature of a historically minoritized community (ENG 20 – Survey of African American Literature). The revised ADT will allow the discipline to provide students with access and expose to literature from a wider range of communities.

Additionally, the above courses will, after further revision, qualify for the Ethnic Studies requirement for transfer to CSUs.

Tech Review: Approved, 6/1/2021
ETS crosslistings are needed for the narrative. Nick will reach out to faculty.

MOV: Info Item, 9/14/2021

NOR: Approved, 9/14/2021

RIV: Info Item, 9/14/2021

Certificate

KIN Fitness Professionals

Rationale: This is a minor modification to the wording, minor correction to the catalog description paragraph only, and no change to the program. Program was approved November 2020 by Board and on 21-22 Catalog. Would like to make correction for 21-22 Addendum to Catalog. Additionally, there is a slight correction to include the correct title for KIN 43 Introduction to Personal Training, on the Narrative only.

Tech Review: Approved, 6/1/2021

MOV: Approved, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: Info Item, 9/14/2021

MKT Industry Marketing Certificate

Rationale: Modification of currently existing 15-unit Locally-Approved marketing certificate into a 15-unit State-Approved marketing certificate. The name of this new State-Approved certificate is Industry Marketing Certificate. This naming will clearly differentiate this 15-unit program from existing Associates of Science Business Administration Marketing Concentration. Rationale for this State-Approved Industry Marketing Certificate is for RCC to offer students a shorter than concentration program that they can utilize for employment. This 15-unit Industry Marketing Certificate program prepares students for marketing industry certification offered from The American Marketing Association as well as digital marketing certification. Along with these industry certifications, the academic Industry Marketing Certificate from RCC with proof on college transcript will increase the employability of students.

Tech Review: Approved, 6/1/2021

MOV: Info Item, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: Approved, 9/14/2021

Degree

NRN Registered Nursing

Rationale: Update PLOs to align with Nursing Accreditation Board.

Tech Review: Approved, 9/7/2021
Units mismatch on paper form.

MOV: Info Item, 9/14/2021

NOR: Info Item, 9/14/2021

RIV: Approved, 9/14/2021

Programs

Program Modifications

M N R Discussion

Action

Degree

PAL	Paralegal Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Rationale:</u>	The changing climate of the legal field has dictated new and revised courses to align with industry needs. The program and courses are geared for students to connect with industry earlier on in the program. This includes, but is not limited to employment, apprenticeship, internships and to position themselves for summer legal institutes. There are also technological changes occurring in the profession. Additionally, students have been placed in internships and employment in many of these areas. Preparing them with the courses can foster a better position for their success within the industry areas. Additionally, the program exceeds the standards of the California Business & Professions Code and the American Bar Association. The Paralegal Program in the future will seek official American Bar Association Approval of Paralegal Programs and thus positions itself for that process.			
<u>Tech Review:</u>	Approved, 9/7/2021 Previously held for justification of total program units. Faculty reviewed program in comparison to similar programs offered by sister colleges and found that RCC's program units were overall lower for the RCCD GE plan. Additionally, courses do not double count in GE and major. Courses are also designed to ensure student readiness for the field and to meet legislative requirements.			
<u>MOV:</u>	Info Item, 9/14/2021	<u>NOR:</u>	Info Item, 9/14/2021	<u>RIV:</u> Approved, 9/14/2021

Degree & Certificate

ADJ	Administration of Justice/Law Enforcement Basic Peace Officer Modular Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Rationale:</u>	California P.O.S.T. (Peace Officer Standards and Training) updated their requirements for the Basic and Modular Academies. The impact to the certificate and AS degree is in the number of Units, Lecture hours and lab hours.			
<u>Tech Review:</u>	Approved, 6/1/2021			
<u>MOV:</u>	Approved, 9/14/2021	<u>NOR:</u>	Info Item, 9/14/2021	<u>RIV:</u> Info Item, 9/14/2021

BUS	Business Administration: Marketing Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Rationale:</u>	The modified list of marketing concentration reflects the today's industry trend and employments in the marketing profession. This proposed modification list of marketing courses also coincides with the list of courses required for the 15-unit State-Approved Industry Marketing Certificate, to encourage students who start with the 15-unit program to continue with the degree program.			
<u>Tech Review:</u>	Approved, 6/1/2021			
<u>MOV:</u>	Info Item, 9/14/2021	<u>NOR:</u>	Info Item, 9/14/2021	<u>RIV:</u> Approved, 9/14/2021

NVN	Vocational Nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<u>Rationale:</u>	Update PLOs to align with Nursing Accreditation Board.			
<u>Tech Review:</u>	Approved, 9/7/2021			
<u>MOV:</u>	Info Item, 9/14/2021	<u>NOR:</u>	Info Item, 9/14/2021	<u>RIV:</u> Approved, 9/14/2021

**Riverside Community College District
District Curriculum Committee**

Program Documentation for September 21, 2021

Program Outline

Title: IT Project 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: 070800

CIP Code: 11.1099

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
 New Local certificate Modification to an existing local certificate

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

Rationale:

The Project Management Institute (PMI) reports an "extraordinarily positive jobs outlook for skilled project professionals." Pointing to a rising need for technical project management professionals globally as well as a larger portion of the existing professional talent pool reaching retirement age, they estimate that employers will need 87.7 million individuals working in project management-oriented roles by 2027. The PMI also points out that a number of industries are seeing an increased demand for project management positions as these fields change, particularly those with rapidly changing technology needs. US Bureau of Labor Statistics reports a faster than average growth for several related positions in technical project management. Employment of computer and information systems managers is projected to grow 12% from 2016 through 2026. IT Project Management program is aimed to expand local and regional workforce while provide opportunities for students to establish careers or transition to a higher-level roles in organizations.

Required Documentation

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

All Degrees and Certificates

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

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

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

- Labor Market Information and Analysis *(required for new programs and modifications; also be recent within 2 years).*-
- Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
- Regional Consortium Recommendation *(required for new programs only)*

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

Program Narrative

Item 1. Program Goals and Objectives

This certificate is designed to introduce skills required to manage technical project life cycle while ensuring appropriate communication in teams and organization, managing resources and stakeholders, and maintaining project documentation. It provides foundational knowledge in IT project management frameworks that are useful to plan, design, and coordinate activities for IT projects. Students can pursue Project Management industry certifications, such as CompTIA Project+, Cloud+, PMI Certified Associate in Project Management (CAPM), Certified Scrum Master, Certified Agile Leadership. Students can seek entry-level employment as a Junior Project Manager, Project Coordinator, Technical Project Coordinator, Assistant Project Manager, Project Engineer and Project Analyst.

PROGRAM LEARNING OUTCOMES:

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

1. Describe and distinguish among the major project management methodologies and project lifecycles as applied to IT environment.
2. Select and apply appropriate IT project management framework to meet deliverables and stakeholder requirements.
3. Utilize tools and templates to manage tasks and resources in an IT project.

Item 2. Catalog Description

This certificate is designed to introduce skills required to manage technical project life cycle while ensuring appropriate communication in teams and organization, managing resources and stakeholders, and maintaining project documentation. It provides foundational knowledge in IT project management frameworks that are useful to plan, design, and coordinate activities for IT projects. Students can pursue Project Management industry certifications, such as CompTIA Project+, Cloud+, PMI Certified Associate in Project Management (CAPM), Certified Scrum Master, Certified Agile Leadership. Students can seek entry-level employment as a Junior Project Manager, Project Coordinator, Technical Project Coordinator, Assistant Project Manager, Project Engineer and Project Analyst.

PROGRAM LEARNING OUTCOMES:

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

4. Describe and distinguish among the major project management methodologies and project lifecycles as applied to IT environment.
5. Select and apply appropriate IT project management framework to meet deliverables and stakeholder requirements.
6. Utilize tools and templates to manage tasks and resources in an IT project.

Program requirements:

Required Courses: 22 units

Course	Title	Units	Sequencing
BUS-77A	Introduction to Project Management	4	Semester 1, Fall
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-48A	Introduction to Cloud Computing	3	Semester 2, Spring
CIS-87A	Introduction IT Project Management	3	Semester 2, Spring
CIS-27	Information and Network Security	3	Semester 2, Spring
CIS-87B	IT Project Management Framework	3	Semester 3, Fall

BUS-77B	Project Management CAPM and PMP Exam Prep	3	Semester 3, Fall
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Total Program Units: 22 units

Item 3. Program Requirements

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

Program requirements:

Required Courses: 22 units

Course	Title	Units	Sequencing
BUS-77A	Introduction to Project Management	4	Semester 1, Fall
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-48A	Introduction to Cloud Computing	3	Semester 2, Spring
CIS-87A	Introduction IT Project Management	3	Semester 2, Spring
CIS-27	Information and Network Security	3	Semester 2, Spring
CIS-87B	IT Project Management Framework	3	Semester 3, Fall
BUS-77B	Project Management CAPM and PMP Exam Prep	3	Semester 3, Fall

Total Program Units: 22 units

Item 4. Master Planning

This inter-discipline certificate will 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 and Business. The growth of the program will also address to need to improve special populations in CTE, such as potentially increasing the population of female 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

Projection of number of students to earn certificate is 50 to 100 by Fall 2024.

Required courses:

- CIS-1A 49 students
- CIS-27 49 students
- CIS-48A 49 students
- CIS-87A 49 students
- CIS-87B 49 students
- BUS-77A 49 students
- BUS-77B 49 students

Item 6. Place of Program in Curriculum/Similar Programs

This certificate is an addition to Moreno Valley College existing certificate in Project Management. It contains technical emphasis and specialization career paths in IT.

Item 7. Similar Programs at Other Colleges in Service Area

No other colleges in the service area offer the program.

Item 8. Transfer Preparation Information (if applicable)

Potential transferrable articulation with UC extension.

Program Outline

Title: **Certificate in Cake Decorating**

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: **1306.30** **CIP Code:** **120500**

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:

(Please note: This information will be presented to the Board of Trustees.)

Students who complete both cake decorating classes, can use this certificate for potential employment opportunities, which may provide them a better opportunity for consideration.

Required Documentation

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

All Degrees and Certificates

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

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

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

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

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

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

The Cake Decorating courses offered at Riverside City College focus on professional learning objectives through our Career & Technical Education division. As the students begin with Cake Decorating I, students are learning the fundamentals of cake decorating, including how to prepare the cake, applying a filling, as well as learning how to apply icing, and creating a smooth look. Additional skills of piping, coloring techniques, and pressure points are also discussed and reviewed.

As students progress into the Advanced Cake Decorating, students will work with additional molding mediums including rolled fondant, marzipan, rolled buttercream, and gum paste. Making flowers with gum paste, and turning them into a bouquet or corsage will also be covered. Additionally, other advanced skills include using royal icing, building a wedding cake, learning how charge for cakes, understanding how to cut the cake, and preparing a cake for delivery.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The Certificate in Cake Decorating introduces students to principles and techniques in all aspects of cake decorating, from learning how to cut and prepare a cake for decorating, to understanding how to create, assemble and decorate beautiful wedding cakes covered in rolled fondant and gum paste flowers. Students will gain additional knowledge on piping various borders and decorations using buttercream, and also using other mediums such as marzipan and rolled buttercream. Understanding various colorants and pressure points will also assist students in successful cake assembly and presentation. Previous baking or cake decorating experience is not a requirement, although it may help with preparing for some of the assignments.

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: **4.units**

Course	Title	Units	Sequencing
CUL-22	Cake Decorating I	2	Semester 1, Spring
CUL-23	Advanced Cake Decorating	2	Semester 2, Fall

Elective Courses: units

Course	Title	Units	Sequencing

Total Program Units: 4.units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The college has the facilities and resources to maintain the courses at the level of quality described in this proposal. All courses are already active and offered on a regular basis at Riverside City College.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

20-25 students to begin, and with additional offerings, upwards to 40-50 certificates annually

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

Riverside City College currently offers a Culinary Program and a Baking & Pastry Arts Program. The Certificate in Cake Decorating will add another layer, and additional learning components for the students to choose from.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Currently, courses like this are mostly offered as hobbyist courses, and not at a higher level of professionalism. Long Beach City College is the only college in the local area to offer such certificates.

Item 8. Transfer Preparation Information (if applicable)

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

N/A

Program Outline

Title: Crime and Intelligence Analysis

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: 2105.40 **CIP Code:** 43.0402

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:

The Crime and Intelligence Analysis Associates Degree of Science provides the education and technical training needed for students to establish a career in the Crime Analysis profession. The curriculum is designed to provide the student with the necessary skills to become entry level Crime Analysts and Criminal Intelligence Analysts within state, local or federal agencies as well as the private sectors.

Required Documentation

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

All Degrees and Certificates

Evidence of district-wide discipline communication *(Crime Analysis is unique to Moreno Valley College)*
 Department minutes showing approval
 Narrative *(see following page)*
 Transfer preparation documentation *(only if applicable)*

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

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

Labor Market Information and Analysis *(Required for new programs and modifications.)*

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

Regional Consortium Recommendation *(Required for new programs only)*

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

Program Narrative

Item 1. Program Goals and Objectives

The goal of this program is to prepare the student with advanced technology and investigative techniques to analyze crime trends and patterns. Students will develop analytical skills to further pursue a career in Crime and Intelligence Analysis.

PROGRAM LEARNING OUTCOMES:

- Upon successful completion of this program, students should be able to:
- Apply tools and techniques utilized to analyze crime, evaluate current events and collect intelligence to support law enforcement personnel and/or the private sector.
- Analyze and identify crime patterns, trends and series.
- Develop and identify elements of the crime using criminal behavior and intelligence analysis techniques.
- Develop and create summaries and/or assessments, crime maps, timelines, link charts and telephone toll analysis.

Item 2. Catalog Description

The Crime and Intelligence Analysis program prepares students for the Crime Analysis career. The program coursework includes hands-on practices in advanced analytical computer programs, such as ESRI ArcGIS Pro and IBM Analyst's Notebook. Students will learn to use progressions in technology to plan, collect, collate, analyze and disseminate information and intelligence regarding crime incidents. The program curriculum prepares students to attain the role of a Crime Analyst in teachings on strategic, tactical, intelligence and administrative analysis. Students who successfully complete the program will be excellent candidates in the field of Crime and Intelligence Analysis.

The goal of this program is to prepare the student with advanced technology and investigative techniques to analyze crime trends and patterns. Students will develop analytical skills to further pursue a career in Crime and Intelligence Analysis.

PROGRAM LEARNING OUTCOMES:

- Upon successful completion of this program, students should be able to:
- Apply tools and techniques utilized to analyze crime, evaluate current events and collect intelligence to support law enforcement personnel and/or the private sector.
- Analyze and identify crime patterns, trends and series.
- Develop and identify elements of the crime using criminal behavior and intelligence analysis techniques.
- Develop and create summaries and/or assessments, crime maps, timelines, link charts and telephone toll analysis.

Required Courses: 28-29 units

Course	Title	Units	Sequencing
ADJ-1	Introduction to the Administration of Justice	3	Semester 1 Fall
ADJ-3	Concepts of Criminal Law	3	Semester 3 Fall
ADJ-40	Law Enforcement Crime Analysis	3	Semester 1 Fall
ADJ-41	Technology & Investigative Analysis	3	Semester 2 Spring
ADJ-42	Criminal Behavior and Intelligence Analysis	3.5	Semester 3 Fall
ADJ-43	Criminal Intelligence Analyst Simulations	3.5	Semester 4 Spring
GEG-8	Introduction to Geographic Information Systems, with Lab	3	Semester 2 Spring
PSY-48 / SOC 48	Statistics for the Behavioral Sciences	3	Semester 1 Fall
SOC-50 or PSY-50	Introduction to Social Research Methods or Research Methods in Psychology	3 4	Semester 4 Spring

Electives (1) Courses: 1.5-3.0 units

Course	Title	Units	Sequencing
CIS/CSC-61	Introduction to Database Theory	3	Semester 4 Fall
CIS-65/CAT-65	Introduction to Microsoft PowerPoint	1.5	Semester 2 Spring
CIS/CAT-98A	Introduction to Excel	1.5	Semester 3 Fall

*Note: [ENG-1B/ENG-1BH course is recommended.](#)

Total Program Units: 29.5-32.00 units

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.

The Crime and Intelligence Analysis program prepares students for the Crime Analysis career. The program coursework includes hands-on practices in advanced analytical computer programs, such as ESRI ArcGIS Pro and IBM Analyst’s Notebook. Students will learn to use progressions in technology to plan, collect, collate, analyze and disseminate information and intelligence regarding crime incidents. The program curriculum prepares students to attain the role of a Crime Analyst in teachings on strategical,

tactical, intelligence and administrative analysis. Students who successfully complete the program will be excellent candidates in the field of Crime and Intelligence Analysis.

PROGRAM LEARNING OUTCOMES:

- Upon successful completion of this program, students should be able to:
- Apply tools and techniques utilized to analyze crime, evaluate current events and collect intelligence to support law enforcement personnel and/or the private sector.
- Analyze and identify crime patterns, trends and series.
- Develop and identify elements of the crime using criminal behavior and intelligence analysis techniques.
- Develop and create summaries and/or assessments, crime maps, timelines, link charts and telephone toll analysis.

Required Courses: 28-29 units

Course	Title	Units	Sequencing
ADJ-1	Introduction to the Administration of Justice	3	Semester 1 Fall
ADJ-3	Concepts of Criminal Law	3	Semester 3 Fall
ADJ-40	Law Enforcement Crime Analysis	3	Semester 1 Fall
ADJ-41	Technology & Investigative Analysis	3	Semester 2 Spring
ADJ-42	Criminal Behavior and Intelligence Analysis	3.5	Semester 3 Fall
ADJ-43	Criminal Intelligence Analyst Simulations	3.5	Semester 4 Spring
GEG-8	Introduction to Geographic Information Systems, with Lab	3	Semester 2 Spring
PSY-48 / SOC 48	Statistics for the Behavioral Sciences	3	Semester 1 Fall
SOC-50 or PSY-50	Introduction to Social Research Methods or Research Methods in Psychology	3 4	Semester 4 Spring

Electives (1) Courses: 1.5-3.0 units

Course	Title	Units	Sequencing
CIS/CSC-61	Introduction to Database Theory	3	Semester 4 Fall
CIS-65/CAT-65	Introduction to Microsoft PowerPoint	1.5	Semester 2 Spring
CIS/CAT-98A	Introduction to Excel	1.5	Semester 3 Fall

**Note: ENG-1B/ENG-1BH course is recommended.*

Total Program Units: 29.5-32.00 units

The **Associate of Science Degree in Crime and Intelligence Analysis** 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	28	Maximum Required Units	29
Minimum Elective Units	1.5	Maximum Elective Units	3
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	6	Double Counted Units	12
Total Minimum Degree Units	60	Total Maximum Degree Units	60

Item 4. Master Planning

This associate degree program goals to increase the diversity in the Inland Empire workforce by providing technical training emphasis in Career Technical Education. This program supports the Guided Pathway to direct students in achieving a career in Crime and Intelligence Analysis. The associate degree will increase student population, diversifying the career. The growth of the program addresses the necessity to expand special populations in the Crime and Intelligence Analysis careers; potentially increasing the population of female, Hispanic, African American students and professionals. The program is expected to have a consistent growth with program promotional outreach to local high schools and community centers.

Item 5. Enrollment and Completer Projections

This program is expected to have 35 to 80 students.

Item 6. Place of Program in Curriculum/Similar Programs

Within the Riverside Community College district, Moreno Valley College would be the only campus with the Crime and Intelligence Analysis Program.

Item 7. Similar Programs at Other Colleges in Service Area

No other colleges in the Southern California area offer a similar program other than the University of Riverside Extension Center, whom offers a Certificate. Cal State San Bernardino offers a four-year college degree.

Item 8. Transfer Preparation Information (if applicable)

Courses in this program are aligned to curriculum with Intersegmental General Education Transfer Curriculum for transfer to CSU and UC.

Program Outline

Title: Emergency Management and Homeland Security

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: 2105.30 **CIP Code:** 43.0301

Type of Program:

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

Type of Associate Degree:

Associate of Arts Associate of Science

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

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

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Emergency Management and Homeland Security program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters.

Required Documentation

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

All Degrees and Certificates

Evidence of district-wide discipline communication (Emergency Management/Homeland Security is unique to Moreno Valley College.)
 Department minutes showing approval
 Narrative *(see following page)*
 Transfer preparation documentation *(only if applicable)*

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

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

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

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

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Upon completion of this program, students will be able to:

- Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
- Compare and Contrast various forms of National and International Terrorism.
- Distinguish the fundamental roles and responsibilities of the professional emergency manager.
- Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The Emergency Management and Homeland Security program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors. The program emphasizes an All-Hazard approach to emergency planning and management, with courses in preparedness planning, risk mitigation, emergency response and disaster recovery. Students who successfully complete the program will gain entry-level employment in the fields of emergency management, homeland security, law enforcement, fire service, urban planning, security management, information security, business continuity, and other service-related occupations.

Upon completion of this program, students will be able to:

- Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
- Compare and Contrast various forms of National and International Terrorism.
- Distinguish the fundamental roles and responsibilities of the professional emergency manager.
- Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.

Program Outline of Record – Credit Degrees and Certificates

Required Courses: 21 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring

Elective Courses: **Select a minimum of 9 units from below:**

Course	Title	Units	Sequencing
ADJ-1	Introduction to Administration of Justice	3	Semester 1,2,3, or 4
ADJ-2	Principles and Procedures of the Justice System	3	Semester 1,2,3, or 4
ADJ-3	Concepts of Criminal Law	3	Semester 1,2,3, or 4
ADJ-4	Legal Aspects of Evidence	3	Semester 1,2,3, or 4
ADJ-5	Community Relations	3	Semester 1,2,3, or 4
ADJ-6	Patrol Procedures	3	Semester 1,2,3, or 4
ADJ-8	Juvenile Law and Procedures	3	Semester 1,2,3, or 4
ADJ-12	Introduction to Criminalistics	3	Semester 1,2,3, or 4
ADJ-13	Criminal Investigation	3	Semester 1,2,3, or 4
ADJ-15	Narcotics	3	Semester 1,2,3, or 4
ADJ-19	Introduction to Policing	3	Semester 1,2,3, or 4
ADJ-20	Introduction to Corrections	3	Semester 1,2,3, or 4
ADJ-21	Control & Supervision in Corrections	3	Semester 1,2,3, or 4
ADJ-22	Legal Aspects of Corrections	3	Semester 1,2,3, or 4
ADJ-24	Interviewing & Interrogation	3	Semester 1,2,3, or 4
ADJ-40	Law Enforcement Crime Analysis	3	Semester 1,2,3, or 4
ADJ-41	Technology & Investigative Analysis	3	Semester 1,2,3, or 4
ADJ-42	Criminal Behavior and Intelligence Analysis	3.50	Semester 1,2,3, or 4
ADJ-43	Criminal Intelligence Analyst Simulations	3.50	Semester 1,2,3, or 4
ADJ-B1B	Basic Peace Officer Training Academy	40	Semester 1,2,3, or 4
ADJ-C1D	Basic Correctional Deputy Academy	15	Semester 1,2,3, or 4
ADJ-D1A	Basic Public Safety Dispatch Course	6	Semester 1,2,3, or 4
ADJ-R1B	Level II Modular Academy Training	9	Semester 1,2,3, or 4

Program Outline of Record – Credit Degrees and Certificates

ADJ-R1A2	Level III Modular Academy Training	7	Semester 1,2,3, or 4
ADJ-R1C	Regular Basic Course, Modular Format, Module I Training	19	Semester 1,2,3, or 4
EMS-50	Emergency Medical Technician	7	Semester 1,2,3, or 4
EMS-51	Emergency Medical Services-Basic Clinical/Field	1.50	Semester 1,2,3, or 4
EMS-60	Patient Assessment and Airway Management	4.50	Semester 1,2,3, or 4
EMS-61	Introduction to Medical Pathophysiology	3	Semester 1,2,3, or 4
EMS-62	Emergency Pharmacology	4	Semester 1,2,3, or 4
EMS-63	Cardiology	4	Semester 1,2,3, or 4
FIT-1	Fire Protection Organization	3	Semester 1,2,3, or 4
FIT-2	Fire Behavior and Combustion	3	Semester 1,2,3, or 4
FIT-3	Fire Protection Equipment and Systems	3	Semester 1,2,3, or 4
FIT-4	Building Construction for Fire Protection	3	Semester 1,2,3, or 4
FIT-5	Fire Prevention	3	Semester 1,2,3, or 4
FIT-7	Principles of Fire and Emergency Services Safety and Survival	3	Semester 1,2,3, or 4
FIT-S3	Basic Fire Fighter Academy	19	Semester 1,2,3, or 4

Total Program Units: 30

The **Associate of Science Degree in Emergency Management and Homeland Security** 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

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: 21 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall

Program Outline of Record – Credit Degrees and Certificates

HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring
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Elective Courses: **Select a minimum of 9 units from below:**

Course	Title	Units	Sequencing
ADJ-1	Introduction to Administration of Justice	3	Semester 1,2,3, or 4
ADJ-2	Principles and Procedures of the Justice System	3	Semester 1,2,3, or 4
ADJ-3	Concepts of Criminal Law	3	Semester 1,2,3, or 4
ADJ-4	Legal Aspects of Evidence	3	Semester 1,2,3, or 4
ADJ-5	Community Relations	3	Semester 1,2,3, or 4
ADJ-6	Patrol Procedures	3	Semester 1,2,3, or 4
ADJ-8	Juvenile Law and Procedures	3	Semester 1,2,3, or 4
ADJ-12	Introduction to Criminalistics	3	Semester 1,2,3, or 4
ADJ-13	Criminal Investigation	3	Semester 1,2,3, or 4
ADJ-15	Narcotics	3	Semester 1,2,3, or 4
ADJ-19	Introduction to Policing	3	Semester 1,2,3, or 4
ADJ-20	Introduction to Corrections	3	Semester 1,2,3, or 4
ADJ-21	Control & Supervision in Corrections	3	Semester 1,2,3, or 4
ADJ-22	Legal Aspects of Corrections	3	Semester 1,2,3, or 4
ADJ-24	Interviewing & Interrogation	3	Semester 1,2,3, or 4
ADJ-40	Law Enforcement Crime Analysis	3	Semester 1,2,3, or 4
ADJ-41	Technology & Investigative Analysis	3	Semester 1,2,3, or 4
ADJ-42	Criminal Behavior and Intelligence Analysis	3.50	Semester 1,2,3, or 4
ADJ-43	Criminal Intelligence Analyst Simulations	3.50	Semester 1,2,3, or 4
ADJ-B1B	Basic Peace Officer Training Academy	40	Semester 1,2,3, or 4
ADJ-C1D	Basic Correctional Deputy Academy	15	Semester 1,2,3, or 4
ADJ-D1A	Basic Public Safety Dispatch Course	6	Semester 1,2,3, or 4
ADJ-R1B	Level II Modular Academy Training	9	Semester 1,2,3, or 4
ADJ-R1A2	Level III Modular Academy Training	7	Semester 1,2,3, or 4
ADJ-R1C	Regular Basic Course, Modular Format, Module I Training	19	Semester 1,2,3, or 4
EMS-50	Emergency Medical Technician	7	Semester 1,2,3, or 4
EMS-51	Emergency Medical Services-Basic Clinical/Field	1.50	Semester 1,2,3, or 4
EMS-60	Patient Assessment and Airway Management	4.50	Semester 1,2,3, or 4
EMS-61	Introduction to Medical Pathophysiology	3	Semester 1,2,3, or 4
EMS-62	Emergency Pharmacology	4	Semester 1,2,3, or 4
EMS-63	Cardiology	4	Semester 1,2,3, or 4
FIT-1	Fire Protection Organization	3	Semester 1,2,3, or 4
FIT-2	Fire Behavior and Combustion	3	Semester 1,2,3, or 4
FIT-3	Fire Protection Equipment and Systems	3	Semester 1,2,3, or 4

FIT-4	Building Construction for Fire Protection	3	Semester 1,2,3, or 4
FIT-5	Fire Prevention	3	Semester 1,2,3, or 4
FIT-7	Principles of Fire and Emergency Services Safety and Survival	3	Semester 1,2,3, or 4
FIT-S3	Basic Fire Fighter Academy	19	Semester 1,2,3, or 4

Total Program Units: 30

The **Associate of Science Degree in Emergency Management and Homeland Security** 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	21	Maximum Required Units	21
Minimum Elective Units	9	Maximum Elective Units	9
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	0	Double Counted Units	0
Total Minimum Degree Units	60	Total Maximum Degree Units	69

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

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 Emergency Management and Homeland Security. The growth of the program will also address to need to increase special populations in Emergency Management and Homeland Security, such as potentially increasing the population of female, Hispanic, African American students and professionals. 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

Projection of number of students to earn certificate/degree annually.

It is projected that 25 students will complete this certificate annually, with a 2-3% increase annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college’s existing inventory.

All of the classes necessary are currently in the college inventory. This will allow for another pathway for our students to earn a degree and/or certificate.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No Colleges in the Inland Region offer similar programs. The following colleges offer Degrees/Certificates in Homeland Security or Emergency Management:

Cerritos

Citrus

Coastline

Grossmont

Palomar

Cypress

Rio Hondo

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: Emergency Management and Homeland Security - 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: 2105.30 **CIP Code:** 43.0301

Type of Program:

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

Type of Associate Degree:

Associate of Arts Associate of Science

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

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

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Emergency Management and Homeland Security - Cybersecurity concentration prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Cyber Security is specifically designed to prepare Cyber Security Professionals to operate in the complex world of Emergency Management and Homeland Security.

Required Documentation

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

All Degrees and Certificates

Evidence of district-wide discipline communication (Emergency Management/Homeland Security is unique to Moreno Valley College.)
 Department minutes showing approval
 Narrative *(see following page)*
 Transfer preparation documentation *(only if applicable)*

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

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

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

Regional Consortium Recommendation (*Required for new programs only.*)

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

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Upon completion of this program, students will be able to:

1. Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
2. Compare and Contrast various forms of National and International Terrorism.
3. Distinguish the fundamental roles and responsibilities of the professional emergency manager.
4. Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
5. Demonstrate an understanding of the role of cybersecurity professionals in the Homeland Security Enterprise.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The Emergency Management and Homeland Security – Cybersecurity concentration prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors. The program emphasizes an All-Hazard approach to emergency planning and management, with courses in preparedness planning, risk mitigation, emergency response and disaster recovery. Students who successfully complete the program will gain entry-level employment in the fields of emergency management, homeland security, law enforcement, fire service, urban planning, security management, information security, business continuity, and other service-related occupations. The concentration in Cyber Security is specifically designed to prepare Cyber Security Professionals to operate in the complex world of Emergency Management and Homeland Security.

Upon completion of this program, students will be able to:

1. Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
2. Compare and Contrast various forms of National and International Terrorism.
3. Distinguish the fundamental roles and responsibilities of the professional emergency manager.

4. Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
5. Demonstrate an understanding of the role of cybersecurity professionals in the Homeland Security Enterprise.

Required Courses: 30 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring
CIS-27	Information and Network Security	3	Semesters 1, 2, 3, or 4
CIS-27A	Computer Forensic Fundamentals	3	Semesters 1, 2, 3, or 4
CIS-41A	Principles of Cybersecurity Analysis	3	Semesters 1, 2, 3, or 4

Total Program Units: 30 units

The **Associate of Science Degree in Emergency Management and Homeland Security - Cybersecurity concentration** 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

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

Required Courses: 30 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring

HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring
CIS-27	Information and Network Security	3	Semesters 1, 2, 3, or 4
CIS-27A	Computer Forensic Fundamentals	3	Semesters 1, 2, 3, or 4
CIS-41A	Principles of Cybersecurity Analysis	3	Semesters 1, 2, 3, or 4

Total Program Units: 30 units

The **Associate of Science Degree in Emergency Management and Homeland Security - Cybersecurity** concentration 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	30	Maximum Required Units	30
Minimum Elective Units	0	Maximum Elective Units	0
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	0	Double Counted Units	0
Total Minimum Degree Units	60	Total Maximum Degree Units	69

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

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 Emergency Management and Homeland Security. The growth of the program will also address to need to increase special populations in Emergency Management and Homeland Security, such as potentially increasing the population of female, Hispanic, African American students and professionals. 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

Projection of number of students to earn certificate/degree annually.

It is projected that 25 students will complete this certificate annually, with a 2-3% increase annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college’s existing inventory.

All of the classes necessary are currently in the college inventory. This will allow for another pathway for our students to earn a degree and/or certificate.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No Colleges in the Inland Region offer similar programs. The following colleges offer Degrees/Certificates in Homeland Security or Emergency Management:

Cerritos
Citrus
Coastline
Grossmont
Palomar
Cypress
Rio Hondo

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: Emergency Management and Homeland Security—Emergency Medical Services

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: 2105.30 **CIP Code:** 43.0301

Type of Program:

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

Type of Associate Degree:

Associate of Arts Associate of Science

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

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

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Emergency Management and Homeland Security Emergency Medical Services program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Emergency Medical Services is specifically designed to prepare persons to operate within the Emergency Medical Services branch of the Incident Command System.

Required Documentation

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

All Degrees and Certificates

Evidence of district-wide discipline communication (Emergency Management/Homeland Security is unique to Moreno Valley College.)
 Department minutes showing approval
 Narrative *(see following page)*
 Transfer preparation documentation *(only if applicable)*

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

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

Labor Market Information and Analysis *(Required for new programs and modifications.)*

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

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

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Upon completion of this program, students will be able to:

- Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
- Compare and Contrast various forms of National and International Terrorism.
- Distinguish the fundamental roles and responsibilities of the professional emergency manager.
- Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
- Demonstrate the skills necessary to function in the EMS branch of the Incident Command System.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The Emergency Management and Homeland Security – Emergency Medical Services program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors. The program emphasizes an All-Hazard approach to emergency planning and management, with courses in preparedness planning, risk mitigation, emergency response and disaster recovery. Students who successfully complete the program will gain entry-level employment in the fields of emergency management, homeland security, law enforcement, fire service, urban planning, security management, information security, business continuity, and other service-related occupations. The concentration in Emergency Medical Services is specifically designed to prepare persons to operate within the Emergency Medical Services branch of the Incident Command System.

Upon completion of this program, students will be able to:

- Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
- Compare and Contrast various forms of National and International Terrorism.

Program Outline of Record – Credit Degrees and Certificates

- Distinguish the fundamental roles and responsibilities of the professional emergency manager.
- Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
- Demonstrate the skills necessary to function in the EMS branch of the Incident Command System.

Required Courses: 21 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring

In addition, choose one of the Options below:

Elective Courses – **OPTION 1: 8.5** units

Course	Title	Units	Sequencing
EMS-50	Emergency Medical Technician	7	Semester 1,2,3, or 4
EMS-51	Emergency Medical Services-Basic Clinical/Field	1.5	Semester 1,2,3, or 4

OR

Elective Courses—**OPTION 2: 15.5** units

Course	Title	Units	Sequencing
EMS-60	Patient Assessment and Airway Management	4.5	Semester 1,2,3, or 4
EMS-61	Introduction to Medical Pathophysiology	3	Semester 1,2,3, or 4
EMS-62	Emergency Pharmacology	4	Semester 1,2,3, or 4
EMS-63	Cardiology	4	Semester 1,2,3, or 4

Total Program Units: 29.5-36.5 units

The **Associate of Science Degree in Emergency Management and Homeland Security—Emergency Medical Services** concentration 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

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: 21 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring

Program Outline of Record – Credit Degrees and Certificates

HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring

Elective Courses – OPTION 1: 8.5 units

Course	Title	Units	Sequencing
EMS-50	Emergency Medical Technician	7	Semester 1,2,3, or 4
EMS-51	Emergency Medical Services-Basic Clinical/Field	1.5	Semester 1,2,3, or 4

OR

Elective Courses—OPTION 2: 15.5 units

Course	Title	Units	Sequencing
EMS-60	Patient Assessment and Airway Management	4.5	Semester 1,2,3, or 4
EMS-61	Introduction to Medical Pathophysiology	3	Semester 1,2,3, or 4
EMS-62	Emergency Pharmacology	4	Semester 1,2,3, or 4
EMS-63	Cardiology	4	Semester 1,2,3, or 4

Total Program Units: 29.5-36.5 units

The **Associate of Science Degree in Emergency Management and Homeland Security—Emergency Medical Services** concentration 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	21	Maximum Required Units	21
Minimum Elective Units	8.5	Maximum Elective Units	15.5
Local GE Required Units	22	CSUGE Required Units	39
Double Counted Units	0	Double Counted Units	0

Total Minimum Degree Units	60	Total Maximum Degree Units	75.5
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Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

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 Emergency Management and Homeland Security. The growth of the program will also address to need to increase special populations in Emergency Management and Homeland Security, such as potentially increasing the population of female, Hispanic, African American students and professionals. 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

Projection of number of students to earn certificate/degree annually.

It is projected that 25 students will complete this certificate annually, with a 2-3% increase annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college’s existing inventory.

All of the classes necessary are currently in the college inventory. This will allow for another pathway for our students to earn a degree and/or certificate.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No Colleges in the Inland Region offer similar programs. The following colleges offer Degrees/Certificates in Homeland Security or Emergency Management:

- Cerritos
- Citrus
- Coastline
- Grossmont
- Palomar
- Cypress
- Rio Hondo

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: Emergency Management and Homeland Security - Fire Technology

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

TOPs Code: 2105.30 **CIP Code:** 43.0301

Type of Program:

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

Type of Associate Degree:

Associate of Arts Associate of Science

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

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

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Emergency Management and Homeland Security--Fire Technology program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Fire Technology is specifically designed to prepare persons to operate within the FIRE branch of the Incident Command System.

Required Documentation

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

All Degrees and Certificates

- Evidence of district-wide discipline communication (Emergency Management/Homeland Security is unique to Moreno Valley College.)
- Department minutes showing approval
- Narrative *(see following page)*
- Transfer preparation documentation *(only if applicable)*

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

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

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

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

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Upon completion of this program, students will be able to:

1. Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
2. Compare and Contrast various forms of National and International Terrorism.
3. Distinguish the fundamental roles and responsibilities of the professional emergency manager.
4. Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
5. Demonstrate the skills necessary to function in the FIRE branch of the Incident Command System.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The Emergency Management and Homeland Security – Fire Technology program prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors. The program emphasizes an All-Hazard approach to emergency planning and management, with courses in preparedness planning, risk mitigation, emergency response and disaster recovery. Students who successfully complete the program will gain entry-level employment in the fields of emergency management, homeland security, law enforcement, fire service, urban planning, security management, information security, business continuity, and other service-related occupations. The concentration in Fire Technology is specifically designed to prepare persons to operate within the FIRE branch of the Incident Command System.

Upon completion of this program, students will be able to:

1. Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
2. Compare and Contrast various forms of National and International Terrorism.

3. Distinguish the fundamental roles and responsibilities of the professional emergency manager.
4. Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
5. Demonstrate the skills necessary to function in the FIRE branch of the Incident Command System.

Required Courses: 21 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring

Elective Courses: **Select a minimum of 9 units from below:**

Course	Title	Units	Sequencing
FIT-1	Fire Protection Organization	3	Semester 1,2,3, or 4
FIT-2	Fire Behavior and Combustion	3	Semester 1,2,3, or 4
FIT-3	Fire Protection Equipment and Systems	3	Semester 1,2,3, or 4
FIT-4	Building Construction for Fire Protection	3	Semester 1,2,3, or 4
FIT-5	Fire Prevention	3	Semester 1,2,3, or 4
FIT-7	Principles of Fire and Emergency Services Safety and Survival	3	Semester 1,2,3, or 4
FIT-S3	Basic Fire Fighter Academy	19	Semester 1,2,3, or 4

Total Program Units: 30 units

The **Associate of Science Degree in Emergency Management and Homeland Security—Fire Technology** Concentration 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

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: 21 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring

Elective Courses: **Select a minimum of 9 units from below:**

Course	Title	Units	Sequencing
FIT-1	Fire Protection Organization	3	Semester 1,2,3, or 4
FIT-2	Fire Behavior and Combustion	3	Semester 1,2,3, or 4
FIT-3	Fire Protection Equipment and Systems	3	Semester 1,2,3, or 4
FIT-4	Building Construction for Fire Protection	3	Semester 1,2,3, or 4
FIT-5	Fire Prevention	3	Semester 1,2,3, or 4
FIT-7	Principles of Fire and Emergency Services Safety and Survival	3	Semester 1,2,3, or 4
FIT-S3	Basic Fire Fighter Academy	19	Semester 1,2,3, or 4

Total Program Units: 30 units

The Associate of Science Degree in Emergency Management and Homeland Security—Fire Technology Concentration 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	21	Maximum Required Units	21
Minimum Elective Units	9	Maximum Elective Units	9
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	0	Double Counted Units	0
Total Minimum Degree Units	60	Total Maximum Degree Units	69

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

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 Emergency Management and Homeland Security. The growth of the program will also address to need to increase special populations in Emergency Management and Homeland Security, such as potentially increasing the population of female, Hispanic, African American students and professionals. 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

Projection of number of students to earn certificate/degree annually.

It is projected that 25 students will complete this certificate annually, with a 2-3% increase annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

All of the classes necessary are currently in the college inventory. This will allow for another pathway for our students to earn a degree and/or certificate.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No Colleges in the Inland Region offer similar programs. The following colleges offer Degrees/Certificates in Homeland Security or Emergency Management:

Cerritos
Citrus
Coastline
Grossmont
Palomar
Cypress
Rio Hondo

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: Emergency Management and Homeland Security—Law Enforcement

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: 2105.30 **CIP Code:** 43.0301

Type of Program:

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

Type of Associate Degree:

Associate of Arts Associate of Science

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

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

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The Emergency Management and Homeland Security – Law Enforcement concentration prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors preparing for, mitigating, responding to, and recovering from natural and manmade disasters. The concentration in Law Enforcement is specifically designed to prepare persons to operate within the LAW branch of the Incident Command System.

Required Documentation

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

All Degrees and Certificates

- Evidence of district-wide discipline communication (Emergency Management/Homeland Security is
- Department minutes showing approval unique to Moreno Valley College.)
- Narrative *(see following page)*
- Transfer preparation documentation *(only if applicable)*

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

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

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

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

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Upon completion of this program, students will be able to:

- Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
- Compare and Contrast various forms of National and International Terrorism.
- Distinguish the fundamental roles and responsibilities of the professional emergency manager.
- Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
- Demonstrate the skills necessary to function in the LAW branch of the Incident Command System.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The Emergency Management and Homeland Security- Law Enforcement concentration prepares students to enter the emerging profession of homeland security and emergency management. The curriculum is designed to provide the learner with a foundation of technical and professional knowledge to meet local, state, and national safety responsibilities both in the public and private sectors. The program emphasizes an All-Hazard approach to emergency planning and management, with courses in preparedness planning, risk mitigation, emergency response and disaster recovery. Students who successfully complete the program will gain entry-level employment in the fields of emergency management, homeland security, law enforcement, fire service, urban planning, security management, information security, business continuity, and other service-related occupations. The concentration in Law Enforcement is specifically designed to prepare persons to operate within the LAW Branch of the Incident Command System.

Upon completion of this program, students will be able to:

- Recognize the types of natural, manmade, and technological hazards that can negatively impact a community.
- Compare and Contrast various forms of National and International Terrorism.
- Distinguish the fundamental roles and responsibilities of the professional emergency manager.

Program Outline of Record – Credit Degrees and Certificates

- Demonstrate skills necessary to prepare for, mitigate, respond to, and recover from manmade and natural disasters.
- Demonstrate the skills necessary to function in the LAW branch of the Incident Command System.

Required Courses: 21 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring

Elective Courses: **Select a minimum of 9 units from below:**

Course	Title	Units	Sequencing
ADJ-1	Introduction to Administration of Justice	3	Semester 1,2,3, or 4
ADJ-2	Principles and Procedures of the Justice System	3	Semester 1,2,3, or 4
ADJ-3	Concepts of Criminal Law	3	Semester 1,2,3, or 4
ADJ-4	Legal Aspects of Evidence	3	Semester 1,2,3, or 4
ADJ-5	Community Relations	3	Semester 1,2,3, or 4
ADJ-6	Patrol Procedures	3	Semester 1,2,3, or 4
ADJ-8	Juvenile Law and Procedures	3	Semester 1,2,3, or 4
ADJ-12	Introduction to Criminalistics	3	Semester 1,2,3, or 4
ADJ-13	Criminal Investigations	3	Semester 1,2,3, or 4
ADJ-15	Narcotics	3	Semester 1,2,3, or 4
ADJ-19	Introduction to Policing	3	Semester 1,2,3, or 4
ADJ-20	Introduction to Corrections	3	Semester 1,2,3, or 4
ADJ-21	Control & Supervision in Corrections	3	Semester 1,2,3, or 4
ADJ-22	Legal Aspects of Corrections	3	Semester 1,2,3, or 4
ADJ-24	Interviewing & Interrogation	3	Semester 1,2,3, or 4
ADJ-40	Law Enforcement Crime Analysis	3	Semester 1,2,3, or 4
ADJ-41	Technology & Investigative Analysis	3	Semester 1,2,3, or 4
ADJ-42	Criminal Behavior and Intelligence Analysis	3	Semester 1,2,3, or 4

Program Outline of Record – Credit Degrees and Certificates

ADJ-43	Criminal Intelligence Analyst Simulations	3.5	Semester 1,2,3, or 4
ADJ-B1B	Basic Peace Officer Training Academy	40	Semester 1,2,3, or 4
ADJ-C1D	Basic Correctional Deputy Academy	15	Semester 1,2,3, or 4
ADJ-D1A	Basic Public Safety Dispatch Course	6	Semester 1,2,3, or 4
ADJ-R1B	Level II Modular Academy Training	9	Semester 1,2,3, or 4
ADJ-R1A	Level III Modular Academy Training	6	Semester 1,2,3, or 4
ADJ-R1C	Regular Basic Course, Modular Format, Module I Training	19	Semester 1,2,3, or 4

Total Program Units: 30 units

The **Associate of Science Degree in Emergency Management and Homeland Security—Law Enforcement** 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

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: 21 units

Course	Title	Units	Sequencing
HLS-1	Introduction to Homeland Security and Terrorism	3	Semester 1, Fall
HLS-101	Introduction to Emergency Management	3	Semester 1, Fall
HLS-2	Preparedness for Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-3	Response to Emergencies, Disasters & Homeland Security Incidents	3	Semester 2, Spring
HLS-4	Recovery in Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-5	Investigation of Emergencies, Disasters & Homeland Security Incidents	3	Semester 3, Fall
HLS-6	Case Studies Emergencies, Disasters & Homeland Security Incidents	3	Semester 4, Spring

Elective Courses: **Select a minimum of 9 units from below:**

Course	Title	Units	Sequencing
ADJ-1	Introduction to Administration of Justice	3	Semester 1,2,3, or 4
ADJ-2	Principles and Procedures of the Justice System	3	Semester 1,2,3, or 4
ADJ-3	Concepts of Criminal Law	3	Semester 1,2,3, or 4
ADJ-4	Legal Aspects of Evidence	3	Semester 1,2,3, or 4

**Program Outline of Record –
 Credit Degrees and Certificates**

ADJ-5	Community Relations	3	Semester 1,2,3, or 4
ADJ-6	Patrol Procedures	3	Semester 1,2,3, or 4
ADJ-8	Juvenile Law and Procedures	3	Semester 1,2,3, or 4
ADJ-12	Introduction to Criminalistics	3	Semester 1,2,3, or 4
ADJ-13	Criminal Investigations	3	Semester 1,2,3, or 4
ADJ-15	Narcotics	3	Semester 1,2,3, or 4
ADJ-19	Introduction to Policing	3	Semester 1,2,3, or 4
ADJ-20	Introduction to Corrections	3	Semester 1,2,3, or 4
ADJ-21	Control & Supervision in Corrections	3	Semester 1,2,3, or 4
ADJ-22	Legal Aspects of Corrections	3	Semester 1,2,3, or 4
ADJ-24	Interviewing & Interrogation	3	Semester 1,2,3, or 4
ADJ-40	Law Enforcement Crime Analysis	3	Semester 1,2,3, or 4
ADJ-41	Technology & Investigative Analysis	3	Semester 1,2,3, or 4
ADJ-42	Criminal Behavior and Intelligence Analysis	3	Semester 1,2,3, or 4
ADJ-43	Criminal Intelligence Analyst Simulations	3.5	Semester 1,2,3, or 4
ADJ-B1B	Basic Peace Officer Training Academy	40	Semester 1,2,3, or 4
ADJ-C1D	Basic Correctional Deputy Academy	15	Semester 1,2,3, or 4
ADJ-D1A	Basic Public Safety Dispatch Course	6	Semester 1,2,3, or 4
ADJ-R1B	Level II Modular Academy Training	9	Semester 1,2,3, or 4
ADJ-R1A	Level III Modular Academy Training	6	Semester 1,2,3, or 4
ADJ-R1C	Regular Basic Course, Modular Format, Module I Training	19	Semester 1,2,3, or 4

Total Program Units: 30 units

The **Associate of Science Degree in Emergency Management and Homeland Security—Law Enforcement** 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	21	Maximum Required Units	21
Minimum Elective Units	9	Maximum Elective Units	9
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	0	Double Counted Units	0
Total Minimum Degree Units	60	Total Maximum Degree Units	69

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

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 Emergency Management and Homeland Security. The growth of the program will also address to need to increase special populations in Emergency Management and Homeland Security,

such as potentially increasing the population of female, Hispanic, African American students and professionals. 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

Projection of number of students to earn certificate/degree annually.

It is projected that 25 students will complete this certificate annually, with a 2-3% increase annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

All of the classes necessary are currently in the college inventory. This will allow for another pathway for our students to earn a degree and/or certificate.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No Colleges in the Inland Region offer similar programs. The following colleges offer Degrees/Certificates in Homeland Security or Emergency Management:

Cerritos
Citrus
Coastline
Grossmont
Palomar
Cypress
Rio Hondo

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: English

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:

CIP Code:

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

This is a: New ADT Modification to an existing ADT

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

(Please be specific! Indicate any changes such as title, description, learning outcomes, courses, unit values, etc.)

English wishes to add the following classes to List C of the ADT

- ENG 18 – Survey of Native American Literature
- ENG 24 – Survey of Asian American Literature
- ENG 25 – Latinx Literature of the United States

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The above courses significantly expand the diversity of options offered to English ADT students, particularly in terms of representation and diversity. At present, Norco offers only one course focused on the literature of a historically minoritized community (ENG 20 – Survey of African American Literature). The revised ADT will allow the discipline to provide students with access and expose to literature from a wider range of communities.

Additionally, the above courses will, after further revision, qualify for the Ethnic Studies requirement for transfer to CSUs.

Required Documentation:

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

All new and modified ADTs must include the following:

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

Program Narrative

Item 1. Program Goals and Objectives

Must address a valid transfer preparation purpose.

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal. The language list below is required at the end of the catalog description. Please replace the highlighted text with the language appropriate for this specific ADT.

Course titles and unit values must be exact.

Required Courses: 19 units

Course	Title	Units
ENG-1B/1BH	Critical Thinking and Writing/Honors	4
LIST A	Choose from the list below	6
LIST B	Choose from the list below	6
LIST C	Choose from the list below	3

List A: Choose two courses from the following (6 units)

Course	Title	Units
ENG-6	British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7	British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14	American Literature I: Pre-Contact through Civil War	3
ENG-15	American Literature II: 1860 to Present	3
ENG-40	World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41	World Literature II: Seventeenth Century Through the Present	3

List B: Choose two courses from the following (6 units)

Any course from List A not already used

Course	Title	Units
ENG/HUM-8	Introduction to Mythology	3
ENG-11	Creative Writing	3
ENG-44	Poetry from the Twentieth Century to the Present	3

List C: Choose two courses from the following (3 units)

Any course from List A or List B not already used

Course	Title	Units
ENG-9	Introduction to Shakespeare	3
ENG-10	Special Studies in Literature	3
ENG-18	Survey of Native American Literature	3
ENG-20	Survey of African American Literature	3
ENG/HUM-23	The Bible as Literature	3
ENG-24	Survey of Asian American Literature	3
ENG-25	Latinx Literature of the United States	3
ENG-30	Children’s Literature	3
ENG-35	Women in Literature	3
ENG-45	Modern Drama	3
ENG-48	Short Story and Novel from the Twentieth Century to the Present	3
COM-7	Oral Interpretation of Literature	3
THE-3	Introduction to Theater	3

ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in **Arts in English** for Transfer degree 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: Fitness Professionals Certificate

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: Fitness Trainer (083520) **CIP Code: 31.0507**

Type of Program:

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

Type of Associate Degree:

Associate of Arts Associate of Science

This is a:

New certificate/degree Modification to an existing certificate/degree
 Modification to an existing local certificate

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

This is a minor modification to the wording, minor correction to the catalog description paragraph only, and no change to the program. Program was approved November 2020 by Board and on 21-22 Catalog. Would like to make correction for 21-22 Addendum to Catalog. Additionally, there is a slight correction to include the correct title for KIN 43 Introduction to Personal Training, on the Narrative only. (Attach original Narrative to view correction).

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

This is a minor modification to the wording, minor correction to the catalog description paragraph only, and no change to the program. Program was approved November 2020 by Board and on 21-22 Catalog. Would like to make correction for 21-22 Addendum to Catalog. Additionally, there is a slight correction to include the correct title for KIN 43 Introduction to Personal Training, on the Narrative only.

Required Documentation

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

All Degrees and Certificates

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

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

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

- Labor Market Information and Analysis *(required for new programs and modifications; also be recent, within 2 years).-*
- Advisory Committee Recommendation *(Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.)*
- Regional Consortium Recommendation *(required for new programs only)*

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

Program Narrative

Item 1. Program Goals and Objectives

The goals and objectives of the program are to prepare students to enter the workforce as qualified worker in the fitness industry. Completing the certificate will give the student an opportunity to reach the following outcomes:

- Design fitness programs for a diverse population.
- Demonstrate knowledge and skills necessary to pass national certification exams in personal training and/or group fitness instructor.
- Demonstrate the necessary skills for being successful within the fitness industry.
- Demonstrate an understanding of nutrition, fitness, and strength training.

Students earning this certificate will be eligible for positions in private and public programs including fitness centers, resorts, country clubs, recreation districts, and wellness centers.

Item 2. Catalog Description

The Fitness Professionals Certificate program will give hands on training and experience to students in preparation for a career in the growing field of fitness at entry-level positions or possibly higher. The curriculum has been designed to equip the student with the knowledge and hands on experience to evaluate the physiological and psychological effects of physical activities and to design personalized exercise prescriptions. Students will be taught scientific principles of exercise and physical conditioning, techniques of strength training, nutrition, and methods appropriate to establishing healthy behavior. This program prepares candidates for the National Academy of Sports Medicine (NASM), American Council on Exercise (ACE), and the National Strength & Conditioning Association Certified Personal Trainer (NSCA-CPT) certification exams. After completing these certification exams, the students will be qualified to be a strength and conditioning coach, personal fitness trainer, and/or group exercise instructor.

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: 13_ units

Course	Title	Units	Sequencing
KIN 4	Nutrition	3	Fall, Winter, Spring, Summer
KIN 30	First Aid and CPR	3	Fall, Winter, Spring, Summer
KIN 35	Foundations for Fitness and Wellness	3	Fall
KIN 43	Introduction to Personal Training	3	Spring

KIN A81 A/B/or C	Cardio and Strength Training	1	Fall, Winter, Spring, Summer
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Elective Courses: 1-4 units

Course	Title	Units	Sequencing
KIN 44	Yoga Instructor Training	3	Fall
KIN 45	Group Fitness Instructor	3	Spring
KIN 12	Sport Psychology	3	Fall. Spring
KIN 200	Kinesiology Work Experience	1-4	

Total Program Units: 14-17 units

Item 4. Master Planning

Moreno Valley College is dedicated to transforming and enriching our students' lives through timely completion, transfer, and workforce development. The goals and objectives of the program are to prepare students to enter the workforce as qualified worker in the fitness industry. The Fitness Professionals Certificate prepares students for careers in fitness and health. Students completing this program will be prepared for employment in the fitness trainers and aerobics instructors' occupation. This occupation is expected to have 695 annual job openings over the next five years in the Inland Empire/Desert Region. The certificate program will expand existing fitness trainer programs to meet the regional need for more workers in this field.

Item 5. Enrollment and Completer Projections

Approximately 10-20 students annually. We anticipate that the addition of this certificate will increase both the total number of students pursuing an associate degree in Kinesiology. The projection is that enrollments in Kinesiology specific classes will continue to grow incrementally as students discover the value of this certificate to employers who are experiencing an increased demand in the fitness industry

Item 6. Place of Program in Curriculum/Similar Programs

The Fitness Professionals Certificate is the first certificate program within the Kinesiology discipline for Moreno Valley College.

Item 7. Similar Programs at Other Colleges in Service Area

Within the Inland Empire Desert Region (Riverside and San Bernardino) there are only two other 6-18 unit certificate programs specifically related to fitness. There was an average of 11 credentials issued annually from regional community college training programs over the last three academic years. This means that combined, there is a potential supply of 16 qualified fitness trainers and aerobics instructors in the region. Employment for fitness professionals is expected to increase by 13% between 2019 and 2024 in the Inland Empire/Desert Region. A total of 695 annual job openings will be available each year over the five-year timeframe. It is for this reason that the COE recommends creating new or expanding existing fitness trainer programs.

Item 8. Transfer Preparation Information (if applicable)

Program Outline

Title: Industry Marketing Certificate (CE879)

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: 0509.00 **CIP Code:** 52.1101

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:

Modification of currently existing 15-unit Locally-Approved marketing certificate into a 15-unit State-Approved marketing certificate.

The name of this new State-Approved certificate is Industry Marketing Certificate. This naming will clearly differentiate this 15-unit program from existing Associates of Science Business Administration Marketing Concentration.

Rationale for this State-Approved Industry Marketing Certificate is for RCC to offer students a shorter than concentration program that they can utilize for employment. This 15-unit Industry Marketing Certificate program prepares students for marketing industry certification offered from The American Marketing Association as well as digital marketing certification. Along with these industry certifications, the academic Industry Marketing Certificate from RCC with proof on college transcript will increase the employability of students.

Required Documentation

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

All Degrees and Certificates

- Discipline 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:

- Apply knowledge in the main areas of marketing fields, including marketing management, digital marketing, advertising, retail management, and sales
- Demonstrate the importance, responsibility, and legal and ethical practice of marketing.
- Apply knowledge to prepare for industry certifications in Professional Certified Marketer as well as in Digital Marketing.

Item 2. Catalog Description

Prepares individuals in the main areas of marketing: marketing management, digital marketing, advertising, retail management and sales. Fulfills all marketing courses required in Associates of Science Business Administration Marketing Concentration.

Program Learning Outcomes

- Apply knowledge in the main areas of marketing fields, including marketing management, digital marketing, advertising, retail management, sales, and business.
- Demonstrate the importance, responsibility, and legal and ethical practice of marketing.
- Apply knowledge to prepare for industry certifications in Professional Certified Marketer as well as in Digital Marketing.

Item 3. Program Requirements

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

Required Courses: 15 units

Course	Title	Units	Sequencing
BUS-10	Introduction to Business	3	Term 1
MKT-20	Principle of Marketing	3	Term 1
MKT-40	Advertising	3	Term 2
MKT-41 or MKT-42	Techniques of Selling Retail Management	3	Term 2
MKT-43	Digital Marketing	3	Term 2

Elective Courses: 0 units

Course	Title	Units	Sequencing

Total Program Units: 15 units

Item 4. Master Planning

As Riverside City College values providing students skills for employability, this program prepares students towards industry certifications in marketing field.

Item 5. Enrollment and Completer Projections

40 students every year as a cohort who take the program, some continue to Business Administration Marketing Concentration.

Item 6. Place of Program in Curriculum/Similar Programs

This certificate leads to Business Administration Marketing Concentration.

Item 7. Similar Programs at Other Colleges in Service Area

None

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: Registered Nursing

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: 1230.10

CIP Code: 513801

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:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Revised Program Learning Outcomes (concepts the same but wording changed).

Upon completion of the RCC ADN (RN) program, the graduate will:

- Provide quality, safe, patient-centered nursing care using evidence-based practices as a competent, entry-level professional nurse generalist.
- Function within the scope and standards of practice as a competent, entry-level professional nurse generalist while assimilating all ethical and legal principles.
- Function as a leader, assimilating leadership principles in a variety of health care settings for diverse patient populations as a competent, entry-level professional nurse generalist.
- Exemplify caring through behaviors that support relationship-centered care and demonstrate respect and sensitivity to others as a competent, entry-level professional nurse generalist.
- Assimilate communication principles to foster collaborative relationships using effective communication with the interprofessional health care team for the purpose of providing and improving patient outcomes as a competent, entry-level professional nurse generalist.
- Assimilate critical thinking principles using clinical reasoning to make sound clinical judgments necessary for providing safe patient care and promoting quality improvement as a competent, entry-level professional nurse generalist.
- Integrate nursing informatics and competently demonstrate the use of technology to effectively communicate, enhance knowledge, manage and analyze data, prevent errors, and support decision-making as a competent, entry-level professional nurse generalist.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

The concepts of the Program Learning Outcomes remained the same. Wording was changed to provide better clarity and scope of practice delineation.

Required Documentation

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

All Degrees and Certificates

- Discipline 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*)
 - The community college **registered nursing** program provides the knowledge, skills, and abilities that lead to the **registered nurse occupation**. *Registered nurses* is a **community college-level occupation** and is an **essential critical infrastructure occupation**.
 - The *registered nurses* occupation is projected to have **2,367 annual job openings, increasing employment by 12%** through 2024.
 - The **10th percentile hourly wage** for this occupation is **\$34.04 per hour, well above the regional \$21.78 per hour self-sustainable wage standard** for a single adult with one child.
 - In 2019, there were 30,583 *registered nurse* jobs in the Inland Empire/Desert Region. This occupation is projected to have 2,367 annual job openings to fill new or backfill jobs that workers are permanently vacating (includes occupational transfers and retirements). This occupation is expected to increase employment by 12% through 2024, which is less than the previous five years of job growth (2014-2019) at 23%.

(See attachment)

- 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

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Mission of Riverside City College: Riverside City College provides a high-quality affordable education and engages with a diverse community of learners by offering pre-college, transferable, and career-technical courses leading to locally-approved and state-approved certificates, associate degrees, associate degrees for transfer, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking; develops information competency and technological literacy; expands communication skills, and promotes self-development and global awareness. To encourage student success, the College provides comprehensive learning and student support services; co-curricular activities; and community and Arts programs. RCC supports and empowers students as they work toward individual achievement, intellectual curiosity, and life-long learning.

The mission of the RCC School of Nursing: The RCC School of Nursing provides excellence in education to a diverse student population to meet the healthcare needs of our community members by engaging in professional nursing practice.

The nursing program contributes to the mission of the college by offering a career pathway towards an associate of science degree vocational nursing or a certificate to meet the healthcare needs of the local community.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The School of Nursing is a vital component of Riverside City College (RCC) and embraces the mission, values, and traditions of both the RCC District and the College. The School of Nursing prepares quality nursing healthcare providers using a student-centered approach through teaching excellence in an environment conducive to learning. The Associate Degree Nursing (ADN) program prepares individuals for professional generalist nursing roles and for collaboration with other professionals and consumers in the delivery of holistic healthcare.

PROGRAM LEARNING OUTCOMES

Upon completion of the RCC ADN (RN) program, the graduate will:

- Provide quality, safe, patient-centered nursing care using evidence-based practices as a competent, entry-level professional nurse generalist.
- Function within the scope and standards of practice as a competent, entry-level professional nurse generalist while assimilating all ethical and legal principles.
- Function as a leader, assimilating leadership principles in a variety of health care settings for diverse patient populations as a competent, entry-level professional nurse generalist.
- Exemplify caring through behaviors that support relationship-centered care and demonstrate respect and sensitivity to others as a competent, entry-level professional nurse generalist.

- Assimilate communication principles to foster collaborative relationships using effective communication with the interprofessional health care team for the purpose of providing and improving patient outcomes as a competent, entry-level professional nurse generalist.
- Assimilate critical thinking principles using clinical reasoning to make sound clinical judgments necessary for providing safe patient care and promoting quality improvement as a competent, entry-level professional nurse generalist.
- Integrate nursing informatics and competently demonstrate the use of technology to effectively communicate, enhance knowledge, manage and analyze data, prevent errors, and support decision-making as a competent, entry-level professional nurse generalist.

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: 67-68 units

Course	Title	Units
BIO-50A	Anatomy and Physiology I	4
BIO-50B	Anatomy and Physiology II	4
BIO-55	Microbiology	4
PSY-9	Developmental Psychology	3
SOC-1/1H or ANT-2/2H	Introduction to Sociology Cultural Anthropology	3 or 3
ENG-1A/1AH	English Composition	4
COM-1/1H Or COM-9/9H	Public Speaking Interpersonal Communication	3 or 3
MAT-12/12H Or PSY-48 Or SOC-48	Statistics Statistics for the Behavioral Sciences Statistics for the Behavioral Sciences	4 Or 3 Or 3
NRN-11	Foundations of Nursing Practice Across the Lifespan	8.5
NRN-11A	Nursing Learning Laboratory	.5
NRN-12	Acute and Chronic Medical-Surgical Nursing Across the Lifespan and Maternity Nursing	8.5
NRN-12A	Nursing Learning Laboratory	.5
NRN-14	Health Promotion and Wellness Across the Lifespan	3
NRN-21	Acute Adult Medical-Surgical and Mental Health Nursing	8.5
NRN-21A	Nursing Learning Laboratory	.5
NRN-22	Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics	8.5
NRN-22A	Nursing Learning Laboratory	.5

	<i>Total units for required courses:</i>	67-68
American Institutions	Choose from (list courses) :	3
Humanities Elective	Choose from (list courses) :	3
	<i>Total units for elective courses</i>	6
	Total Program Units (65 required + 9 elective):	73-74 units

Elective Courses: 6 units

Course	Title	Units
American Institutions	Choose from (list courses) :	3
Humanities Elective	Choose from (list courses) :	3
	<i>Total units for elective courses</i>	6

Total Program Units: 73-74 units

Minimum Degree Units		Maximum Degree Units	
Minimum Required Units	67	Maximum Required Units	68
Minimum Elective Units	6	Maximum Elective Units	6
Local GE Required Units	22	CSUGE Required Units	39
Double Counted Units	24	Double Counted Units	26
Total Minimum Degree Units	71	Total Maximum Degree Units	87

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Facilities

The college has the facilities and resources to maintain the courses at the level of quality described in this proposal. All courses are already active and offered on a regular basis at Riverside City College

Program Costs.

Student Expenses (per year) :

1. Students pay Health Services Fees (\$25), parking (\$125), Student Services Fees (\$30) and tuition (\$46) per unit each semester. The cost is approximately \$6,000 for four semesters and an intersession.
2. Students furnish their own uniforms. The cost is approximately \$250.
3. The costs of nursing books, supply bag, iPad, testing platform and other required supplies are approximately \$2,500 for two years.
4. Physical examination/lab work costs are approximately \$98 - \$600.
5. Background checks/CPR costs approximately \$220.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.

7. Students are required to purchase standardized testing package for use during the program. Estimated cost is \$580.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

The ADN (RN) program graduates 180 students annually.

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college's existing inventory.

This program is already in place at Riverside City College. The modification is the revision of Program Learning Outcomes

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

The following community colleges also have ADN (RN) programs in the Inland Empire:

1. College of the Desert
2. Copper Mountain College
3. Mt. San Jacinto
4. Chaffey College
5. Victor Valley
6. San Bernardino Valley

Item 8. Transfer Preparation Information (if applicable)

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

**Record –
 Credit Degrees and Certificates**

Program Outline

Title: ASSOCIATE IN SCIENCE DEGREE IN PARALEGAL STUDIES

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

TOPs Code: 140200/1402.00 **CIP Code:**220302/22.302

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.)

Degree is being modified to include the following Required Level I Course
 PAL 65, Law Office Technology

Degree is being modified to remove/delete the following Level I Courses:
 CAT/CIS 80-Word Processing: Microsoft Word for Windows
 CAT/CIS 84-Word Processing: WordPerfect for Windows

These course options are being replaced with the PAL-65, Law Office Technology

Degree is being modified to remove the following Specialty course:
 ACC 1A-Principles of Accounting

Degree is being modified to include the following **NEW** Specialty/Elective Course options:

- PAL 82, Immigration Law Practice, Practice and Procedures (new course)
- PAL 84, Criminal Law and Procedure (new course)
- PAL 89, Sports Management and Entertainment Law (new course)
- PAL 86, Tort Law and Alternative Dispute Resolution (new course)
- PAL 90, E-Discovery and Litigation Support (new course)
- BUS 15, Street Law (existing course) in business department

Course will continue to include the already EXISTENT Specialty/Elective Course Options:

- PAL 80, Internship Project
- PAL 81, Bankruptcy Law and Procedures

**Record –
Credit Degrees and Certificates**

- PAL 83, Estate Planning and Probate Procedures
- PAL 85, Family Law and Procedures
- PAL 87, Trial Practice Preparation and Procedures
- PAL 82, Legal Aspects of Real Estate

Rationale: The changing climate of the legal field has dictated new and revised courses to align with industry needs. The program and courses are geared for students to connect with industry earlier on in the program. This includes, but is not limited to employment, apprenticeship, internships and to position themselves for summer legal institutes. There are also technological changes occurring in the profession. Additionally, students have been placed in internships and employment in many of these areas. Preparing them with the courses can foster a better position for their success within the industry areas. Additionally, the program exceeds the standards of the California Business & Professions Code and the American Bar Association. The Paralegal Program in the future will seek official American Bar Association Approval of Paralegal Programs and thus positions itself for that process.

(Please note: This information will be presented to the Board of Trustees.)

Required Documentation

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

All Degrees and Certificates

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

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

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

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

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

**Record –
Credit Degrees and Certificates**

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

As part of a valid workforce preparation purpose, a key trait of a successful paralegal is understanding how the law and the legal system functions. As such, the paralegal program prepares students to understand the process. The program further provides students to work in an entry-level position, and helps students understand the skills they will need to develop as they move into more advanced areas of their career. As part of the program, students take introductory and specialty industry courses. The diversity of courses offered provide students working knowledge for a variety of legal environments upon obtaining their degree.

Further, the program affords students a diverse range of legal tasks professionally and effectively, which in turn prepares students to work in a diverse, fast-paced legal environments by completing a variety of legal tasks. Level I and II courses, as well as Specialty courses in the program provide students opportunities to hone in on clear written and communication skills, while paying attention to detail. Additional skills gained include, but are not limited to organizing general and specialty files, preparing legal documents, research, client interviewing, drafting case arguments, communicating with legal professionals, and taking detailed notes for case facts and analysis. Graduates of the program further develop the analytical skills needed to think critically about legal cases and support for case development.

Students completing the program are prepared to work with lawyers, other legal professionals, courts and legal process, and clients.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

This program prepares individuals to perform research, drafting, investigatory activities, record-keeping and related Paralegal administrative functions under the supervision of an attorney in a law firm, public or private entity, and/or within a courtroom setting. This includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

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

- Produce written legal documents involved in litigation. Utilize electronic resources to research law and apply it to a given set of facts.
- Utilize appropriate judicial council pleading forms to produce documents required for pursuing and defending a lawsuit.
- Demonstrate a working knowledge of discovery tools and their functions as they relate to trial.
- Demonstrate ethical behavior of paralegals relevant to the attorney/ client relationship.

**Record –
 Credit Degrees and Certificates**

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: 28.5 units

Level I Courses

Course	Title	Units	Sequencing
BUS-18A	Business Law I	3	Semester 1, Fall
PAL-10	Introduction to Paralegal Studies	3	Semester 1, Fall
PAL-64	Legal Research and Computer Applications	3	Semester 1, Fall
PAL-65	Law Office Technology	3	Semester 1, Fall
PAL-68	Civil Litigation and Procedures I	3	Semester 1, Fall

Level II Courses

Course	Title	Units	Sequencing
BUS-18B	Business Law II	3	Semester 2, Spring
PAL-14	Legal Ethics	3	Semester 2, Spring
PAL-70	Law Office Policies and Procedures	1.5	Semester 2, Spring
PAL-72	Legal Analysis and Writing	3	Semester 2, Spring
PAL-78	Civil Litigation and Procedures II	3	Semester 2, Spring

Elective Courses: 9 units (Specialty Courses, Select 9 Units from the following)

Course	Title	Units	Sequencing
BUS-15	Street Law	3	Semester 3, Fall
PAL-80	Internship Project	1.5	Semester 3, Fall
PAL-81	Bankruptcy Law and Procedures	3	Semester 3, Fall
PAL-82	Immigration Law, Practice and Procedures	3	Semester 3, Fall or Semester 4, Spring
PAL-83	Estate Planning and Probate Procedures	3	Semester 3, Fall or Semester 4, Spring
PAL-84	Criminal Law and Procedures	3	Semester 3, Fall or Semester 4, Spring
PA-85	Family Law and Procedures		Semester 3, Fall or Semester 4, Spring
PAL-86	Tort Law and Alternative Dispute Resolution	3	Semester 3, Fall or Semester 4, Spring
PAL-87	Trial Practice Preparation and Procedures	3	Semester 3, Fall or Semester 4, Spring
PAL-89	Sports Management and Entertainment Law	3	Semester 4, Spring
PAL-90	E-Discovery and Litigation Support	3	Semester 4, Spring

**Record –
 Credit Degrees and Certificates**

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

Total Program Units: 37.5 units

Minimum Degree Units		Maximum Degree Units	
Minimum Required Units	28.5	Maximum Required Units	28.5
Minimum Elective Units	9	Maximum Elective Units	9
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	0	Double Counted Units	0
Total Minimum Degree Units	64.5	Total Maximum Degree Units	76.5

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Associate in Science in Paralegal Studies degree align with the College’s mission statement by offering career and technical courses that prepare students for the workforce.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Projections for *2019/2020 (20), *2020/2021 (25) 2021/2022 (30)

*Data pending

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college’s existing inventory.

The Paralegal Studies degree is a business discipline and is housed in the Business, Information Systems and Technology Department of Riverside City College. It is a Riverside City College only program.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

- Chaffey (Paralegal Studies)
- Mt. San Jacinto (Legal Studies)
- Victor Valley (Paralegal Studies)
- Chaffey College (Paralegal Studies)
- Santa Ana College (Paralegal Studies)

**Record –
Credit Degrees and Certificates**

Labor Market Industry data indicates continual growth. Our program is housed within the city of the Superior Court of California, County of Riverside; downtown Riverside region.

In 2019, there were 3,787 combined paralegal and related jobs group in the Inland Empire/Desert Region. Employment in this group is expected to increase by 2% over the next five years. The paralegal and legal assistants occupations will increase new job employment by 9%, while legal secretaries and administrative Paralegal in the Inland Empire/Desert Region, March 2021 2 assistants (-6%) and title examiners, abstractors, and searchers (-4%) are expected to see employment decline.

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: Business Administration: Marketing Concentration

AS525/AS525B AS525C/CE525

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: 0509.00 **CIP Code:** 52.1101

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:

Modification for the list of marketing courses required for this Marketing Concentration.
Modification to the PLO reflecting the revised course selection.

Rationale:

The modified list of marketing concentration reflects the today’s industry trend and employments in the marketing profession. This proposed modification list of marketing courses also coincides with the list of courses required for the 15-unit State-Approved Industry Marketing Certificate, to encourage students who start with the 15-unit program to continue with the degree 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. 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:

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.
- Apply sound management practices.

Need Marketing Specific PLOs REVISED

- Develop and implement marketing strategies incorporating knowledge of marketing management, promotion, digital marketing, retail management, and/sales.
- Develop marketing strategies reflecting business goals and the positioning of the business’ brand(s).
- Design marketing strategies utilizing research and analysis of consumer decision process and consumer behavior.

Item 2. Catalog Description

This program prepares individuals to strategize business goals into product offerings that consumer and business markets perceive as value. The program introduces the major areas of marketing including marketing management, strategy formulation, brand positioning, target market selection, consumer behavior, promotional mix, digital marketing, retail management, and sales.

Program Learning Outcomes

- Develop and implement marketing strategies incorporating knowledge of marketing management, promotion, digital marketing, retail management, and/sales.
- Develop marketing strategies reflecting business goals and the positioning of the business’ brand(s).
- Design marketing strategies utilizing research and analysis of consumer decision process and consumer behavior.

Item 3. Program Requirements

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

Required Courses: 30 units

Course	Title	Units	Sequencing
ACC-1A	Principles of Accounting I	3	Term 2

BUS-10/10H	Introduction to Business	3	Term 1
BUS-18A	Business Law I	3	Term 3
BUS-20	Business Mathematics	3	Term 1
BUS-22 Or BUS-24	Management Communications Or Business Communications	3 3	Term 1
CIS-1A Or CIS/CAT-3	Introduction to Computer Information Systems Computer Applications for Business	3 3	Term 2
MKT-20	Principles of Marketing	3	Term 1
MKT-40	Advertising	3	Term 2 or 3
MKT-41 Or MKT-42	Techniques of Selling Retail Management	3	Term 2 or 3
MKT-43	Digital Marketing	3	Term 2 or 3

Elective Courses: 0 units

Course	Title	Units	Sequencing

Total Program Units: 30 units

The Associate of Science Degree in Business Administration Marketing Business Concentration 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	30	Maximum Required Units	30
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	69

Item 4. Master Planning

As Riverside City College values providing students skills for employability, this program is a response to a highly demanded employment field of marketing.

Item 5. Enrollment and Completer Projections

40 students every year as a cohort who take the program. Some will be completers of 15-Unit State Approved Industry Marketing Certificate continuing to Associates of Science degree.

Item 6. Place of Program in Curriculum/Similar Programs

This certificate/degree bridges the gap between the current marketing certificate and the Business Administration concentrations.

Item 7. Similar Programs at Other Colleges in Service Area

- Mt. San Antonio College
- Cal Poly Pomona
- Multiple other colleges

Item 8. Transfer Preparation Information (if applicable)

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

Program Outline

Title: Licensed Vocational Nursing

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: 1230.20 **CIP Code: 513901**

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:
(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Changes were made to program description and added BIO-50A and 50B as an additional option for students to take to fulfill their Anatomy and Physiology requirement.

Rationale:

(Please note: This information will be presented to the Board of Trustees.)

Many students seek to bridge into the Registered Nursing program from the Licensed Vocational Nursing program and are required to take BIO-50A and 50B to fulfill their Anatomy and Physiology requirement. The minimum Anatomy and Physiology requirement for the VN program is BIO-45. Currently, students who take BIO-50A and 50B are not auto-awarded a certificate or degree and this process is having to be done manually. By allowing BIO-50A and 50B as an option in the system, more degrees and certificates can be auto-awarded, in addition to providing more course options for students achieve their educational goals.

Required Documentation

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

All Degrees and Certificates

- Discipline 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)*

- Licensed practical and licensed vocational nurse jobs are expected to increase by **11% between 2017 and 2022** in the Inland Empire/Desert Region. A total of **3,679 job openings** will be available over the five-year timeframe.
- The entry-level wage for licensed practical and licensed vocational nurses is **above the MIT Living Wage estimate of \$12.30 per hour** for a single adult living in the Inland Empire/Desert Region.
- Occupational demand appears to be met by educational supply based on the average annual number of program completers for the selected community college program (**164 community college credentials, 552 other educational institution credentials, 716 annual average total**), and the annual openings for licensed practical and licensed vocational nurses in the region (**736 annual job openings**). It is recommended the colleges contact local employers to understand their future employment needs.

(See attachment)

Advisory Committee Recommendation (*required for new programs and modifications*)

Meeting will occur on 10/26/20 and minutes will be forwarded

Regional Consortium Recommendation (*required for new programs only*)

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

Program Narrative

Item 1. Program Goals and Objectives

For programs with a vocational TOPs code, must address a valid workforce preparation purpose. For programs with a non-vocational TOPs code, must address a valid workforce preparation, basic skills, civic education, or local purpose. May address transfer preparation if applicable.

Mission of Riverside City College: Riverside City College provides a high-quality affordable education and engages with a diverse community of learners by offering pre-college, transferable, and career-technical courses leading to locally-approved and state-approved certificates, associate degrees, associate degrees for transfer, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking; develops information competency and technological literacy; expands communication skills, and promotes self-development and global awareness. To encourage student success, the College provides comprehensive learning and student support services; co-curricular activities; and community and Arts programs. RCC supports and empowers students as they work toward individual achievement, intellectual curiosity, and life-long learning.

The mission of the RCC School of Nursing: The RCC School of Nursing provides excellence in education to a diverse student population to meet the healthcare needs of our community members by engaging in professional nursing practice.

The nursing program contributes to the mission of the college by offering a career pathway towards an associate of science degree vocational nursing or a certificate to meet the healthcare needs of the local community.

Item 2. Catalog Description

Includes program requirements, prerequisite skills or enrollment limitations, program learning outcomes, and information relevant to program goal.

The School of Nursing is a vital component of Riverside City College (RCC) and embraces the mission, values, and traditions of both the RCC District and the College. The School of Nursing prepares quality nursing healthcare providers using a student-centered approach through teaching excellence in an environment conducive to learning. The Vocational Nursing (VN) program prepares individuals to provide general nursing care under the direction of a registered nurse, physician or dentist, including the collaboration with other professionals and consumers in the delivery of holistic healthcare.

PROGRAM LEARNING OUTCOMES

- Provide quality, safe, patient-centered nursing care using evidence-based practices.
- Function as a professional and competent entry level health care provider while assimilating all ethical and legal principles.
- Provide leadership in a variety of healthcare settings for diverse patient populations.
- Integrate caring relationships into nursing interventions that positively influence health outcomes and demonstrate sensitivity to the values of others.
- Participate in collaborative relationships through communication with members of the inter-professional healthcare team for the purpose of providing and improving patient care.

- Incorporate critical thinking principles using reasoning and adaptability to make sound clinical judgments necessary for the provision of quality patient care and continuous quality improvement.
- Employ technology to effectively communicate, manage knowledge, prevent errors, and support decision-making.

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: 51-56 units

Course	Course Name	Units
BIO-45	Survey of Human Anatomy and Physiology	3
OR	OR	OR
BIO-50A And BIO-50B	Anatomy and Physiology, I and Anatomy and Physiology II	4 and 4
NVN-52	Introductory Concepts of Vocational Nursing- Nursing Fundamentals	9.5
NVN-55A	Vocational Nursing Practice and Nutrition Across the Lifespan	3
NVN-55B	Principles of Pathophysiology	2
NVN-60	Intermediate Vocational Nursing Foundations- Nursing Process/Communication	1
NVN-61	Intermediate Concepts of Vocational Nursing- Care of the Family	6
NVN-62	Intermediate Concepts of Vocational Nursing- Medical/Surgical	12
NVN-63	Intermediate Concepts of Vocational Nursing- Mental Health	3
NVN-70	Advanced Vocational Nursing Foundations- Role Transition	1
NVN-71	Advanced Concepts of Vocational Nursing- Medical/Surgical	7.5
PSY-9	Developmental Psychology	3
	Total Program Units	51-56 units

Elective Courses: 0 units

Course	Title	Units	Sequencing

Total Program Units: 51-56 units

Minimum Degree Units		Maximum Degree Units	
Minimum Required Units	51	Maximum Required Units	56
Minimum Elective Units	0	Maximum Elective Units	0
Local GE Required Units	27	CSUGE Required Units	39
Double Counted Units	12	Double Counted Units	7
Total Minimum Degree Units	66	Total Maximum Degree Units	88

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

Facilities

The college has the facilities and resources to maintain the courses at the level of quality described in this proposal. All courses are already active and offered on a regular basis at Riverside City College

Program Costs.

Student Expenses (per year) :

1. Students pay Health Services Fees (\$25), parking (\$150), Student Services Fees (\$30) and tuition (\$46) per unit each semester. The cost is approximately \$6,000 for four semesters and an intersession.
2. Students furnish their own uniforms. The cost is approximately \$250.
3. The costs of nursing books and supplies are approximately \$1,700 for one year.
4. Physical examination/lab work costs are approximately \$98 - \$600.
5. Background checks/CPR costs approximately \$220.
6. It is recommended that students carry personal health and accident insurance including hospitalization. Policies are available to college students at reasonable rates. The college provides liability insurance at no cost to the student.
7. Students are required to purchase standardized testing package for use during the program. Estimated cost is \$400.

Item 5. Enrollment and Completer Projections

Projection of number of students to earn certificate/degree annually.

Course	2018 - 2019		2019 - 2020	
	Sections Offered	Enrolled	Sections Offered	Enrolled
BIO-45				
PSY-9				
NVN-52	1	60	1	60
NVN-55A	4	50	4	50

NVN-55B	4	50		4	50
NVN-60	1	60		1	60
NVN-61	1	60		1	60
NVN-62	1	60		1	60
NVN-63	1	60		1	60
NVN-70	1	60		1	60
NVN-71	1	60		1	60

Item 6. Place of Program in Curriculum/Similar Programs

Must address how the certificate/degree fits in college’s existing inventory.

This program is already in place at Riverside City College. This modification is being done to update the program to include the option for students to take BIO-50A and 50B to fulfill their Anatomy and Physiology requirement in which most students are already enrolling in these courses.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

The following community colleges also have VN programs in the Inland Empire:

1. College of the Desert
2. Copper Mountain College
3. Palo Verde College
4. Chaffey College

Item 8. Transfer Preparation Information (if applicable)

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