

## Meeting Agenda

**Tuesday, March 3, 2025**

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

**CAADO 209/Zoom**

Committee Members	Guests
<input type="checkbox"/> Kelly Douglass (Chair, ENGL, RIV)	<input type="checkbox"/> Lijuan Zhai (AVC ES&IE, RCCD)
<input type="checkbox"/> Star Rivera-Lacey (Co-Chair, Deputy Chancellor & Provost)	<input type="checkbox"/> Steven Schmidt (MUS, RCC)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Casandra Greene (CPRO, RCCD)
<input type="checkbox"/> Nick Sinigaglia (PHI, MOV)	<input type="checkbox"/> Bryan Medina (CPRO, RCCD)
	<input type="checkbox"/> Nicole Banerjee (AO, RCC)
	<input type="checkbox"/> Nick Franco (AO, NOR)
	<input type="checkbox"/> Deanna Murrell (AO, MVC)
	<input type="checkbox"/> Nicole Brown (CPRO, NOR)
	<input type="checkbox"/> Sabina Fernandez (CPRO, MVC)
Additional Guests:	

### **Zoom Information**

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkJkSzNZQitZZEN0Zm1TTIYvQT09>

+1 669 900 6833 US

Meeting ID: 865 5544 6612

Passcode: 627472

### **Call to Order:**

### **Agenda and Minutes**

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

### **Reports from Colleges**

1. Moreno Valley
2. Norco
3. Riverside

### **Action Items**

1. Curriculum Proposals  
*Curriculum proposals will be reviewed, discussed, and considered for forwarding to the Board of Trustees.*

### **Discussion Items and Public Comment**

1. Open Forum

2. Public Comment for all items on or not otherwise on the agenda.

**Adjournment:**

# District Curriculum Committee

Proposals for Review for Meeting: 03/03/2026

## Courses

### Course Deletions

		M	N	R	Discussion
	CIS 65 <b>Introduction to Microsoft PowerPoint</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b> Courses has not been offered over the last four years. Course deletion due to sunset policy.				
	<b>MOV:</b> <b>Approved, 12/9/2025</b>				
	<b>NOR:</b> Info Item, 12/9/2025				
	<b>RIV:</b> Info Item, 12/9/2025				
H	NXN 81 <b>Introduction to Critical Care Nursing</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b> There is no longer a need for this course. The course has not been offered in several years.				
	<b>MOV:</b> Info Item, 11/13/2025				
	<b>NOR:</b> Info Item, 11/13/2025				
	<b>RIV:</b> <b>Hold, 11/13/2025</b>				

### Course Exclusions

		M	N	R	Discussion
	BUS 24 <b>Business Communications</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b> These courses have not been offered at MVC for several years (in some cases, not at all), and the department has no plans to offer them in the foreseeable future.				
	<b>MOV:</b> <b>Approved, 12/9/2025</b>				
	<b>NOR:</b> Info Item, 12/9/2025				
	<b>RIV:</b> Info Item, 12/9/2025				
	GUI 845 <b>College Readiness</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b> Course has not been offered in several years and faculty do not intend to offer the course in the future.				
	<b>MOV:</b> <b>Approved, 12/9/2025</b>				
	<b>NOR:</b> Info Item, 12/9/2025				
	<b>RIV:</b> Info Item, 12/9/2025				
	GUI 847A <b>Career Readiness</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b> Course has not been offered and faculty do not intend to offer the course.				
	<b>MOV:</b> <b>Approved, 12/9/2025</b>				
	<b>NOR:</b> Info Item, 12/9/2025				
	<b>RIV:</b> Info Item, 12/9/2025				
	GUI 847B <b>Educational Planning</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b> Course has not been offered and faculty do not intend to offer the course.				
	<b>MOV:</b> <b>Approved, 12/9/2025</b>				
	<b>NOR:</b> Info Item, 12/9/2025				
	<b>RIV:</b> Info Item, 12/9/2025				
	GUI 848 <b>Student Success</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b> Course has not been offered and faculty do not intend to offer the course.				
	<b>MOV:</b> <b>Approved, 12/9/2025</b>				
	<b>NOR:</b> Info Item, 12/9/2025				
	<b>RIV:</b> Info Item, 12/9/2025				

### Course Major Modifications

		M	N	R	Discussion
H	CUL 825 <b>Menu Planning</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b> This course has been reviewed and requires no changes except for a Textbook update at this time.				
	<b>MOV:</b> Info Item, 11/13/2025				
	<b>NOR:</b> Info Item, 11/13/2025				
	<b>RIV:</b> <b>Hold, 11/13/2025</b>				
H	CUL 826 <b>Food Cost Accounting</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b> This course is required for the RCC Cook & Pastry Apprenticeship Program				
	<b>MOV:</b> Info Item, 11/13/2025				
	<b>NOR:</b> Info Item, 11/13/2025				
	<b>RIV:</b> <b>Hold, 11/13/2025</b>				
H	CUL 827 <b>Culinary Purchasing and Receiving</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b> This course has been reviewed and requires no changes except for a Textbook update at this time.				
	<b>MOV:</b> Info Item, 11/13/2025				
	<b>NOR:</b> Info Item, 11/13/2025				
	<b>RIV:</b> <b>Hold, 11/13/2025</b>				
	EAR 41 <b>Practicum in Early Intervention/Special Education</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b> Modifying to update textbook editions				
	<b>MOV:</b> <b>Approved, 12/9/2025</b>				
	<b>NOR:</b> <b>Approved, 12/9/2025</b>				
	<b>RIV:</b> <b>Approved, 12/9/2025</b>				
	FTV 12 <b>History of American Film</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b> Needs to be updated because of 2 year cycle.				
	<b>MOV:</b> Info Item, 12/9/2025				
	<b>NOR:</b> Info Item, 12/9/2025				
	<b>RIV:</b> <b>Approved, 12/9/2025</b>				

# Courses

## Course Major Modifications

M N R Discussion

PHO 23	<a href="#">Introduction to Drone Photography</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>	Rename to Introduction to Drone Photography, in order to make sense with the new program. Removes the statement "Students are expected to supply their own camera equipped drone." Students are no longer required to provide their own drone.				
<b>MOV:</b> Info Item, 12/9/2025	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> <b>Approved, 12/9/2025</b>			

## Course Minor Modifications

M N R Discussion

AHS 10	<a href="#">Modern and Contemporary Art History</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>	Periodic review.				
<b>MOV:</b> <b>Approved, 12/9/2025</b>	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> Info Item, 12/9/2025			

AHS 12	<a href="#">Asian Art History</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>	Reviewed for up-to-date content.				
<b>MOV:</b> <b>Approved, 12/9/2025</b>	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> Info Item, 12/9/2025			

AHS 3	<a href="#">Islamic Art History</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>	Periodic review.				
<b>MOV:</b> <b>Approved, 12/9/2025</b>	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> Info Item, 12/9/2025			

AHS 5	<a href="#">Arts of Africa, Oceania, and Indigenous North America</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>	Reviewed to ensure up-to-date content.				
<b>MOV:</b> <b>Approved, 12/9/2025</b>	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> Info Item, 12/9/2025			

AHS 8	<a href="#">Art History of the Photographic Image</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>	Periodic review.				
<b>MOV:</b> <b>Approved, 12/9/2025</b>	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> Info Item, 12/9/2025			

AHS 9	<a href="#">African Art History</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>	Reviewed to ensure up-to-date information.				
<b>MOV:</b> <b>Approved, 12/9/2025</b>	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> Info Item, 12/9/2025			

PHO 9	<a href="#">Intermediate Photography</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>	Course reviewed, and there no updates needed.				
<b>MOV:</b> Info Item, 12/9/2025	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> Info Item, 12/9/2025			

## Distance Education

M N R Discussion

<b>H</b> ADM 66DE	<a href="#">Visual Storytelling</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>					
<b>MOV:</b> Info Item, 11/13/2025	<b>NOR:</b> Info Item, 11/13/2025	<b>RIV:</b> <b>Hold, 11/13/2025</b>			

CIS 910DE	<a href="#">Introduction to Canvas: Essentials for Online Learning</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>					
<b>MOV:</b> Info Item, 12/9/2025	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> <b>Hold, 12/9/2025</b>			

CIS 911DE	<a href="#">Intermediate Canvas: Communicating and Interacting in Canvas</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>					
<b>MOV:</b> Info Item, 12/9/2025	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> <b>Hold, 12/9/2025</b>			

CIS 912DE	<a href="#">Advanced Canvas: Assignments and Quizzes</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Rationale:</b>					
<b>MOV:</b> Info Item, 12/9/2025	<b>NOR:</b> Info Item, 12/9/2025	<b>RIV:</b> <b>Hold, 12/9/2025</b>			

GUI 47ADE	<a href="#">Introduction to Career Exploration</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Rationale:</b>	See attachments.				
<b>MOV:</b> <b>Approved, 12/9/2025</b>	<b>NOR:</b> <b>Approved, 12/9/2025</b>	<b>RIV:</b> Info Item, 12/9/2025			

# Courses

## New Courses

M N R Discussion

**H** CIS 910 [Introduction to Canvas: Essentials for Online Learning](#)     
**Rationale:** This course is the first of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success.

**MOV:** Info Item, 11/13/2025

**NOR:** Info Item, 11/13/2025

**RIV:** Hold, 11/13/2025

**H** CIS 911 [Intermediate Canvas: Communicating and Interacting in Canvas](#)     
**Rationale:** This course is the second of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success.

**MOV:** Info Item, 11/13/2025

**NOR:** Info Item, 11/13/2025

**RIV:** Hold, 11/13/2025

**H** CIS 912 [Advanced Canvas: Assignments and Quizzes](#)     
**Rationale:** This course is the second of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success.

**MOV:** Info Item, 11/13/2025

**NOR:** Info Item, 11/13/2025

**RIV:** Hold, 11/13/2025

# Programs

## New Programs

M N R Discussion

### Non-Credit Certificate

CIS [Canvas Skills Mastery: From Basics to Advanced](#)     
**Rationale:** The Canvas Skills Mastery noncredit certificate will equip learners with essential skills to effectively navigate and utilize Canvas for academic success. As the primary platform for web-enhanced, hybrid, and online instruction, mastering Canvas ensures students can fully engage with course materials, submit assignments, and communicate with instructors and peers. This program courses enhance digital literacy and fosters independence in managing learning in an increasingly technology-driven educational environment.

**MOV:** Info Item, 12/9/2025

**NOR:** Info Item, 12/9/2025

**RIV:** Hold, 12/9/2025

## Program Discontinuance

M N R Discussion

### Certificate

GUI [College Career Readiness and Student Educational Planning](#)     
**Rationale:** There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.

**MOV:** Approved, 12/9/2025

**NOR:** Info Item, 12/9/2025

**RIV:** Info Item, 12/9/2025

GUI [College Student Success](#)     
**Rationale:** There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program.

**MOV:** Approved, 12/9/2025

**NOR:** Info Item, 12/9/2025

**RIV:** Info Item, 12/9/2025

## Program Modifications

M N R Discussion

### Certificate

CIS [IT Technician Pathway: IT Systems Support and Sales](#)     
**Rationale:** Removal of required course and update to the certificate program.

**MOV:** Approved, 12/9/2025

**NOR:** Info Item, 12/9/2025

**RIV:** Info Item, 12/9/2025

**Program Outline**

**Title: Canvas Skills Mastery: From Basics to Advanced**

**Originator: Janet Lehr**

**Date 9/9/2024**

**Department: Business, Law, and Computer Information Systems**

**College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology**

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

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

**TOPs Code:** 0701.00

**CIP Code:**

**Certificate is being proposed as:**

**Certificate of Completion (CDCP Eligible)**

**Certificate of Competency (CDCP Eligible)**

*Please specify non-credit category:*

Short-Term Vocational

Workforce Preparation

English as a Second Language

Elementary and Secondary Basic Skills

**Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor’s Office)**

*Please specify non-credit category:*

Citizenship for Immigrants

Health and Safety

Parenting

Courses for Persons with Substantial Disabilities

Home Economics

Courses for Older Adults

**This is a:**  New non-credit certificate\*  Modification to an existing non-credit certificate

**\*New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

Yes, minutes attached

Approval Pending

No Capital or Budgetary Impacts

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

**Rationale:**

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

The Canvas Skills Mastery noncredit certificate will equip learners with essential skills to effectively navigate and utilize Canvas for academic success. As the primary platform for web-enhanced, hybrid, and online instruction, mastering Canvas ensures students can fully engage with course materials, submit assignments, and communicate with instructors and peers. This program courses enhance digital literacy

and fosters independence in managing learning in an increasingly technology-driven educational environment.

**Required Documentation**

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

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

- Evidence of district-wide discipline communication
- Department minutes showing approval
- Narrative (*See following page*)
- Labor Market Information and Analysis (*For certificates in the Short-Term Vocational category only*)

## Program Narrative

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

The **Canvas Skills Mastery Certificate of Completion** is a comprehensive noncredit program designed to guide learners from basic to advanced proficiency in using the Canvas Learning Management System (LMS) used in for-credit college distance education courses. The program provides detailed instruction on navigating Canvas, managing course materials, and utilizing advanced features such as Canvas Studio for video content and interactive assessments. Participants will learn to effectively communicate and collaborate with peers through Canvas Discussions and Groups while mastering the submission and feedback process for assignments and quizzes. This program aims to enhance online learning experiences by equipping students with the skills needed to confidently manage and excel in a digital learning environment.

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

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

This noncredit program provides a comprehensive journey from basic to advanced proficiency in Canvas. Covering essential topics such as navigation, course management, and communication tools, the program equips you with the skills to effectively utilize Canvas Studio, manage assignments and assessments, and interpret feedback. Whether you're new to Canvas or seeking to enhance your existing skills, this certificate will help you navigate and excel in the digital learning environment, fostering a more engaging and productive online educational experience.

### **Program Learning Outcomes**

- Demonstrate the ability to effectively navigate Canvas, manage course materials, and utilize both basic and advanced features, including Canvas Studio and assignment tools.
- Utilize Canvas communication tools, such as Inbox, Discussions, and Groups, to engage effectively with peers and instructors, fostering a collaborative online learning environment.
- Use assignments and assessments, and interpret instructor feedback to improve performance and learning outcomes.

**Item 3. Program Requirements**

*Includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course. Course titles and contact hours must be exact.*

Required Courses: 27-54 hours

Course	Title	Hours	Sequencing
CIS-910	Introduction to Canvas: Essentials for Online Learning	9-18	Semester 1 and 2, Fall/Spring
CIS-911	Intermediate Canvas: Communicating and Interacting in Canvas	9-18	Semester 1 and 2, Fall/Spring
CIS-912	Advanced Canvas: Assignments and Quizzes	9-18	Semester 1 and 2, Fall/Spring

Total Program Units: 0 units

**Item 4. Master Planning**

*Describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California.*

The Canvas Skills Mastery Certificate aligns with Riverside City College's mission and master planning by enhancing digital literacy and supporting effective online learning. It complements the college's commitment to providing accessible, high-quality education and training, preparing students and professionals to excel in a digital environment. This program supports RCC's goal of offering relevant, practical skills that meet the evolving needs of the community and workforce by enabling students to learn and apply skills needed in all distance education credit courses.

**Program Outline**

**Title: IT Technician Pathway: IT Systems Support and Sales**

**Originator: Kasey Nguyen**

**Date 10/27/2025**

**Department: Mathematics and Computer Information Systems**

**College/Learning Pathway/Engagement Center: Moreno Valley - Science, Technology, Engineering and Math Engagement Center**

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

**TOPs Code: \*0701.00**

**CIP Code: 11.0103**

**Type of Program:**

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

**Type of Associate Degree:**

Associate of Arts                                       Associate of Science

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

**\*New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

Yes, minutes attached                       Approval Pending  
 No Capital or Budgetary Impacts

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

Removal of BUS 24 required course, replace course with COMM-9

**Rationale:**

Removal of required course and updated the certificate program.

**Required Documentation**

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

**All Degrees and Certificates**

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

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

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

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

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

**Program Narrative**

**Item 1. Program Goals and Objectives**

The goal of this program is to increase diversity in the technical workforce by providing an education platform for entry-level Information Technology support specialists and technical retail representatives. This program aims to develop quality and quantity of technical professionals to fulfill business needs and generate greater economic impact in the greater Inland Empire region. Students will gain soft and technical skills necessary to become entry-level IT support specialists or technical systems sales agents in a business environment.

**Item 2. Catalog Description**

The IT Systems Support and Sales certificate will provide students with proficiency in the areas of computer hardware and software troubleshooting, operating systems configuration, practical networking and security, customer service, user support, business retail practices.

**Program Learning Outcomes**

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

1. Troubleshoot computer hardware and software issues.
2. Install and configure systems for personal and business usage.
3. Configure home and small business networking and security settings.
4. Provide user support and customer service with technical problems.
5. Apply business and communication practices in technical system services, maintenance and support.

**Item 3. Program Requirements**

Required Courses: 16 units

Course	Title	Units	Sequencing
BUS-10	Introduction to Business	3	Semester 1, Fall
BUS-47	Applied Business and Management Ethics	3	Semester 2, Spring
COMM-9/COMM-9H	Interpersonal Communication/Honors	3	Semester 1, Fall
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall
CIS-25	Information and Communication Technology Essentials	4	Semester 2, Spring

Total Program Units: 16 units

**Item 4. Master Planning**

This program supports MVC’s mission as it provides Career Technical Education curriculum and training to help learners gain relevant skills for career development in the local community and region. The current resources at MVC are adequate to support this program.

**Item 5. Enrollment and Completer Projections**

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

This program is expected to have 50 – 100 students' growth annually.

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

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

This is an active program that provides IT Technician pathway that helps prepare students for entry level positions in the IT field, which is emphasized in Information Technology certificate, and A.S. of IT Cybersecurity program.

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

Similar to RCC's Information Technology certificate, but this program aims to build business and IT skillsets that will help students seek entry level positions in IT sales and support in business environments.

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

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

As an active program, some courses in this program are transferable to UC/CSU institutions.