

## Meeting Agenda

**Tuesday, June 2, 2026**

**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 – May 19, 2026  
*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. Aligned Fall Flex Check In for Title 5 55001 – Kelly Douglass

2. Items for Next Board Meeting – Bryan Medina
3. Open Forum
4. Public Comment for all items on or not otherwise on the agenda.

**Adjournment:**

# District Curriculum Committee

Proposals for Review for Meeting: 06/02/2026

## Courses

### Course Deletions

M N R Discussion

ETS 50 [Introduction to African American Families and Populations](#)

**Rationale:** Upon review of the Course Outline of Record for ETS 50, we respectfully request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 50, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.

**MOV:** **Approved, 5/26/2026** **NOR:** Info Item, 5/26/2026 **RIV:** Info Item, 5/26/2026

ETS 51 [Introduction to Latina and Latino American Families and Populations](#)

**Rationale:** Upon review of the Course Outline of Record for ETS 51, Ethnic Studies faculty request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 51, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.

**MOV:** **Approved, 5/26/2026** **NOR:** Info Item, 5/26/2026 **RIV:** Info Item, 5/26/2026

ETS 52 [Introduction to Asian American Families and Populations](#)

**Rationale:** Upon review of the Course Outline of Record for ETS 52, Ethnic Studies faculty request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 52, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.

**MOV:** **Approved, 5/26/2026** **NOR:** Info Item, 5/26/2026 **RIV:** Info Item, 5/26/2026

ETS 53 [Introduction to Native American Families and Populations](#)

**Rationale:** Upon review of the Course Outline of Record for ETS 53, Ethnic Studies faculty request that this course be removed from the MVC catalog. At this time, we do not intend to offer ETS 53, as it does not align with the epistemologies, theories, or practices central to Ethnic Studies.

**MOV:** **Approved, 5/26/2026** **NOR:** Info Item, 5/26/2026 **RIV:** Info Item, 5/26/2026

HMS 50 [Introduction to African American Families and Populations](#)

**Rationale:** HMS respectfully chooses to sunset the ETS cross-listed courses at the request of MVC ETS faculty.

**MOV:** **Approved, 5/26/2026** **NOR:** Info Item, 5/26/2026 **RIV:** Info Item, 5/26/2026

HMS 51 [Introduction to Latina and Latino American Families and Populations](#)

**Rationale:** HMS respectfully chooses to sunset the ETS cross-listed courses at the request of MVC ETS faculty.

**MOV:** **Approved, 5/26/2026** **NOR:** Info Item, 5/26/2026 **RIV:** Info Item, 5/26/2026

HMS 52 [Introduction to Asian American Families and Populations](#)

**Rationale:** HMS respectfully chooses to sunset the ETS cross-listed courses at the request of MVC ETS faculty.

**MOV:** **Approved, 5/26/2026** **NOR:** Info Item, 5/26/2026 **RIV:** Info Item, 5/26/2026

HMS 53 [Introduction to Native American Families and Populations](#)

**Rationale:** HMS respectfully chooses to sunset the ETS cross-listed courses at the request of MVC ETS faculty.

**MOV:** **Approved, 5/26/2026** **NOR:** Info Item, 5/26/2026 **RIV:** Info Item, 5/26/2026

**H** NXN 81 [Introduction to Critical Care Nursing](#)

**Rationale:** There is no longer a need for this course. The course has not been offered in several years.

**MOV:** Info Item, 11/13/2025 **NOR:** Info Item, 11/13/2025 **RIV:** **Hold, 11/13/2025**  
Continue to hold for program

### Course Inclusions

M N R Discussion

GEG 5 [Weather and Climate](#)

**Rationale:** GEG-5 is included within the Norco and RCC catalogs but has not been offered at MVC. In the past few years MVC Geography has created the Geography ADT program and has recruited new full-time faculty members as enrollment rises. We aim to offer GEG-5 to increase the number of GEG course offerings that fulfill transfer credit and enable continued growth within the Geography discipline at MVC.

**MOV:** **Approved, 5/26/2026** **NOR:** Info Item, 5/26/2026 **RIV:** Info Item, 5/26/2026

# Courses

## Course Major Modifications

M N R Discussion

ADJ 42	<b>Criminal Behavior and Intelligence Analysis</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Rationale:</b>	This modification aligns the course with SAAM definitions of lecture and laboratory instruction. The lab component is being removed, and contact hours are adjusted to reflect a lecture-only format for a three-unit course. All applied learning activities will be incorporated into scheduled lecture time as structured in-class exercises rather than as separate lab hours. This update ensures the course outline accurately represents current instructional practice and maintains compliance with SAAM standards.	
<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> Info Item, 5/26/2026
ADJ 43	<b>Criminal Intelligence Analyst Simulations</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Rationale:</b>	This modification aligns the course with SAAM definitions of lecture and laboratory instruction. The lab component is being removed, and contact hours are adjusted to reflect a lecture-only format for a three-unit course. All applied learning activities will be incorporated into scheduled lecture time as structured in-class exercises rather than as separate lab hours. This update ensures the course outline accurately represents current instructional practice and maintains compliance with SAAM standards.	
<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> Info Item, 5/26/2026
ADM 1	<b>Introduction to Applied Digital Media and Printing</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 200	<b>Applied Digital Media Work Experience</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	TOP and CIP code update	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 2A	<b>Color Systems and File Management</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	Textbook updates. TOP/CIP updates	
<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 2B	<b>Color Printing Systems and Color Management</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	Textbook updates. TOP/CIP updates	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 2C	<b>Ethics and Legalities for Graphic Designers</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	Textbook updates. TOP/CIP updates	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 55	<b>Business Management for Graphic Communications</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	Textbook updates. TOP/CIP updates	
<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 63A	<b>Design For Print Publication</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 63B	<b>Design for Electronic Publication</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 66	<b>Visual Storytelling</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>

# Courses

## Course Major Modifications

M N R Discussion

ADM 67 [Multimedia Animation](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates. Additionally, we also updated ADM67's course content, sample assignments and course materials due to a software discontinuation from Adobe.

**MOV:** [Approved, 5/26/2026](#) **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 68A [3D Animation with Maya I](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** Info Item, 5/26/2026 **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 68B [3D Animation with Maya II](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** Info Item, 5/26/2026 **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 69A [Motion Graphics and Special Effects with After Effects](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** Info Item, 5/26/2026 **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 69B [Motion Graphics and Special Effects with After Effects, Advanced](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** Info Item, 5/26/2026 **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 70 [Project Production and Portfolio](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** [Approved, 5/26/2026](#) **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 71A [Adobe Photoshop for Image Manipulation](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** [Approved, 5/26/2026](#) **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 71B [Adobe Photoshop, Advanced](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** [Approved, 5/26/2026](#) **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 74A [Web Design](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** Info Item, 5/26/2026 **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 74B [Web Design II](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** Info Item, 5/26/2026 **NOR:** Info Item, 5/26/2026 **RIV:** [Approved, 5/26/2026](#)

ADM 77A [Adobe Illustrator for Graphic Art](#)

**Rationale:** This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.

**MOV:** [Approved, 5/26/2026](#) **NOR:** Info Item, 5/26/2026 **RIV:** [05/26/2026, 5/26/2026](#)

# Courses

## Course Major Modifications

M N R Discussion

ADM 77B	<b>Adobe Illustrator, Advanced</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> <b>Approved,</b>	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 801	<b>Design Process for Graphic Design and Printing Entrepreneur</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	Textbook updates. TOP/CIP updates	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 802	<b>Adobe Illustrator for Graphic Design and Printing Entrepreneur</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	Textbook updates. TOP/CIP updates	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 803	<b>Adobe Photoshop for Graphic Design and Printing Entrepreneur</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	Textbook updates. TOP/CIP updates	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 804	<b>Promotional Printing for Graphic Design and Printing Entrepreneur</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	Textbook updates. TOP/CIP updates	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 83	<b>Packaging Design</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 84A	<b>Screen Printing</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 84B	<b>Screen Printing, Advanced</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 85A	<b>Commercial Printing</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
ADM 85B	<b>Commercial Printing, Advanced</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	This course is SAAM-affected. Our proposed change involves a modification of lecture and lab hours. The updated lecture hours are 36 and the updated lab hours are 54; thus yielding exactly 3 units for this course. TOP/CIP updates.	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
CAT 79	<b>Introduction to Adobe Illustrator</b>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	2-year CTE review of course and content. Review and update of lecture/lab hours for SAAM. We are changing from 54 lecture hours and 18 lab hours to 45 lecture hours and 27 lab hours.	
<b>MOV:</b> <b>Approved,</b>	<b>NOR:</b> <b>Approved, 5/26/2026</b>	<b>RIV:</b> <b>Approved, 5/26/2026</b>
CAT 898A	<b>Introduction to Excel</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	26SPR-content and materials review for CTE compliance; This course is mirrored with CAT-98A, an update of lecture/lab hours was made to match that course.	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
CAT 898B	<b>Advanced Excel</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Rationale:</b>	26SPR-Content and materials review and update for CTE 2-Year review; update lab hours to match CAT-98B credit course	
<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>

# Courses

## Course Major Modifications

M N R Discussion

	CAT 95A	<a href="#">Introduction to the Internet -- Living Online</a>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	2 year CTE review and update of lecture/lab hours for SAAM. We are changing from 27 lecture hours and 18 lab hours to 18 lecture hours and 27 lab hours.	
	<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	CIS 14A	<a href="#">Web Programming: JavaScript</a>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	Two-year CTE Review of course and content. Review and update lecture/lab for SAAM.	
	<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	CIS 1A	<a href="#">Introduction to Computer Information Systems</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	2-year CTE review of course and content. Review and update of lecture/lab hours for SAAM. We are changing from 54 lecture hours and 18 lab hours to 45 lecture hours and 27 lab hours.	
	<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> <b>Approved, 5/26/2026</b>	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	CIS 21	<a href="#">Introduction to Operating Systems</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	Two-year CTE Review of course and content. Review and update lecture/lab for SAAM.	
	<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> <b>Approved, 5/26/2026</b>	<b>RIV:</b> <b>Approved, 5/26/2026</b>
H	CIS 27C	<a href="#">Palo Alto Networks Firewall Essentials</a>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	This modification adjusts the lecture and laboratory hour distribution to comply with curriculum and contact hour requirements. The change ensures the course aligns with institutional standards for lecture and lab instruction while maintaining the approved total contact hours.	
	<b>MOV:</b> Info Item, 5/12/2026	<b>NOR:</b> Info Item, 5/12/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
H	CIS 62	<a href="#">Microsoft Access</a>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	Two-year CTE Review of course and content. Review and update lecture/lab for SAAM.	
	<b>MOV:</b> Info Item, 5/12/2026	<b>NOR:</b> Info Item, 5/12/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	CIS 79	<a href="#">Introduction to Adobe Illustrator</a>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	Two year CTE review of course and content plus a review and update of lecture/lab hours for SAAR/SAAM. Lecture/Lab hours changing from 54/18 to 45/27.	
	<b>MOV:</b> <b>Approved, 5/26/2026</b>	<b>NOR:</b> <b>Approved, 5/26/2026</b>	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	CIS 862	<a href="#">Microsoft Access</a>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	26SPR-course, content review for CTE. This mirrored course has been updated to match lab hours with CIS-62, which was modified for SAAM accounting.	
	<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	CIS 95A	<a href="#">Introduction to the Internet -- Living Online</a>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	2 year CTE review and review and update of lecture/lab hours for SAAM. We are changing from 27 lecture hours and 18 lab hours to 18 lecture hours and 27 lab hours.	
	<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	COS 60A1	<a href="#">Cosmetology Concepts Level A1</a>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	SAAM updates.	
	<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	COS 60A2	<a href="#">Cosmetology Concepts Level A2</a>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	SAAM updates.	
	<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	COS 60B1	<a href="#">Cosmetology Concepts Level B1</a>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	SAAM updates.	
	<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>
	COS 60B2	<a href="#">Cosmetology Concepts Level B2</a>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<b>Rationale:</b>	SAAM updates.	
	<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026	<b>RIV:</b> <b>Approved, 5/26/2026</b>

# Courses

## Course Major Modifications

M N R Discussion

	COS 60B3	<a href="#">Level II Haircutting Barbering Concepts</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	SAAM updates.				
	<b>MOV:</b>	Info Item, 5/26/2026	<b>NOR:</b>	Info Item, 5/26/2026	<b>RIV:</b>	Approved, 5/26/2026
	COS 60C1	<a href="#">Cosmetology Concepts Level C1</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	SAAM updates.				
	<b>MOV:</b>	Info Item, 5/26/2026	<b>NOR:</b>	Info Item, 5/26/2026	<b>RIV:</b>	Approved, 5/26/2026
	COS 60C2	<a href="#">Cosmetology Concepts Level C2</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	SAAM updates.				
	<b>MOV:</b>	Info Item, 5/26/2026	<b>NOR:</b>	Info Item, 5/26/2026	<b>RIV:</b>	Approved, 5/26/2026
	COS 60D1	<a href="#">Cosmetology Concepts Level D1</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	SAAM updates.				
	<b>MOV:</b>	Info Item, 5/26/2026	<b>NOR:</b>	Info Item, 5/26/2026	<b>RIV:</b>	Approved, 5/26/2026
	COS 60D2	<a href="#">Cosmetology Concepts Level D2</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	SAAM updates.				
	<b>MOV:</b>	Info Item, 5/26/2026	<b>NOR:</b>	Info Item, 5/26/2026	<b>RIV:</b>	Approved, 5/26/2026
	COS 90A	<a href="#">Level I Clinic Floor Concepts</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	SAAM updates.				
	<b>MOV:</b>	Info Item, 5/26/2026	<b>NOR:</b>	Info Item, 5/26/2026	<b>RIV:</b>	Approved, 5/26/2026
H	CRP 421B	<a href="#">Safety and Health for General Carpentry</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	Updating courses to make them the same as the Western States Carpenters Apprenticeship. The Western States curriculum has been approved and is used statewide.				
	<b>MOV:</b>	Info Item, 5/12/2026	<b>NOR:</b>	Approved, 5/26/2026	<b>RIV:</b>	Info Item, 5/12/2026
H	CRP 471B	<a href="#">Safety and Health for Interior Systems/Drywall Lather Craft</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	Updating courses to make them the same as the Western States Carpenters Apprenticeship. The Western States curriculum has been approved and is used statewide.				
	<b>MOV:</b>	Info Item, 5/12/2026	<b>NOR:</b>	Approved, 5/26/2026	<b>RIV:</b>	Info Item, 5/12/2026
	CSC 14A	<a href="#">Web Programming: JavaScript</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Two-year CTE Review of course and content. Review and update lecture/lab for SAAM.				
	<b>MOV:</b>	Info Item, 5/26/2026	<b>NOR:</b>	Approved, 5/26/2026	<b>RIV:</b>	Approved, 5/26/2026
	CSC 62	<a href="#">Microsoft Access</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	Two-year CTE Review of course and content. Review and update lecture/lab for SAAM.				
	<b>MOV:</b>	Info Item, 5/26/2026	<b>NOR:</b>	Info Item, 5/26/2026	<b>RIV:</b>	Approved, 5/26/2026
	PSYC 33	<a href="#">Theories of Personality</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	The main goal of this modification is to change the focus of the content to reflect also contemporary personality psychology, emphasizing empirical research, evidence-based models, and real-world applications. Classic theories are also integrated within modern scientific perspectives.				
	<b>MOV:</b>	Approved, 5/26/2026	<b>NOR:</b>	Approved, 5/26/2026	<b>RIV:</b>	Approved, 5/26/2026

## Distance Education

M N R Discussion

H	DFT 821DE	<a href="#">Drafting</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>					
	<b>MOV:</b>	Info Item, 4/28/2026	<b>NOR:</b>	Hold, 4/28/2026	<b>RIV:</b>	Info Item, 4/28/2026
		Main Course not approved. Still in Curriulum process.				

## Courses

### Distance Education

M N R Discussion

<b>H</b>	DFT 852DE	<a href="#">Geometric Dimensioning &amp; Tolerancing</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>					
	<b>MOV:</b> Info Item, 4/28/2026	<b>NOR:</b> Hold, 4/28/2026				<b>RIV:</b> Info Item, 4/28/2026
		Main Course not approved. Still in Curriulum process.				
	EAR 57DE	<a href="#">SchoolAge Child Care Programs and Curriculum</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>					
	<b>MOV:</b> Approved, 5/28/2026	<b>NOR:</b> Info Item, 5/26/2026				<b>RIV:</b> Info Item, 5/26/2026
	EAR 58DE	<a href="#">Recreational Leadership in School Age Child Care</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>					
	<b>MOV:</b> Approved, 5/28/2026	<b>NOR:</b> Info Item, 5/26/2026				<b>RIV:</b> Info Item, 5/26/2026
	PSYC 148DE	<a href="#">Corequisite Support for PSYC-48</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>					
	<b>MOV:</b> Approved, 5/28/2026	<b>NOR:</b> Approved, 5/26/2026				<b>RIV:</b> Approved, 5/26/2026
	SOC 148DE	<a href="#">Co Requisite for SOC 48</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>					
	<b>MOV:</b> Approved, 5/28/2026	<b>NOR:</b> Approved, 5/26/2026				<b>RIV:</b> Approved, 5/26/2026

### New Courses

M N R Discussion

	ADM 855	<a href="#">Business Management for Graphic Communications</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	We are mirroring our 3-unit ADM55 Business Management for Graphic Communications, so we will have a non-credit version of that same class (ADM855) for our non-credit students. TOP/CIP updates				
	<b>MOV:</b> Approved, 5/28/2026	<b>NOR:</b> Info Item, 5/26/2026				<b>RIV:</b> Approved, 5/26/2026
<b>H</b>	PHO 24	<a href="#">Creative Drone Photography</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	This class will teach students to creatively analyze and make creative drone images using professional drone standards.				
	<b>MOV:</b> Info Item, 3/24/2026	<b>NOR:</b> Info Item, 3/24/2026				<b>RIV:</b> Hold, 3/24/2026
		continue to hold to remove "including but not limited to in SLO.				
	PHO 6	<a href="#">Experimental and Alternative Process Photography</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<b>Rationale:</b>	This course will teach students professional concepts with problem solving by experimenting with different photographic medias and printing strategies.				
	<b>MOV:</b> Info Item, 5/26/2026	<b>NOR:</b> Info Item, 5/26/2026				<b>RIV:</b> Hold, 5/26/2026
		Hold for Course Description.				

## Programs

### New Programs

M N R Discussion

	ADT					
	ETS	<a href="#">Social Justice Studies: African American Studies</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	New program to the college – we have the requisite coursework in the catalog to build the ADT.				
	<b>MOV:</b> Approved, 5/28/2026	<b>NOR:</b> Info Item, 5/26/2026				<b>RIV:</b> Info Item, 5/26/2026
	ETS	<a href="#">Social Justice Studies: Asian American Studies</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	New program to the college – we have the requisite coursework in the catalog to build the ADT.				
	<b>MOV:</b> Approved, 5/28/2026	<b>NOR:</b> Info Item, 5/26/2026				<b>RIV:</b> Info Item, 5/26/2026
	ETS	<a href="#">Social Justice Studies: Chicano Studies</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>Rationale:</b>	New program to the college – we have the requisite coursework in the catalog to build the ADT.				
	<b>MOV:</b> Approved, 5/28/2026	<b>NOR:</b> Info Item, 5/26/2026				<b>RIV:</b> Info Item, 5/26/2026

# Programs

## New Programs

M N R Discussion

### ADT

ETS [Social Justice Studies: Ethnic Studies](#)

**Rationale:** New program to the college – we have the requisite coursework in the catalog to build the ADT.

**MOV:** [Approved, 5/28/2026](#)

**NOR:** Info Item, 5/26/2026

**RIV:** Info Item, 5/26/2026

ETS [Social Justice Studies: General](#)

**Rationale:** New program to the college – we have the requisite coursework in the catalog to build the ADT.

**MOV:** [Approved, 5/28/2026](#)

**NOR:** Info Item, 5/26/2026

**RIV:** Info Item, 5/26/2026

ETS [Social Justice Studies: LGBTQ Studies](#)

**Rationale:** New program to the college – we have the requisite coursework in the catalog to build the ADT.

**MOV:** [Approved, 5/28/2026](#)

**NOR:** Info Item, 5/26/2026

**RIV:** Info Item, 5/26/2026

ETS [Social Justice Studies: Native American Studies](#)

**Rationale:** New program to the college – we have the requisite coursework in the catalog to build the ADT.

**MOV:** [Approved, 5/28/2026](#)

**NOR:** Info Item, 5/26/2026

**RIV:** Info Item, 5/26/2026

### Certificate

ADM [Comic & Graphic Novel Production](#)

**Rationale:** Comic book and graphic novel is a marketable and profitable skill for students whose professional paths should lead them to the graphic design, illustration and visual storytelling industries. This new Comic & Graphic Novel certificate will greatly equip our students with visual storytelling capabilities and publishing methodologies and strategies.

**MOV:** Info Item, 5/26/2026

**NOR:** Info Item, 5/26/2026

**RIV:** [Approved, 5/26/2026](#)

ADM [Screen Printer](#)

**Rationale:** Screen printing is a valuable and marketable skill for students whose professional paths should lead them to the graphic design, graphic communication, and printing industries. This new Screen Printing certificate will greatly equip our students with wholistic and practical end-to-end (from ideation to screen-printing) apparel design and production processes.

**MOV:** Info Item, 5/26/2026

**NOR:** Info Item, 5/26/2026

**RIV:** [Hold, 5/26/2026](#)

Held for PLOs

### Degree & Certificate

**H** PHO [Creative Photography](#)

**Rationale:** This would be a new certificate to provide a professional context and background for students in conjunction with the fortification of photography knowledge and creative photography to prepare the students for transfer. Students will be prepared to start and run a successful photography business as well as participate in photography related professional duties in other fields, as well as be prepared with an advanced level of photographic analysis to transfer to four year institutions.

**MOV:** Info Item, 4/28/2026

**NOR:** Info Item, 4/28/2026

**RIV:** [Hold, 4/28/2026](#)

Held to clean up PLO language that uses "understand" SLO language using the word creative multiple times.

**H** PHO [Drone Photography](#)

**Rationale:** This would be a new program to provide professional training in drone photography for students to prove aptitude and skillset to potential employers. Students will become proficient in the core concepts of the camera as well as the ability to fly, operate, and photograph with a drone. Students will gain experience with varying styles of drones from consumer to professional.

**MOV:** Info Item, 4/28/2026

**NOR:** Info Item, 4/28/2026

**RIV:** [Hold, 4/28/2026](#)

Held to clean up PLO language that uses "understand"

# Programs

## New Programs

M N R Discussion

### Non-Credit Certificate

ADM [Creative Design Entrepreneur](#)

**Rationale:** The proposed Creative Design Entrepreneur certificate offers short-term, vocational, CTE-focused and hands-on training that equips prospective students with marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries with a special emphasis of entrepreneurial operations as creatives.

**MOV:** Info Item, 5/26/2026      **NOR:** Info Item, 5/26/2026      **RIV:** **Hold, 5/26/2026**

Held for PLOs

## Program Modifications

M N R Discussion

### Certificate

HMS [Behavioral Therapist](#)

**Rationale:** Change of course titles and omission of courses where content is covered in other required courses.

**MOV:** **Approved, 5/28/2026**      **NOR:** Info Item, 5/26/2026      **RIV:** Info Item, 5/26/2026

HMS [Child Welfare and Family Studies](#)

**Rationale:** Change of course titles and omission of courses where content is covered in other required courses.

**MOV:** **Approved, 5/28/2026**      **NOR:** Info Item, 5/26/2026      **RIV:** Info Item, 5/26/2026

HMS [Military Social Work](#)

**Rationale:** Change of course titles and omission of courses where content is covered in other required courses.

**MOV:** **Approved, 5/28/2026**      **NOR:** Info Item, 5/26/2026      **RIV:** Info Item, 5/26/2026

HMS [Multicultural Counseling & Advocacy Resources](#)

**Rationale:** Change of course titles and omission of courses where content is covered in other required courses.

**MOV:** **Approved, 5/28/2026**      **NOR:** Info Item, 5/26/2026      **RIV:** Info Item, 5/26/2026

HMS [Social Justice System Studies](#)

**Rationale:** Change of course titles and omission of courses where content is covered in other required courses.

**MOV:** **Approved, 5/28/2026**      **NOR:** Info Item, 5/26/2026      **RIV:** Info Item, 5/26/2026

**H** PHO [Crime Scene Photography Essentials](#)

**Rationale:** This is an updated to Crime Scene Photography Essentials CE 1026 by updating the name of PHO 23 to Introduction to Drone Photography.

**MOV:** Info Item, 4/28/2026      **NOR:** Info Item, 4/28/2026      **RIV:** **Approved, 5/26/2026**

### Degree & Certificate

COS [Barbering Concepts](#)

**Rationale:** To meet the standard accounting unit requirements.

**MOV:** Info Item, 5/26/2026      **NOR:** Info Item, 5/26/2026      **RIV:** **Approved, 5/26/2026**

COS [Cosmetology Concepts](#)

**Rationale:** To meet the standard accounting unit requirements.

**MOV:** Info Item, 5/26/2026      **NOR:** Info Item, 5/26/2026      **RIV:** **Approved, 5/26/2026**

COS [Hairstyling Concepts](#)

**Rationale:** To meet the standard accounting unit requirements.

**MOV:** Info Item, 5/26/2026      **NOR:** Info Item, 5/26/2026      **RIV:** **Approved, 5/26/2026**

HMS [Drug and Alcohol Studies](#)

**Rationale:** Change of course titles and omission of courses where content is covered in other required courses.

**MOV:** **Approved, 5/28/2026**      **NOR:** Info Item, 5/26/2026      **RIV:** Info Item, 5/26/2026

HMS [Social Work, Human Services, & Counseling Practices](#)

**Rationale:** Change of course titles and omission of courses where content is covered in other required courses.

**MOV:** **Approved, 5/28/2026**      **NOR:** Info Item, 5/26/2026      **RIV:** Info Item, 5/26/2026

# Programs

## Program Modifications

M N R Discussion

### Degree & Certificate

**H** PHO [Entrepreneurial Photography](#)

**Rationale:** This is an update to an existing Entrepreneurial Photography Certificate and degree (AS1037/AS1037B/AS1037C/CE1037) that adds the new class PHO-68 Self-Promotion for Photographers and updates the name of PHO 18 to Photoshop, Lightroom, and Editing for Photographers.

**MOV:** Info Item, 4/28/2026      **NOR:** Info Item, 4/28/2026      **RIV:** **Approved, 5/26/2026**

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**H** PHO [Photography](#)

**Rationale:** The Photography department is adding 8 new classes and creating two new certificates. One of the new classes is being added the Photography Certificate/Associates to strengthen the education that students will receive.

**MOV:** Info Item, 4/28/2026      **NOR:** Info Item, 4/28/2026      **RIV:** **Approved, 5/26/2026**

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**RCCD**

**RIVERSIDE COMMUNITY  
COLLEGE DISTRICT**

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**DISTRICT CURRICULUM COMMITTEE**

**Program Documentation for June 2, 2026**

**Program Outline**

**Title: Social Justice Studies: African American Studies**

**Originator: Melanie Lindsay**

**Date 4/9/2026**

**Department: HESBS**

**College/Learning Pathway/Engagement Center: Moreno Valley - Humanities, Education, Social and Behavioral Sciences Engagement Center**

**TOPs Code: 2201.80 Social Justice: African American Studies**

**CIP Code:05.0201 African American/Black Studies**

**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.)*

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

Associate in Science for Transfer

**This is a:**       New ADT\*

Modification to an existing ADT

**\*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 ADT, please specify the changes being made:**

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

**Rationale:**

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

New program to the college – we have the requisite coursework in the catalog to build the ADT.

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

Evidence of district-wide discipline communication

College discipline minutes showing approval

Department minutes showing approval

Narrative *(See next page)*

C-ID or Assist Articulation Information, and the most current TMC Template *(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 for Transfer in Social Justice Studies: African American Studies is designed to provide a clear pathway to a CSU major and baccalaureate programs in Africana Studies/African American Studies/Black Studies/Pan African Studies. The Social Justice: African American Studies will grant students with the opportunity to examine, analyze, and explore African Americans historically, socially, and politically. By employing a multi-disciplinary approach, this program shall allow students to thoroughly consider theoretical frameworks that have impacted the lives of African people in the United States. These theoretical infrastructures primarily include race, gender, and sexuality. Moreover, this course will expose students to the expanse of the African Diaspora, allowing students to recognize connections between African-Americans and African people who lived and are living in the Caribbean, Latin America, and Europe. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

**Program Learning Outcomes**

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

1. Recognize the historical foundations of Black Studies and make connections with contemporary white supremacy and racial justice issues.
2. Read, write and discuss orally a variety of primary and secondary texts about African people in the United States and the African Diaspora.
3. Use art, film, music, and literature to critically examine and explore the history and struggle of African people in the United States and the African Diaspora.
4. Analyze the histories and experiences of African people and the contributions they have made to social justice and the fight for equality in the United States and the African Diaspora.
5. Examine the ethical and moral implications inherent in the experiences of African people in the United States and throughout the African Diaspora in their quest for social, moral and economic justice.
6. Compare and contrast the African American experience with other experiences that are a part of the African Diaspora.

**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: **6 units**

Course	Title	Units
Select one from the following:		
ETS-1	Introduction to Ethnic Studies	3
SOC-10/ SOC-10H	Race and Ethnic Relations/ Honors Race and Ethnic Relations	3
Select one from the following:		

SOC-15	Introduction to Women's Studies	3
ETS-7	Women of Color in the United States	3

**List A: 3 units**

Course	Title	Units
Select one course from the following:		
HIST-14/ETS-14	African American History I	3
HIST-15/ETS-15	African American History II	3
ETS-8	Introduction to Black Feminism	3
OR		
Any course not already used from the required courses above.		

**List B:**

Select three courses from at least two of the following areas: 9-10 units  
 (Only one course from Area 4 may be used).

Course	Title	Units
<b><u>Area 1 - History or Government:</u></b>		
<i>Select course not already used from list A.</i>		
HIST-14/ETS-14	African American History I	3
HIST-15/ETS-15	African American History II	3
POLS-23/ETS-23	Race, Ethnicity and Politics in America	3
<b><u>Area 2 - Arts and Humanities:</u></b>		
ARTH-9	African Art History	3
ETS-13	Survey of Black Thought	3
ENGL-20	Survey of African American Literature	3
<b><u>Area 3- Social Science:</u></b>		
<i>Select course not already used from required courses.</i>		
ETS-3	Introduction to African American Studies	3
ETS-7	Women of Color in the United States	3
ETS-8	Introduction to Black Feminism	3
<b><u>Area 4 - Quantitative Reasoning and Research Methods :</u></b>		
<i>(A maximum of one course can be used from this area).</i>		
STAT-C1000/ STAT-C1000H	Introduction to Statistics/ Introduction to Statistics - Honors	4
PSYC-48/SOC-48	Statistics for the Behavioral Sciences	4
PSYC-50	Research Methods in Psychology	4
SOC-50	Introduction to Social Research Methods	3

Total Units: 18-19

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE**

The Associate in Arts in **Social Justice Studies: African American Studies** for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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: Social Justice Studies: Asian American Studies**

**Originator: Melanie Lindsay**

**Date 4/9/2026**

**Department: HESBS**

**College/Learning Pathway/Engagement Center: Moreno Valley - Humanities, Education, Social and Behavioral Sciences Engagement Center**

**TOPs Code: 2201.90**

**CIP Code:**

**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.)*

**Type of ADT:**

Associate in Arts for Transfer

Associate in Science for Transfer

**This is a:**

New ADT\*

Modification to an existing ADT

**\*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 ADT, please specify the changes being made:**

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

**Rationale:**

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

New program to the college – we have the requisite coursework in the catalog to build the ADT.

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

Evidence of district-wide discipline communication

College discipline minutes showing approval

Department minutes showing approval

Narrative *(See next page)*

C-ID or Assist Articulation Information, and the most current TMC Template *(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 for Transfer in Social Justice Studies: Asian American Studies is designed to provide a clear pathway to a CSU major and baccalaureate programs in Social Justice or Ethnic Studies, or to programs focused in Asian American Studies. Asian American critically examines the history, issues, sociology, religion, experiences, culture, and policies relevant to Asian Americans. Students will study Asian American experiences from various groups, focusing on race, ethnicity, and the complex relations and phenomena of culture, power, oppression, equity, and equality. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

**Program Learning Outcomes**

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

1. Recognize the historical foundations of Asian American Studies and make connections with contemporary white supremacy and racial justice issues.
2. Read, write, and discuss orally a variety of texts written by and about Asian Americans and Asian American activism.
3. Use art, film, music, and literature to critically examine and explore the history and struggle of Asian Americans in the United States and throughout the Asian sub-continent.
4. Analyze the histories and experiences of Asian Americans and the contributions they have made to racial justice, social justice, and the fight for equality in the United States.
5. Examine the ethical and moral implications inherent in the experiences of Asian Americans in their quest for social, moral, and economic justice.
6. Compare and contrast Asian American experiences with other experiences that are a part of or separate from Asian traditions.
7. Use qualitative and quantitative research methods in the behavioral and social sciences to better analyze issues related to Asian American Studies.

**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: **6 units**

Course	Title	Units
<b>Select one of the following:</b>		
ETS-1	Introduction to Ethnic Studies	3

SOC-10/ SOC-10H	Race and Ethnic Relations/ Honors Race and Ethnic Relations	3
<b>Select one of the following</b>		
SOC-15	Introduction to Women's Studies	3
ETS-7	Women of Color in the United States	3

**List A: 3 units**

Course	Title	Units
Select one course from the following:		
ARTH-12	Asian Art History	3
POLS-23 or ETS-23	Race, Ethnicity and Politics in America	3
OR		
Any course not already used from the required courses above.		

**List B:**

Select three courses from at least two of the following areas: 9-10 units  
 (Only one course from Area 4 may be used).

Course	Title	Units
<b><u>Area 1 - History or Government:</u></b> <i>Select course not already used.</i>		
HIST-34	History of Women in the United States	3
ETS-23/POL-23	Race, Ethnicity and Politics in America	3
<b><u>Area 2 - Arts and Humanities:</u></b>		
ARTH-7	Women Artists in History	3
ARTH-12	Asian Art History	3
ENGL-24	Survey of Asian American Literature	3
ENGL-35	Women in Literature	3
<b><u>Area 3- Social Science:</u></b> <i>Select course not already used.</i>		
ETS-7	Woman of Color in the United States	3
SOC-15	Introduction to Women's Studies	3
<b><u>Area 4 - Quantitative Reasoning and Research Methods :</u></b> <b><u>(A maximum of one course can be used from this area).</u></b>		
STAT-C1000/ STAT-C1000H	Introduction to Statistics/ Introduction to Statistics - Honors	4
PSYC-48/SOC-48	Statistics for the Behavioral Sciences	4
PSYC-50	Research Methods in Psychology	4
SOC-50	Introduction to Social Research Methods	3

Total Units: 18-19

#### ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in **Social Justice Studies: Asian American Studies** for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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: Social Justice Studies: Chicano Studies**

**Originator: Melanie Lindsay**

**Date 4/9/2026**

**Department: HESBS**

**College/Learning Pathway/Engagement Center: Moreno Valley - Humanities, Education, Social and Behavioral Sciences Engagement Center**

**TOPs Code: 2201.60**

**CIP Code:**

**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.)*

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

Associate in Science for  
Transfer

**This is a:**                 New ADT\*

Modification to an existing ADT

**\*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 ADT, please specify the changes being made:**

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

**Rationale:**

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

New program to the college – we have the requisite coursework in the catalog to build the ADT.

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

Evidence of district-wide discipline communication

College discipline minutes showing approval

Department minutes showing approval

Narrative *(See next page)*

C-ID or Assist Articulation Information, and the most current TMC Template *(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 for Transfer in Social Justice Studies: Chicano Studies is designed to provide a clear pathway to a CSU major and baccalaureate programs in Chicano/Latinx Studies or Mexican-American Studies. Chicano and Latinx Studies offer a multidisciplinary approach to the study of Chicano and Latinx identities, culture, art, literature, politics, history, and society in Latin America and in the United States. Through the Arts, Humanities, and Social Sciences, the Chicano and Latinx Studies Program incorporates theories of race and ethnicity, the importance of language and identification, human rights and indigenous populations, and the study of comparative social and political movements to examine the ways that we currently understand Latin American, Latinx, African-Caribbean, and Chicano culture. To support this multidisciplinary approach, the Chicano and Latinx Studies program offers courses that cover history, psychology, politics, literature, film, art, ethnic studies, and gender studies. The degree requires a minimum of 18 units lower division work in Chicano and Latinx Studies and related disciplines and is combined with the California State General Education Pattern to prepare students to take upper division courses at a California State University. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

#### **Program Learning Outcomes**

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

1. Recognize the historical foundations of Chicano and Latinx Studies and make connections with contemporary white supremacy and racial justice issues.
2. Read, write, and discuss orally a variety of texts written by and about Chicanos and the Chicano movement.
3. Use art, film, music, and literature to critically examine and explore the history and struggle of Chicanos and Latinxs in the United States and throughout Latin America.
4. Analyze the histories and experiences of Chicanos and Latinxs and the contributions they have made to racial justice, social justice, and the fight for equality in the United States.
5. Examine the ethical and moral implications inherent in the experiences of Chicanos and Latinxs in their quest for social, moral, and economic justice.
6. Compare and contrast Chicano and Latinx experiences with other experiences that are a part of or separate from Latin American tradition.
7. Use qualitative and quantitative research methods in the behavioral and social sciences to better analyze issues related to Chicano and Latinx Studies.

#### **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: **6 units**

Course	Title	Units
<b>Select one from the following:</b>		
ETS-1	Introduction to Ethnic Studies	3
SOC-10/ SOC-10H	Race and Ethnic Relations/ Honors Race and Ethnic Relations	3
<b>Select one from the following:</b>		
SOC-15	Introduction to Women's Studies	3
ETS-7	Women of Color in the United States	3

**List A: 3 units**

Course	Title	Units
<b>Select one course from the following:</b>		
ETS-2/HIST-31	Introduction to Chicanx and Latinx Studies	3
<b>OR</b>		
<b>Any course not already used from the required courses above.</b>		

**List B:**

Select three courses from at least two of the following areas: **9-10 units**  
 (Only one course from Area 4 may be used).

Course	Title	Units
<b><u>Area 1 - History or Government:</u></b>		
<i>Select course not already used.</i>		
HIST-25	History of Mexico	3
HIST-31/ETS-2	Introduction to Chicanx and Latinx Studies	3
HIST-32	History of Early Latin America	3
HIST-60	U.S. History From a Chicana/o/x Perspective: Pre-Columbian to 1848	3
HIST-61	US History From a Chicana/o/x Perspective: 1848 to Present Day	3
ETS-21/POLS-21	Latinx Politics	3
ETS-23/POLS-23	Race, Ethnicity, and Politics in America	3
<b><u>Area 2 - Arts and Humanities:</u></b>		
<i>Select course not already used.</i>		
ARTH-7	Women Artists in History	3
ENGL-25	Latinx Literature of the United States	3
ETS-2/HIST-31	Introduction to Chicanx and Latinx Studies	3
<b><u>Area 3- Social Science:</u></b>		

ANT-4/ETS-27	Native American Cultures	3
ANT-5	Cultures of Ancient Mexico	3
<b>Area 4 - Quantitative Reasoning and Research Methods :</b> <b>(A maximum of one course can be used from this area).</b>		
STAT-C1000/ STAT-C1000H	Introduction to Statistics/ Introduction to Statistics - Honors	4
PSYC-48/SOC-48	Statistics for the Behavioral Sciences	4
PSYC-50	Research Methods in Psychology	4
SOC-50	Introduction to Social Research Methods	3

Total Units: 18-19

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE**

The Associate in Arts in **Social Justice Studies: Chicano Studies** for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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: Social Justice Studies: Ethnic Studies**

**Originator: Melanie Lindsay**

**Date 4/9/2026**

**Department: HESBS**

**College/Learning Pathway/Engagement Center: Moreno Valley - Humanities, Education, Social and Behavioral Sciences Engagement Center**

**TOPs Code: 05.0200**

**CIP Code:**

**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.)*

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

Associate in Science for Transfer

**This is a:**                 New ADT\*

Modification to an existing ADT

**\*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 ADT, please specify the changes being made:**

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

**Rationale:**

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

New program to the college – we have the requisite coursework in the catalog to build the ADT.

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

Evidence of district-wide discipline communication

College discipline minutes showing approval

Department minutes showing approval

Narrative *(See next page)*

C-ID or Assist Articulation Information, and the most current TMC Template *(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 for Transfer in Social Justice Studies: Ethnic Studies is designed to provide a clear pathway to a CSU major and baccalaureate programs in Social Justice or Ethnic Studies, or to programs focused on ethnic groups such as Africana Studies, Asian American Studies, Chicana/Latina Studies, or Native American and Indigenous Studies. Ethnic Studies is an interdisciplinary and multi-disciplinary study that explores the ways that ethnicity, race, racism, and white supremacy shape the experiences of Black, Indigenous, and people of color in the United States. This discipline draws from the perspectives of other fields, such as History, Sociology, Anthropology, Education, Music, Art, and Literature to offer courses that present a diversity of topics. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

#### **Program Learning Outcomes**

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

1. Utilize theoretical perspectives as they relate to structures and systems of power and oppression including critical ethnic studies, Critical Race Theory (CRT), feminist theory, or queer and transgender theory.
2. Recognize the historical foundations of Ethnic Studies, its constitutive disciplines, and make connections with contemporary racial and social justice issues.
3. Employ the principles of Ethnic Studies to identify, explore, and analyze examples of white supremacy, racism, prejudice, discrimination, or oppression in historical or cultural frameworks.
4. Identify and describe the general history of Black, Indigenous, and people of color in the United States.
5. Develop strategies and employ plans for empowering people to pursue social justice for all groups that are unfairly oppressed in our current society.
6. Engage critical thinking and communication skills with a focus on racial, cultural, transnational, and global awareness.
7. Use statistics or research methods in the humanities and social sciences to better analyze issues related to Ethnic Studies and Social Justice Studies.
8. Analyze issues across multiple disciplines through a racial justice lens.

#### **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: 6 units

Course	Title	Units
<b>Select one course from the following:</b>		
ETS-1	Introduction to Ethnic Studies	3
SOC-10/ SOC-10H	Race and Ethnic Relations/ Honors Race and Ethnic Relations	3
<b>Select one course from the following:</b>		
SOC-15	Introduction to Women's Studies	3
ETS-7	Women of Color in the United States	3

**List A: 3 units**

Course	Title	Units
<b>Select one course from the following:</b>		
ANT-4/ETS-27	Native American Cultures	3
HIST-31/ETS-2	Introduction to Chicana and Latinx Studies	3
HIST-14/ETS-14	African American History I	3
HIST-15/ETS-15	African American History II	3
POLS-23/ETS-23	Race, Ethnicity, and Politics in America	3
<b>OR</b>		
Any course not already used from the required courses above.		

**List B:**

Select three courses from at least two of the following areas: 9-10 units (Only one course from Area 4 may be used).

Course	Title	Units
<b>Area 1 - History or Government:</b>		
<i>Select course not already used.</i>		
HIST-14/ETS-14	African American History I	3
HIST-15/ETS-15	African American History II	3
HIST-25	History of Mexico	3
HIST-31/ETS-2	Introduction to Chicana and Latinx Studies	3
HIST-32	History of Early Latin America	3
HIST-33	History of Modern Latin America	3
HIST-34	History of Women in the United States	3
HIST-38	LGBTQ+ History in the United States	3
HIST-60	U.S. History from a Chicana/o/x Perspective: Pre-Columbian to 1848	3
HIST-61	US History from a Chicana/o/x Perspective: 1848 to Present Day	3
POLS-21/ETS-21	Latinx Politics	3
POL-23/ETS-23	Race, Ethnicity and Politics in America	3
<b>Area 2 - Arts and Humanities:</b>		
ARTH-7	Women Artists in History	3

ARTH-12	Asian Art History	3
ENGL-18	Survey of Native American Literature	3
ENGL-20	Survey of African American Literature	3
ENGL-24	Survey of Asian American Literature	3
ENGL-25	Latinx Literature of the United States	3
ENGL-35	Women in Literature	3
ETS-13	Survey of Black Thought	3
<b>Area 3- Social Science:</b> <i>Select course not already used.</i>		
ANT-4/ETS-27	Native American Cultures	3
ANT-5	Cultures of Ancient Mexico	3
ETS-3	Introduction to African American Studies	3
ETS-8	Introduction to Black Feminism and Womanism	3
<b>Area 4 - Quantitative Reasoning and Research Methods :</b> <b>(A maximum of one course can be used from this area).</b>		
STAT-C1000/ STAT-C1000H	Introduction to Statistics/ Introduction to Statistics - Honors	4
PSYC-48/SOC-48	Statistics for the Behavioral Sciences	4
PSYC-50	Research Methods in Psychology	4
SOC-50	Introduction to Social Research Methods	3

Total Units: 18-19

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE**

The Associate in Arts in **Social Justice Studies: Ethnic Studies** Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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: Social Justice Studies: General**

**Originator: Melanie Lindsay**

**Date 4/9/2026**

**Department: HESBS**

**College/Learning Pathway/Engagement Center: Moreno Valley - Humanities, Education, Social and Behavioral Sciences Engagement Center**

**TOPs Code: 2201.30 Social Justice: General CIP Code:**

**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.)*

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

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

**\*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 ADT, please specify the changes being made:**

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

**Rationale:**

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

New program to the college – we have the requisite coursework in the catalog to build the ADT.

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

- Evidence of district-wide discipline communication
- College discipline minutes showing approval
- Department minutes showing approval
- Narrative *(See next page)*
- C-ID or Assist Articulation Information, and the most current TMC Template *(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 for Transfer in Social Justice Studies: General is designed to provide a clear pathway to a CSU major and baccalaureate programs in Social Justice, Ethnic Studies, Women, Gender, or Sexuality Studies, or to programs focused on ethnic groups such as Chicano/Latino Studies, African American Studies, Asian American Studies, or Native American Studies. Social Justice Studies explores the experiences of individuals from various groups, focusing on race, ethnicity, gender, and sexuality, and the complex relations and phenomena of culture, power, oppression, equity, and equality. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

**Program Learning Outcomes**

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

1. Utilize theoretical perspectives as they relate to structures and systems of power and oppression including critical ethnic studies, Critical Race Theory (CRT), feminist theory, or queer and trans theory.
2. Employ the principles of Social Justice Studies, Ethnic Studies, or Women, Gender, & Sexuality Studies to identify, explore, and analyze examples of prejudice, discrimination, or oppression in historical or cultural frameworks.
3. Engage critical thinking and communication skills with a focus on cultural and global awareness.
4. Use statistics or research methods in the behavioral and social sciences to better analyze issues related to Social Justice Studies.
5. Analyze issues across multiple disciplines through a social justice lens.

**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: **6 units**

Course	Title	Units
ETS-1	Introduction to Ethnic Studies	3
SOC-10/ SOC-10H	Race and Ethnic Relations/ Honors Race and Ethnic Relations	3
SOC-15	Introduction to Women's Studies	3
ETS-7	Women of Color in the United States	3

**List A: 3 units**

Course	Title	Units
<b>Select one course from the following:</b>		
ANT-4/ETS-27	Native American Cultures	3
ETS-3	Introduction to African American Studies	3
HIST-31/ETS-2	Introduction to Chicanx and Latinx Studies	3
HIST-14/ETS-14	African American History I	3
HIST-15/ETS-15	African American History II	3
POLS-23/ETS-23	Race, Ethnicity, and Politics in America	3
<b>OR</b>		
<b>Any course not already used from the required courses above.</b>		

**List B:**

Select three courses from at least two of the following areas: 9-10 units  
 (Only one course from Area 4 may be used).

Course	Title	Units
<b>Area 1 - History or Government:</b>		
<i>Select course not already used.</i>		
HIST-14/ETS-14	African American History I	3
HIST-15/ETS-15	African American History II	3
HIST-25	History of Mexico	3
HIST-31/ETS-2	Introduction to Chicanx and Latinx Studies	3
HIST-32	History of Early Latin America	3
HIST-33	History of Modern Latin America	3
HIST-34	History of Women in the United States	3
HIST-38	LGBTQ+ History in the United States	3
HIST-60	U.S. History from a Chicana/o/x Perspective: Pre-Columbian to 1848	3
HIST-61	US History from a Chicana/o/x Perspective: 1848 to Present Day	3
POLS-21/ETS-21	Latinx Politics	3
POL-23/ETS-23	Race, Ethnicity and Politics in America	3
<b>Area 2 - Arts and Humanities:</b>		
<i>Select course not already used.</i>		
ARTH-7	Women Artists in History	3
ARTH-12	Asian Art History	3
ENGL-18	Survey of Native American Literature	3
ENGL-20	Survey of African American Literature	3
ENGL-24	Survey of Asian American Literature	3

ENGL-25	Latinx Literature of the United States	3
ENGL-35	Women in Literature	3
ETS-13	Survey of Black Thought	3
<b>Area 3- Social Science:</b>		
<i>Select course not already used:</i>		
ANT-4/ETS-27	Native American Cultures	3
COMM-13	Gender and Communication	3
ETS-7	Woman of Color in the United States	3
SOC-2	American Social Problems	3
SOC-50	Introduction to Social Research Methods	3
<b>Area 4 - Quantitative Reasoning and Research Methods :</b>		
<b>(A maximum of one course can be used from this area).</b>		
STAT-C1000/ STAT-C1000H	Introduction to Statistics/ Introduction to Statistics - Honors	4
PSYC-48/SOC-48	Statistics for the Behavioral Sciences	4
PSYC-50	Research Methods in Psychology	4
SOC-50	Introduction to Social Research Methods	3

Total Units: 18-19

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE**

The Associate in Arts in **Social Justice Studies: General** Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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 Narrative**

**Item 1. Program Goals and Objectives**

*Must address a valid transfer preparation purpose.*

The Associate in Arts for Transfer in Social Justice: LGBTQ Studies is designed to provide a clear pathway to a CSU major and baccalaureate programs in LGBTQ+ Studies, Queer and Transgender Studies, and Sexuality Studies. Queer and Transgender Studies offers students breadth of knowledge through a set of introductory courses addressing gender, sexuality, race, ethnicity, and class, and depth of knowledge courses that focus on queer and transgender experiences from an intersectional perspective. Coursework aims to understand and dismantle not only sexism, but also racism, homophobia/heterosexism, transphobia, classism, ableism, ageism, and other forms of institutionalized oppression. The AA-T prepares students who wish to transfer and pursue a baccalaureate degree in a field related to Social Justice, particularly at the California State University campuses. Related fields include Women and Gender Studies, Feminist Studies, Sexuality Studies, Ethnic Studies, Critical Race Studies, or any of a number of other CSU majors in this “area of emphasis.” California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

**Program Learning Outcomes**

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

1. Utilize queer and transgender theory along with feminist theory to explore and analyze conceptions of power and oppression.
2. Employ the principles of Queer and Transgender Studies to identify, explore, and analyze examples of prejudice, discrimination, or oppression in historical or cultural frameworks.
3. Examine the process of gender socialization and critique gender binaries.
4. Analyze queer and transgender experiences and gender/sexuality politics across cultures.
5. Engage critical thinking and communication skills with a focus on cultural and global awareness.
6. Use statistics or research methods in the behavioral and social sciences to better analyze issues related to Queer and Transgender Studies.
7. Analyze issues across multiple disciplines through the lens of gender and sexuality.

**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: **9 units**

Course	Title	Units
ETS-1	Introduction to Ethnic Studies	3
SOC-10/ SOC-10H	Race and Ethnic Relations/ Honors Race and Ethnic Relations	3

SOC-15	Introduction to Women's Studies	3
ETS-7	Women of Color in the United States	3

**List A:**

Select three courses from at least two of the following areas: 9-10 units

(Only one course from Area 4 may be used).

Course	Title	Units
<b><u>Area 1 - History or Government:</u></b>		
HIST-38	LGBTQ+ History in the United States	3
<b><u>Area 2 - Arts and Humanities:</u></b>		
ARTH-7	Women Artists in History	3
HIST-34	History of Women in the United States	3
ENGL-66	Queer Voices: A Survey of LGBTQIA2+ Literature	3
<b><u>Area 3- Social Science:</u></b>		
COMM-13	Gender and Communication	3
PSYC-11	Psychology of Human Sexuality	3
<b><u>Area 4 - Quantitative Reasoning and Research Methods :</u></b> <b><u>(A maximum of one course can be used from this area).</u></b>		
STAT-C1000/ STAT-C1000H	Introduction to Statistics/ Introduction to Statistics - Honors	4
PSYC-48/SOC-48	Statistics for the Behavioral Sciences	4
PSYC-50	Research Methods in Psychology	4
SOC-50	Introduction to Social Research Methods	3

Total Units: 18-19

**ASSOCIATE IN ARTS FOR TRANSFER DEGREE**

The Associate in Arts in **Social Justice Studies: LGBTQ Studies** for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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: Social Justice Studies: Native American Studies**

**Originator: Melanie James**

**Date 4/9/2026**

**Department: HESBS**

**College/Learning Pathway/Engagement Center: Moreno Valley - Humanities, Education, Social and Behavioral Sciences Engagement Center**

**TOPs Code: 2201.91 Social Justice: Native American Studies CIP Code:**

**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.)*

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

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

**\*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 ADT, please specify the changes being made:**

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

**Rationale:**

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

New program to the college – we have the requisite coursework in the catalog to build the ADT.

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

- Evidence of district-wide discipline communication
- College discipline minutes showing approval
- Department minutes showing approval
- Narrative *(See next page)*
- C-ID or Assist Articulation Information, and the most current TMC Template *(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 for Transfer in Social Justice Studies: Native American Studies is designed to provide a clear pathway to a CSU major and baccalaureate programs in Ethnic Studies, or to programs in American Indian Studies or Native American and Indigenous Studies. This interdisciplinary course of study examines the cultural, social, economic, political, and educational systems of Native and Indigenous communities. The NAIS program develops respect for, and understanding of, Native views, culture and history and provides learners with the Native perspective on contemporary issues. Students in NAIS develop and refine skills in creative and critical thinking and analysis and graduate prepared to succeed in any field they choose. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses.

**Program Learning Outcomes**

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

1. Understand the historical foundations of Native American and Indigenous Studies and make connections with contemporary racial and social justice issues.
2. Explain the concept of tribal sovereignty and how tribal sovereignty is both restricted and acknowledged by the federal trust relationship and by relationships with the states.
3. Understand the development of modern tribal governments and their functions and importance in contemporary society.
4. Understand and appreciate the roles of history, culture, and politics in the development of tribal world views that relate to modern life and contemporary issues of concern for Native American peoples.
5. Identify historical, cultural, and political diversity and significance in Native oral traditions and written literatures.
6. Recognize stereotypes about Native American peoples and explain why these stereotypes were created and why they are sustained in modern society.
7. Understand historical experiences and contemporary issues in North America from the perspective of Native American peoples.

**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: **6 units**

Course	Title	Units
<b>Select one course from the following:</b>		
ETS-1	Introduction to Ethnic Studies	3

SOC-10/ SOC-10H	Race and Ethnic Relations/ Honors Race and Ethnic Relations	3
<b>Select one course from the following:</b>		
SOC-15	Introduction to Women's Studies	3
ETS-7	Women of Color in the United States	3

**List A: 3 units**

Course	Title	Units
<b>Select one course from the following:</b>		
ANT-4/ETS-27	Native American Cultures	3
<b>OR</b>		
<b>Any course not already used from the required courses above.</b>		

**List B:**

Select three courses from at least two of the following areas: 9-10 units  
 (Only one course from Area 4 may be used).

Course	Title	Units
<b><u>Area 1 - History or Government:</u></b>		
HIST-25	History of Mexico	3
HIST-32	History of Early Latin America	3
HIST-34	History of Women in the United States	3
ETS-23/POL-23	Race, Ethnicity and Politics in America	3
<b><u>Area 2 - Arts and Humanities:</u></b> <i>Select course not already used.</i>		
ARTH-7	Women Artists in History	3
ENGL-18	Survey of Native American Literature	3
ETS-7	Women of Color in the United States	3
<b><u>Area 3- Social Science:</u></b> <i>Select course not already used.</i>		
ANT-4/ETS-27	Native American Cultures	3
<b><u>Area 4 - Quantitative Reasoning and Research Methods :</u></b> <b>(A maximum of one course can be used from this area).</b>		
STAT-C1000/ STAT-C1000H	Introduction to Statistics/ Introduction to Statistics - Honors	4
PSYC-48/SOC-48	Statistics for the Behavioral Sciences	4
PSYC-50	Research Methods in Psychology	4
SOC-50	Introduction to Social Research Methods	3

Total Units: 18-19

ASSOCIATE IN ARTS FOR TRANSFER DEGREE

The Associate in Arts in **Social Justice Studies: Native American Studies** for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the California General Education Transfer Curriculum (Cal-GETC) 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:** Comic & Graphic Novel Production

**Originator:** Kwokwai Sunny Siu

**Date** 4/7/2026

**Department:** Applied Digital Media

**College/Learning Pathway/Engagement Center:** Choose an item.

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:**1003.00

**CIP Code:** 50.0409

**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.)*

**Rationale:**

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

Comic book and graphic novel is a marketable and profitable skill for students whose professional paths should lead them to the graphic design, illustration and visual storytelling industries.

This new Comic & Graphic Novel certificate will greatly equip our students with visual storytelling capabilities and publishing methodologies and strategies.

**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**

*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 Comic and Graphic Novel Production certificate, offered by the Applied Digital Media and Printing program, provides prospective learners from a diverse community with hands-on training in the fields of comic and graphic novel designing and publishing. Successful completion of this career-technical program will equip students with foundational skills and practical knowledge in all aspects of design elements, design principles, storytelling, sequential art, panel layout, production, and publication. Possible career outcomes for this program include: graphic artist, cartoonist, comic book artist, graphic novel creator, layout artist, illustrator, and self-publishing entrepreneur. Relevancy of this program is maintained via annual input from an advisory committee, employment data and industry feedback.

**Item 2. Catalog Description**

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

This certificate prepares students for entry level careers in the Graphic Arts with an emphasis on comic and graphic novel development and production. This includes skill building instruction in concept development, character design, cinematography, illustration, story structure, and sequential art for comic and graphic novels. Classes are structured to give strong academic and hands-on experience in sequential art and production techniques using the latest equipment and software available.

**Program Learning Outcomes**

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

1. Evaluate the different sequential art styles, applications, techniques and their marketability.
2. Explore the various entrepreneurial possibilities and options for self-publishing.
3. Produce sequential art from preliminary sketches, manuscripts, production to finished products.
4. Create a marketable story proposal that demonstrates an understanding of story structure and narrative cinematography.

**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: \_\_\_ units

Course	Title	Units	Sequencing
ADM66	Visual Storytelling	3	Semester 2, Fall

ADM71A	Adobe Photoshop for Image Manipulation	3	Semester 1, Fall
ADM77A	Adobe Illustrator for Graphic Art	3	Semester 1, Fall
ADM63A	Design for Print Publication	3	Semester 1, Spring
ADM55	Business Management for Graphic Communications	3	Semester 1, Spring

Elective Courses:      units

Course	Title	Units	Sequencing

Total Program Units:   15   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 Applied Digital Media and Printing Program (ADM) is part of the Applied Technology Department, a division of CTE at Riverside City College (RCC). The ADM program prepares a diverse population of students to become professionals and entrepreneurs in graphic communications. This includes technical instruction, hands-on training, software competency and visual communication skills that prepare students for productive careers in design, printing and multimedia communication while providing a pathway for further academic achievement. Originally founded in 1921 as part of an early printing vocational training program, ADM has continued to evolve year after year to meet the training needs of the graphic communication industry.

The Applied Digital Media and Printing program is a PrintED accredited. PrintED accreditation is a national accreditation program administered by the Graphic Arts Education and Research Foundation (GAERF®). PrintED certifies that the ADM program meets industry specific standards for instruction in key skills competency areas. These include: digital file preparation and output, digital production printing, graphic design, introduction to graphic communications, offset press operations, bindery and finishing, and screen printing. These industry standards are integrated into the current ADM program learning outcomes (PLOs) and into the course specific student learning outcomes (SLOs) of the curriculum.

The ADM program offers a state-approved two-year associate’s degree and program certificate, nine one-year completion certificates, one short-term non-credit certificate, and three new certificates that are currently under development. The degree and certificate provide a comprehensive program of study while the completion certificates focus on technical training in specific career areas. The degree and certificates are listed as follows:

- Graphic Design and Printing Degree/Certificate (AS653/CE653) 34 Units + GE Units

- Graphic Design and Digital Media Degree/Certificate (AS950/CE950) 37 Units + GE Units
- Basic Graphic Design Certificate (CE823) 17 Units
- Basic Graphic Communication Certificate (CE822) 17 Units
- Electronic Publishing and Design Certificate (CE862) 17 Units
- Motion Graphics and 3D Animation Certificate (CE821) 17 Units
- Graphic Design and Promotional Printing Entrepreneur Certificate (CC8042) – non-credit
- Design Agency Production Certificate (CE1120) – 18 Units
- Packaging Design and Printing Certificate (CE1103) – 17 Units
- Graphic Art and Visual Storytelling Certificate (CE1102) – 18 Units
- Creative Design Entrepreneur (in development) – non-credit
- Screen Printer Certificate (in development) – 16 units
- Comic & Graphic Novel Production Certificate (in development) – 15 units

ADM faculty regularly update their curriculum and evaluate program equipment and training course outcomes regularly in partnership with local industry advisors. Classrooms, lab facilities, industry specific software and technical equipment are maintained and updated by the college and through the assistance of state and federal grants and industry donations.

**Item 5. Enrollment and Completer Projections**

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

Applied Digital Media and Printing program required courses are offered every semester to assist student completion rates. The majority of the scheduled courses satisfy degree requirements for multiple certificates. This provides ADM students with a variety of available pathways to completion. The target completion rate for the Comic & Graphic Novel Production Certificate is between 12 to 15 students annually.

**Basic Graphic Communications Required Courses Enrollment Totals**

Course	Title	Annual # Sections	Section Enrollment	Annual Enrollment Total
ADM 77A	Adobe Illustrator for Graphic Art	4	24	96
ADM 71A	Adobe Photoshop for Image Manipulation	4	24	96
ADM 66	Visual Storytelling	1	24	24
ADM 63A	Design for Print Publication	2	24	48
ADM 55	Business Management for Graphic Communications	1	24	24

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

*For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.  
 Revised April 2025*

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

This certificate is a part of the existing Applied Digital Media and Printing program at Riverside City College. ADM is the primary graphic communications training program in the district and does not duplicate or conflict with any other college or district program offerings.

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

*Justification of need for certificate/degree in the region.*

Applied Digital Media and Printing is the only graphic communications program in the Riverside Community College District. While there are many graphic design and digital media programs throughout the state of California, ADM is uniquely positioned as one of the only programs that also includes the equipment and facility necessary to offer commercial printing and production skills training and certificates.

**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:** Screen Printer

**Originator:** Kwokwai Sunny Siu

**Date** 4/7/2026

**Department:** Applied Digital Media

**College/Learning Pathway/Engagement Center:** Choose an item.

**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:** 0936.00                      **CIP Code:** 10.0305

**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.)*

**Rationale:**

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

Screen printing is a valuable and marketable skill for students whose professional paths should lead them to the graphic design, graphic communication, and printing industries.

This new Screen Printing certificate will greatly equip our students with wholistic and practical end-to-end (from ideation to screen-printing) apparel design and production processes.

**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**

*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 Screen Printer certificate, offered by the Applied Digital Media and Printing program, provides prospective learners from a diverse community with hands-on training in the fields of graphic design and screen-printing production. Successful completion of this career-technical program will equip students with foundational skills and practical knowledge in all phases of project creation, production, finishing, and marketing. Possible career outcomes for this program include: screen printer, screen printing press operator, print shop/production manager, textile/apparel printer or graphic artist. Relevancy of this program is maintained via annual input from an advisory committee and industry feedback.

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

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

This certificate prepares students for entry level careers in screen printing and design. This includes instruction in all phases of project creation and production, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience into screen printing design, print preparation, production, and finishing.

#### **Program Learning Outcomes**

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

- Evaluate screen printing design types, methods, and applications in the commercial screen-printing industry.
- Explore career and entrepreneurial opportunities available in textile/apparel design and screen-printing industries.
- Understand essential role screen printing design has in brand identity development.
- Demonstrate proper techniques and processes for screen preparation, development and management.
- Demonstrate proficiency in design preparation, color separation, marketing in the context of entrepreneurial screen-printing design and production.

#### **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:      units

Course	Title	Units	Sequencing
ADM77A	Adobe Illustrator for Graphic Art	3	Semester 1, Fall
ADM71A	Adobe Photoshop for Image Manipulation	3	Semester 2, Spring
ADM84A	Screen Printing	3	Semester 1, Fall
ADM84B	Advanced Screen Printing	3	Semester 2, Spring
ADM2A	Color Systems and File Management	2	Semester 1, Fall
ADM2B	Color Printing Systems and Color Management	2	Semester 1, Fall

Elective Courses:      units

Course	Title	Units	Sequencing

Total Program Units:   16   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 Applied Digital Media and Printing Program (ADM) is part of the Applied Technology Department, a division of CTE at Riverside City College (RCC). The ADM program prepares a diverse population of students to become professionals and entrepreneurs in graphic communications. This includes technical instruction, hands-on training, software competency and visual communication skills that prepare students for productive careers in design, printing and multimedia communication while providing a pathway for further academic achievement. Originally founded in 1921 as part of an early printing vocational training program, ADM has continued to evolve year after year to meet the training needs of the graphic communication industry.

The Applied Digital Media and Printing program is a PrintED accredited. PrintED accreditation is a national accreditation program administered by the Graphic Arts Education and Research Foundation (GAERF®). PrintED certifies that the ADM program meets industry specific standards for instruction in key skills competency areas. These include: digital file preparation and output, digital production printing, graphic design, introduction to graphic communications, offset press operations, bindery and finishing, and screen printing. These industry standards are integrated into the current ADM program learning outcomes (PLOs) and into the course specific student learning outcomes (SLOs) of the curriculum.

The ADM program offers a state-approved two-year associate’s degree and program certificate, nine one-year completion certificates, one short-term non-credit certificate, and three new certificates that are currently under development. The degree and certificate provide a comprehensive program of study

while the completion certificates focus on technical training in specific career areas. The degree and certificates are listed as follows:

- Graphic Design and Printing Degree/Certificate (AS653/CE653) 34 Units + GE Units
- Graphic Design and Digital Media Degree/Certificate (AS950/CE950) 37 Units + GE Units
- Basic Graphic Design Certificate (CE823) 17 Units
- Basic Graphic Communication Certificate (CE822) 17 Units
- Electronic Publishing and Design Certificate (CE862) 17 Units
- Motion Graphics and 3D Animation Certificate (CE821) 17 Units
- Graphic Design and Promotional Printing Entrepreneur Certificate (CC8042) – non-credit
- Design Agency Production Certificate (CE1120) – 18 Units
- Packaging Design and Printing Certificate (CE1103) – 17 Units
- Graphic Art and Visual Storytelling Certificate (CE1102) – 18 Units
- Creative Design Entrepreneur (in development) – non-credit
- Screen Printer Certificate (in development) – 16 units
- Comic & Graphic Novel Production Certificate (in development) – 15 units

ADM faculty regularly update their curriculum and evaluate program equipment and training course outcomes regularly in partnership with local industry advisors. Classrooms, lab facilities, industry specific software and technical equipment are maintained and updated by the college and through the assistance of state and federal grants and industry donations.

**Item 5. Enrollment and Completer Projections**

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

Applied Digital Media and Printing program required courses are offered every semester to assist student completion rates. The majority of the scheduled courses satisfy degree requirements for multiple certificates. This provides ADM students with a variety of available pathways to completion. The target completion rate for the Screen Print Certificate is 15 students annually.

**Basic Graphic Communications Required Courses Enrollment Totals**

Course	Title	Annual # Sections	Section Enrollment	Annual Enrollment Total
ADM 77A	Adobe Illustrator for Graphic Art	4	24	96
ADM 71A	Adobe Photoshop for Image Manipulation	4	24	96
ADM 84A	Screen Printing	3	24	72
ADM 84B	Advanced Screen Printing	3	24	72
ADM 2A	Color Systems and File Management	3	24	72
ADM 2B	Color Printing Systems and Color Management	3	24	72

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

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

This certificate is a part of the existing Applied Digital Media and Printing program at Riverside City College. ADM is the primary graphic communications training program in the district and does not duplicate or conflict with any other college or district program offerings.

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

*Justification of need for certificate/degree in the region.*

Applied Digital Media and Printing is the only graphic communications program in the Riverside Community College District. While there are many graphic design and digital media programs throughout the state of California, ADM is uniquely positioned as one of the only programs that also includes the equipment and facility necessary to offer commercial printing and production skills training and certificates.

**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: Creative Photography**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am moving PHO 7 from the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592) to this certificate and degree pattern (to the elective list).

*(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.)*

This would be a new certificate to provide a professional context and background for students in conjunction with the fortification of photography knowledge and creative photography to prepare the students for transfer. Students will be prepared to start and run a successful photography business as well as participate in photography related professional duties in other fields, as well as be prepared with an advanced level of photographic analysis to transfer to four year institutions.

**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**

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a professional photographic environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. All with adding creativity to their workflow, editing, photographing, and final photographs. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, and to create a professional level portfolio.

**Item 2. Catalog Description**

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

This program focuses on the final output of creating professional level photographs and expanding creative thought. The goal is to prepare individuals to be independently creative to pursue freelance careers, create gallery exhibitions, and experiment creatively in the field of photography. Students will learn how to photograph with professional cameras in manual settings, work in a digital environment, and create a digital asset management system to manage their photographs. Students may choose to work with all digital photography or a blend of digital and film photography, depending on the courses that they choose. By the time they complete, students will have the opportunity to create a professional level portfolio that they may use to show prospective clients, employers, or galleries.

**Program Learning Outcomes**

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

- Learn how to use contemporary technology to make creative photographic work
- Understand how to handle both contemporary and classic processes in photography to make innovative photographs
- Be able to work a camera in manual mode, with specific utilization of the aperture, shutter speed, and ISO
- Have a completed creative photographic body of work

**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:   12   units

Course	Title	Units	Sequencing
PHO-8 or PHO-20	Introduction to Film Photography Introduction to Digital Photography	3 3	1
PHO-9	Intermediate Photography	3	1
PHO-38	Creative Photography	3	2
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses:   6   units

Course	Title	Units	Sequencing
PHO-7	Medium and Large Format Film Photography	3	2
PHO 6	Experimental and Alternative Process Photography	3	2
PHO 30	Storytelling and Composition in Photography	3	2
PHO 31	Photography Presentation and Gallery Preparation	3	2
PHO 32	Practical Visual Effects for Photography	3	2

Total Program Units:   18   units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

15-20

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

*This certificate will be placed in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

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

*Cypress college offers a Creative Photo Arts certificate. North Orange County Community College offers a Creative Photo Arts certificate.*

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

*California State University, Fullerton offers a Creative and Experimental Media Bachelor of Fine Arts degree. Many of our graduates will transfer to CSUF for this degree. A Creative Photography certificate would give the students preparation for the four year degree at colleges such as CSUF.*

**Program Outline**

**Title: Drone Photography**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am moving PHO 23 (Drone Photography) from the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592) to this certificate and degree pattern (to the required courses list).  
*(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.)*

This would be a new certificate to provide professional training in drone photography for students to prove aptitude and skillset to potential employers. Students will become proficient in the core concepts of the camera as well as the ability to fly, operate, and photograph with a drone. Students will gain experience with varying styles of drones from consumer to professional.

**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**

This program focuses on the preparation and training of drone photography. The goal is to prepare students for the professional drone photography field or supplement their professional photography practice with drone photography skills. More and more photography jobs are looking for or requiring drone photography. Major publications such as The LA Times, National Geographic, and the Orange County Register include drone photographs in every issue. When students join the program, they learn the core information of how to work a camera professionally which leads into the ability to control the camera on the drone. Students will use Adobe software that include Photoshop and Lightroom Classic to maintain a data asset management system to professionally manage a photographic catalog and also edit photographs. Students will also learn how to print on commercial printers. In the end of the program, students will be more marketable to professional employers.

**Program Learning Outcomes**

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

- Fly a drone for professional and creative purposes
- Understand how to use professional editing photography software to edit photos
- Understand how to maintain a consistent photographic style throughout different photographic practices
- Create a creative, consistent, and professional portfolio of drone photographs
- Manage and maintain a photographic digital asset management system
- Analyze contemporary trends in drone photography and understand how to creatively create work for creative and professional use

**Item 2. Catalog Description**

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

The drone photography program focuses on training the future professional drone photographers from first flight, to adding creativity, and preparing students for a field in public service. Individuals are taught how to work a camera professionally in manual mode at the start of the program, which prepares them to fly a drone and create professional quality final images. Drone photography is growing as a field, and students will learn how to become professionals in this field. Students will also learn how to create a digital asset management system and edit in Adobe Photoshop and Lightroom Classic. As students complete the program, they will have the opportunity to complete a professional level portfolio of their work to show to potential clients or employers.

**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:   12   units

Course	Title	Units	Sequencing
PHO-20			1

	Introduction to Digital Photography	3	
PHO-9	Intermediate Photography	3	1
PHO-23	Intro to Drone Photography	3	2
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses: 6 units

Course	Title	Units	Sequencing
PHO-25	Drone Photography for Public Service	3	2
PHO 24	Creative Drone Photography	3	3

Total Program Units: 18 units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

15-20

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

*This certificate will be placed in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

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

Glendale Community College, Las Positas College, Orange Coast College, Coastline College, and Santiago Canyon College offer Drone Photography certificates.

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

N/A

**Record –  
Non-Credit Certificates**

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**Program Outline**

**Title: Creative Design Entrepreneur**

**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:** 0614 Digital Media

**CIP Code: 50.0409**

**Certificate is being proposed as:**

**Certificate of Completion (CDCP Eligible)**

*Please specify non-credit category:*

Short-Term Vocational

Workforce Preparation

**Certificate of Competency (CDCP Eligible)**

*Please specify non-credit category:*

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

**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 proposed Creative Design Entrepreneur certificate offers short-term, vocational, CTE-focused and hands-on training that equips prospective students with marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries with a special emphasis of entrepreneurial operations as creatives.

**Required Documentation**

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

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

Discipline and Department minutes showing approval

Narrative *(See following page)*

Labor Market Information and Analysis *(For certificates in the Short-Term Vocational category only)*

**Record –  
Non-Credit Certificates**

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**Record –  
Non-Credit Certificates**

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**Program Narrative**

**Item 1. Program Goals and Objectives**

**Goals:**

The proposed Creative Design Entrepreneur certificate offers short-term vocational training that provides an introductory overview of marketable, employable, and entrepreneurial skills, business mindsets and suitable business models for the graphic design and promotional printing industries. This CTE-focused certificate is designed to provide hands-on instructions in relevant software, technical skills, financial management skills, business strategic planning, marketing techniques, and a comprehensive examination of today's industry and entrepreneurial trends. The knowledge and competencies covered in this program will enable the prospective students to set up good business practices and embrace entrepreneurial ventures with confidence, familiarity, and professionalism. This certificate also serves as a gateway to the Applied Digital Media and Printing program's more comprehensive career certificates and associate's degrees.

**Objectives:**

- Demonstrate an understanding of the design process from concept to completion for promotional design and printing.
- Create professional quality, print-ready vector graphics in Adobe Illustrator that use the correct color system and file type.
- Prepare images using the correct color mode and resolution appropriate for various promotional printing applications.
- Demonstrate proper promotional printing techniques and procedures.
- Understand the various business models and commerce/e-commerce structures available for entrepreneurs whose vocational pursuits are creative in nature.

**Item 2. Catalog Description**

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

- a. The certificate provides students with an understanding of the degree process, mainstream Adobe applications, printing processes, and most importantly, a business mindset and model for the creative design entrepreneurs. The knowledge and competencies covered in this program will enable the prospective students to function as entrepreneurs in the graphic design and promotional printing industries with a special emphasis on successful and profitable business models. This certificate also serves as a gateway into the Applied Digital Media and Printing department's more comprehensive credit programs.
- b. Program requirement:
  - i. Creative Design Entrepreneur certificate is consisted of the following five courses:
    1. ADM801 – Design Process for Graphic Design and Printing Entrepreneur

**Record –  
 Non-Credit Certificates**

2. ADM802 – Adobe Illustrator for Graphic Design and Printing Entrepreneur
  3. ADM803 – Adobe Photoshop for Graphic Design and Printing Entrepreneur
  4. ADM804 – Promotional Printing for Graphic Design and Printing Entrepreneur
  5. ADM855 – Business Management for Graphic Communications
- c. Prerequisite skills: None.
- i. ADM801-804 can be taken out of sequence; however, it is advisable to take these four 4-week classes sequentially within the same term.
  - ii. It is also recommended to take the 16-week-long ADM855 concurrently with the ADM801-804 sequence; this way a student could finish this certificate in one 16-week term.
- d. Enrollment limitation: 25 maximum capacities
- e. PLOS: Upon successful completion of this program, students should be able to:
- i. Critical assessment of the design processes from conception to completion for promotional design and printing.
  - ii. Prepare branding graphics appropriate for entrepreneurial marketing and promotional printing.
  - iii. Prepare images using the correct color mode and resolution appropriate for various promotional printing applications.
  - iv. Examine different design styles and printing techniques for various entrepreneurial marketing and promotional applications
  - v. Create a comprehensive business plan, specifically for a creative design endeavor, that is both sustainable and profitable.

**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: \_\_\_\_\_ hours

Course	Title	Hours	Sequencing
ADM801	Design Process for Graphic Design and Printing Entrepreneur	16	Fall and Spring
ADM802	Adobe Illustrator for Graphic Design and Printing Entrepreneur	16	Fall and Spring
ADM803	Adobe Photoshop for Graphic Design and Printing Entrepreneur	16	Fall and Spring
ADM804	Promotional Printing for Graphic Design and Printing Entrepreneur	16	Fall and Spring
ADM855	Business Management for Graphic Communications	54	Fall and Spring

**Record –  
 Non-Credit Certificates**

Elective Courses:      hours

Course	Title	Hours	Sequencing
n/a	n/a	n/a	n/a

Total Program Hours:   118   hours

**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.*

a. Appropriateness to mission

The Riverside Community College District’s (RCCD) mission is to offer educational opportunities that promote social and economic mobility for its students and demonstrates leadership in the region and the state by providing high quality instructional programs and by advancing social justice for all. In unison with the RCCD’s mission, this Creative Design Entrepreneur certificate serves a diverse community of learners by offering hands-on training that helps students achieve their educational and career goals. This short-term vocational and student-centered CTE program also strives to improve the social and economic mobility of its students and communities by equipping prospective learners with relevant and marketable skills for entrepreneurial applications in the areas of graphic design and promotional printing. The development of this Creative Design Entrepreneur certificate is consistent with Riverside Community College District’s Mission Statement and master plan, as it provides a pathway to the workplace, additional noncredit certificates, or credit certificates and degrees.

b. Need

According to the Center for Excellence’s recent report, employment for the multimedia occupational group is expected to increase by 4% between 2018 and 2023 in the Inland Empire/Desert region (IEDR). A total of 1,475 job openings will be available over the five-year timeframe. The median wages for the multimedia occupational group are above the MIT Living Wage estimate of \$12.39 per hour for a yearly salary of \$42,700 for a single adult living in the IEDR.

Graphic design, printing, and our existing non-credit courses at the Applied Digital Media and Printing (ADM) department at RCC consistently fill. We expect this new low-barrier noncredit program will perform just as effectively and successfully.

The college expects to offer all courses in the Creative Design Entrepreneur certificate twice per year(Spring and Fall), and each class will have a capacity of 25 seats (due to the number of equipment and capacity of the ADM labs) . This certificate will potentially

**Record –  
Non-Credit Certificates**

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yield in total 250 seats available to prospective students and 50 program completion each academic year.

This certificate is designed to fill that gap and allow adult learners to build the specific knowledge necessary to meet their short-term goals as creative design entrepreneurs. The Applied Digital Media and Printing (ADM) department at RCC currently offers credit programs that address many of the overlapping skills outlined in this non-credit certificate; however, this short-term certificate will expand access to those interested in non-credit and a quicker pathway. This certificate also serves as a gateway into the Applied Digital Media and Printing department's more comprehensive credit courses, degrees and certificates.

- c. Resources
  - vi. No additional resources will be needed as the colleges currently have appropriate faculty, staff and technology resources to offer this program. Additionally, this program will not result in additional costs.
- d. Compliance
  - vii. This certificate program is in full compliance with Title 5 and is not in conflict with any state or federal laws, statutes, or regulations.

Program Outline

**Title: Behavioral Therapist**

**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:** 2104.00: Human Services    **CIP Code:** 44.0000    **Degree:** N/A    **Cert code:** MCE1044

**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.)*

Modification requesting the following changes be made:

- Change of course titles and omission of courses where content is covered in other required courses

**Rationale:**

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

Per the recommendation of the Social Work, Human Services, & Counseling Practices Discipline and Department approval, this modification is proposed. Further, PLO/SLO alignment is completed.

**Required Documentation**

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

**All Degrees and Certificates**

- Discipline
- 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). Was informed this can be submitted after narratives are launched and still make BOT meeting in December-*
- 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**

*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 Behavioral Therapist Certificate of Achievement prepares students for various paraprofessional positions providing behavior-analytic therapy and behavior-analytic interventions. Graduates of the program will be prepared to work as entry-level employees in a variety of settings including agencies hiring behavioral therapists, behavior interventionists and ABA (Applied Behavioral Analysis) therapists.*

**PROGRAM LEARNING OUTCOMES**

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in behavioral therapy.
  - Course Student Learning Outcome
    - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
    - HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.
    - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
    - HMS 6: Assess client needs and create a list of appropriate referral sources.
    - HMS 36: Recognize, define, and analyze the terms of counseling families with special needs youth.
    - HMS 39: Recognize, define, and analyze the terms of the Individualized Education Program.
- Apply Applied Behavioral Analysis techniques when working with children and families.
  - Course Student Learning Outcome
    - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
    - HMS 6: Assess client needs and create a list of appropriate referral sources.
    - HMS 36: Demonstrate knowledge of counseling families with special needs youth through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.
- Identify diagnostic criteria, skill deficits, needs and targeted behaviors exhibited by clients.
  - Course Student Learning Outcome
    - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
    - HMS 6: Assess client needs and create a list of appropriate referral sources.
    - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
    - HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.

- HMS 36: Demonstrate knowledge of counseling families with special needs youth through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 36: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
    - HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 39: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
  - Assist consumers and family members in matching needs with available community resources.
    - Course Student Learning Outcome
      - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
      - HMS 36: Demonstrate knowledge of counseling families with special needs youth through processing case vignettes, role plays, documentation and/or assessment procedures.
      - HMS 36: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
      - HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.
      - HMS 39: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
  - Demonstrate an understanding of the IEP (Individualized Education Program) process.
    - Course Student Learning Outcome
      - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
      - HMS 6: Assess client needs and create a list of appropriate referral sources.
      - HMS 39: Recognize, define, and analyze the terms of the Individualized Education Program.
      - HMS 39: Recognize the role of ethics when formulating the Individualized Education Program.
      - HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.
  - Participate in role-play application scenarios applying principles of behavioral therapy.
    - Course Student Learning Outcome
      - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
      - HMS 6: Assess client needs and create a list of appropriate referral sources.
      - HMS 36: Recognize the role of ethics when counseling families with special needs youth.
      - HMS 36: Demonstrate knowledge of counseling families with special needs youth through processing case vignettes, role plays, documentation and/or assessment procedures.
      - HMS 39: Demonstrate knowledge of working in the school system and processing the IEP (Individualized Education Program) through processing case vignettes, role plays, documentation and/or assessment procedures.

- Discuss, analyze and explain the ethical standards that guide behavioral therapy.
  - Course Student Learning Outcome
    - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
    - HMS 36: Recognize the role of ethics when counseling families with special needs youth.
    - HMS 39: Recognize the role of ethics when formulating the Individualized Education Program.
- Complete and reflect upon service-based learning experience.
  - Course Student Learning Outcome
    - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
    - HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.
    - HMS 36: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
    - HMS 39: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
    - WKX 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
    - WKX 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.

**Item 2. Catalog Description**

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

Upon completion of the course requirements and elective units identified in Item 3., students will earn a Behavioral Therapist certificate.

Catalog Description:

The Behavioral Therapist Certificate of Achievement prepares students for various paraprofessional positions providing behavior-analytic therapy and behavior-analytic interventions. Graduates of the program will be prepared to work as entry-level employees in a variety of settings including agencies hiring behavioral therapists, behavior interventionists and ABA (Applied Behavioral Analysis) therapists.

**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.*

Upon completion of the course requirements and elective units identified in Item 3., students will earn a Behavioral Therapist certificate.

Required Courses: 13 - 16 units

Course	Title	Units	Sequencing
HMS 5	Introduction to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
HMS 6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring

## Program Outline of Record – Credit Degrees and Certificates

HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 200/ WKX 200	Human Services Work Experience / General Work Experience	1-2-3-4	Semester 1 or 2 Fall/Spring

Elective Courses:   3   units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS 7	<del>Psychosocial Rehabilitation</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS-8	Introduction to Group Process	3	Semester 1 or 2 Fall/Spring
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2 Fall/Spring
HMS 17	<del>Introduction to Community Mental Health</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	<del>Medical Social Work</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 21	<del>Social Justice in the Criminal Justice System</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling		Semester 1 or 2 Fall/Spring
HMS 28	<del>Military Social Work</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	<del>Counseling of African Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 31	<del>Counseling of Latina and Latino Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 32	<del>Counseling of Asian Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 33	<del>Counseling of Native Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families	3	Semester 1 or 2 Fall/Spring
HMS 43	<del>Counseling and Resources for Older Adults and Their Families</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 44	<del>Counseling Youth in Gangs</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 46	Introduction to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
HMS 47	<del>Counseling of Residential Treatment Clients</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 48	Counseling and Case Management in Correctional Facilities	3	Semester 1 or 2 Fall/Spring
HMS 50	<del>Introduction to African American Families and Populations</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 51	<del>Introduction to Latina and Latino American Families and Populations</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 52	<del>Introduction to Asian American Families and Populations</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>

HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 16 - 19 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.*

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Child Welfare & Family Studies Certificate of Achievement paves a pathway for students interested in pursuing training in providing services to children and their families. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Education: Students will develop paraprofessional skills and knowledge in child welfare.  
 Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

**Item 5. Enrollment and Completer Projections**

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

Enrollment projections for courses are as followed:

Required Courses:

- HMS-5; 30 students
- HMS-6; 30 students
- HMS-36; 32 students
- HMS-39; 32 students
- HMS-200; 40 students

Elective Courses:

HMS-4; 32 students  
HMS-8: 32 students  
HMS-13: 32 students  
HMS-16; 30 students  
HMS-17: 32 students  
HMS-18; 45 students  
HMS-19; 32 students  
HMS-20; 45 students  
HMS-21: 32 students  
HMS-22: 32 students  
HMS-23; 20 students  
HMS-24; 32 students  
HMS-25: 32 students  
HMS-26: 32 students  
HMS-27: 32 students  
HMS-29; 45 students  
HMS-36; 20 students  
HMS-39; 20 students  
HMS-41; new course; no enrollment data available  
HMS-42: 32 students  
HMS-71: new course; no enrollment data available

HMS-4, HMS-5, HMS-6, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-29, HMS-36, HMS-39, HMS-41, HMS-42, HMS-46, HMS-47, HMS-48, HMS-71, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 20 – 25 students completing this certificate annually beginning in September 2022.

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

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

The college has no similar degree option and related certificate options are within the same discipline.

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

*Justification of need for certificate/degree in the region.*

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

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

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

Not applicable as courses are already articulated UC and/or CSU

## Program Outline

### Title: Child Welfare and Family 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: 2104.00: Human Services    CIP Code: 44.0000    Degree: N/A    Cert code: MCE1038

#### 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.)

Modification requesting the following changes be made:

- Change of course titles and omission of courses where content is covered in other required courses

#### Rationale:

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

Per the recommendation of the Social Work, Human Services, & Counseling Practices Discipline and Department approval, this modification is proposed. Further, PLO/SLO alignment is completed.

### Required Documentation

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

#### All Degrees and Certificates

- Discipline
- 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). Was informed this can be submitted after narratives are launched and still make BOT meeting in December-
- 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**

*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 Child Welfare and Family Studies Certificate of Achievement prepares students for various paraprofessional positions in child welfare, such as child care worker in a group home/residential setting, social service intake specialist, social worker assistant or foster family intake worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, foster family agencies, adoption agencies, halfway houses, mental health and juvenile correctional facilities, and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies. This certificate also provides a foundation for continuing higher education towards a Bachelor's degree in social work, human services and counseling practices related to child welfare.*

**PROGRAM LEARNING OUTCOMES**

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in child welfare.
  - Course Student Learning Outcome
    - HMS 19: Demonstrate an understanding of the characteristics of a helping relationship and basic methods of practice in systems of various sizes.
    - HMS 19: Demonstrate an understanding of the 7 steps of the Generalist Intervention Model (engagement, assessment, planning implementation, evaluation termination and follow-up) and be able to apply to a case example.
    - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
    - HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.
    - HMS 22: Contribution of volunteer experience in the career pathway of human services during service-based learning.
- Discuss, analyze and explain the ethical standards that guide the child welfare worker.
  - Course Student Learning Outcome
    - HMS 19: Demonstrate a beginning understanding of the values and ethics of social work practice.
    - HMS 22: Recognize the role of ethics in human behavior and the social environment.
    - HMS 42: Recognize the role of ethics in counseling in foster care.
- Assist consumers and family members in matching needs with available community resources.
  - Course Student Learning Outcome
    - HMS 19: Demonstrate an understanding of the characteristics of a helping relationship and basic methods of practice in systems of various sizes.
    - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
    - HMS 22: Demonstrate knowledge of human behavior and the social environment through processing case vignettes, role plays, documentation and/or assessment procedures.

- Demonstrate understanding of safety and risk assessments.
  - Course Student Learning Outcome
    - HMS 19: Demonstrate an understanding of the characteristics of a helping relationship and basic methods of practice in systems of various sizes.
    - HMS 19: Demonstrate an understanding of the 7 steps of the Generalist Intervention Model (engagement, assessment, planning implementation, evaluation termination and follow-up) and be able to apply to a case example.
    - HMS 19: Demonstrate knowledge of crisis intervention concepts, suicide assessment and child abuse assessment.
    - HMS 22: Demonstrate knowledge of human behavior and the social environment through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 42: Demonstrate knowledge of counseling in foster care through processing case vignettes, role plays, documentation and/or assessment procedures.
- Complete and reflect upon service-based learning experience.
  - Course Student Learning Outcome
    - HMS 19: Demonstrate an understanding of the characteristics of a helping relationship and basic methods of practice in systems of various sizes.
    - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.
    - HMS 22: Contribution of volunteer experience in the career pathway of human services during service-based learning.
    - HMS 42: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.

## **Item 2. Catalog Description**

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

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Child Welfare & Family Studies.

### **Catalog Description:**

The Child Welfare and & Family Studies Certificate of Achievement prepares students for various paraprofessional positions in child welfare, such as child care worker in a group home/residential setting, social service intake specialist, social worker assistant or foster family intake worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, foster family agencies, adoption agencies, halfway houses, mental health and juvenile correctional facilities, and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies. This certificate also provides a foundation for continuing higher education towards a Bachelor's degree in social work, human services and counseling practices related to child welfare.

## **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.*

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Child Welfare and Family Studies.

Required Courses: 10 - 13 units

Course	Title	Units	Sequencing
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families	3	Semester 1 or 2 Fall/Spring
HMS 200/ WKX 200	Human Services Work Experience / <b>General Work Experience</b>	1-2-3-4	Semester 1 or 2 Fall/Spring

Elective Courses: 6 units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS-5	Introduction to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
HMS-6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
<del>HMS 7</del>	<del>Psychosocial Rehabilitation</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS-8	Introduction to Group Process	3	Semester 1 or 2 Fall/Spring
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
<del>HMS 30</del>	<del>Counseling of African Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 31</del>	<del>Counseling of Latina and Latino Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 32</del>	<del>Counseling of Asian Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 33</del>	<del>Counseling of Native Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
<del>HMS 40</del>	<del>Counseling Youth and Adolescents (Course Deletion approved for 26/27 YR)</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
<del>HMS 43</del>	<del>Counseling and Resources for Older Adults and Their Families</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 44</del>	<del>Counseling Youth in Gangs</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 46	Introduction to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
<del>HMS 47</del>	<del>Counseling of Residential Treatment Clients</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>

HMS 48	Counseling and Case Management in Correctional Facilities	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS-60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 16 - 19 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.*

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Child Welfare & Family Studies Certificate of Achievement paves a pathway for students interested in pursuing training in providing services to children and their families. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Education: Students will develop paraprofessional skills and knowledge in child welfare.  
 Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

**Item 5. Enrollment and Completer Projections**

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

Enrollment projections for courses are as followed:

Required Courses:

HMS-19; 40 students  
HMS-22; 32 students  
HMS-42; 32 students  
HMS-200: 40 students

Elective Courses:

HMS-4; 32 students  
HMS-5; 30 students  
HMS-6; 30 students  
~~HMS-7; 32 students~~  
HMS-8; 32 students  
HMS-13; 32 students  
HMS-16; 30 students  
HMS-17; 32 students  
HMS-18; 45 students  
HMS-19; 32 students  
HMS-20; 45 students  
HMS-21; 32 students  
HMS-22; 32 students  
HMS-23; 20 students  
HMS-24; 32 students  
HMS-25; 32 students  
HMS-26; 32 students  
HMS-27; 32 students  
HMS-28; 32 students  
HMS-29; 45 students  
~~HMS-30; 32 students~~  
~~HMS-31; 32 students~~  
~~HMS-32; 32 students~~  
~~HMS-33; 32 students~~  
HMS-36; 20 students  
HMS-39; 20 students  
HMS-41; 32 students  
HMS-42; 32 students  
~~HMS-43; 20 students~~  
~~HMS-44; new course; no enrollment data available~~  
~~HMS-47; 20 students~~  
~~HMS-50; no enrollment data available~~  
~~HMS-51; no enrollment data available~~  
~~HMS-52; no enrollment data available~~  
~~HMS-53; no enrollment data available~~  
HMS-60; 40 students  
HMS-61; 20 students  
HMS-62; 32 students  
HMS-71: 32 students

HMS-4, HMS-5, HMS-6, HMS-7, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19,  
HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29,

HMS-30, HMS-31, HMS-32, HMS-33, HMS-36, HMS-39, HMS-40, HMS-41, HMS-42, HMS-43, HMS-44, HMS-46, HMS-47, HMS-48, HMS-50, HMS-51, HMS-52, HMS-53, HMS-60, HMS-61, HMS-62, HMS-71, HMS-72, HMS-73, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 20 – 25 students completing this certificate annually beginning in September 2022.

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

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

The college has no similar degree option and related certificate options are within the same discipline.

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

*Justification of need for certificate/degree in the region.*

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

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

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

Not applicable as courses are already articulated UC and/or CSU

**Program Outline**

**Title: Military Social Work**

**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:** 2104.00: Human Services    **CIP Code:** 44.0000    **Degree/Cert code:** MCE903

**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.)*

Modification requesting the following changes be made:

- Course title changes completed and proposed
- Removal of one course from certificate
- Addition of all remaining HMS courses as elective options.

**Rationale:**

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

Per the recommendation of the Social Work, Human Services, & Counseling Practices discipline and Department approval, this modification will allow for the certificate and degree title to reflect the Discipline title and will add all remaining HMS courses as elective options.

**Required Documentation**

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

**All Degrees and Certificates**

- Discipline
- 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**

*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.*

This Military Social Work Certificate equips students with an educational foundation of the principles, theories and practices on the career pathway of military social work. An overview is given of the unique culture of military families, their resilience, and the challenges of military life. Emphasis is on family studies and family psychology of serving veterans and active duty U.S. Armed Forces, an understanding of trauma-focused counseling, mental health and substance abuse counseling and public assistance and benefits.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in the field of military social work.
- Develop an understanding of military culture and how it impacts military members and their families.
- Participate in role-play application scenarios regarding military social work.
- Discuss, analyze and explain the ethical standards that guide the social worker in the application of counseling techniques with active-duty military, veterans and their families.
- Complete and reflect upon service-based learning experience.
- Assist consumers and family members in matching needs of military members and their families with available community resources.
- Develop an understanding of how to address substance abuse and mental health needs of military members and their families.

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

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

This Military Social Work Certificate equips students with an educational foundation of the principles, theories and practices on the career pathway of military social work. An overview is given of the unique culture of military families, their resilience, and the challenges of military life. Emphasis is on family studies and family psychology of serving veterans and active duty U.S. Armed Forces, an understanding of trauma-focused counseling, mental health and substance abuse counseling and public assistance and benefits.

### **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.*

Upon completion of the following course requirements and elective units, students will receive a certificate in Military Social Work.

## Program Outline of Record – Credit Degrees and Certificates

Required Courses: 11-14 units

Course	Title	Units	Sequencing
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2, Winter/Summer
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
Wkx-200 /HMS-200	General Work Experience/ Human Services Work Experience	1-2-3-4	Semester 1 or 2, Fall/Spring

Elective Courses: 6 units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS-5	Introduction to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
HMS-6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
HMS-8	Introduction to Group Process	3	Semester 1 or 2 Fall/Spring
<del>HMS 7</del>	<del>Psychosocial Rehabilitation</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
<del>HMS 30</del>	<del>Counseling of African Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 31</del>	<del>Counseling of Latina and Latino Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 32</del>	<del>Counseling of Asian Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 33</del>	<del>Counseling of Native Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families	3	Semester 1 or 2 Fall/Spring
<del>HMS 43</del>	<del>Counseling and Resources for Older Adults and Their Families</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 44</del>	<del>Counseling Youth in Gangs</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 46</del>	<del>Introduction to Resources and Counseling Individuals on Probation or Parole</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 47</del>	<del>Counseling of Residential Treatment Clients</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 48</del>	<del>Counseling and Case Management in Correctional Facilities</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 50</del>	<del>Introduction to African American Families and Populations</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>

HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 17 - 20 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.*

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The goal the Military Social Work certificate and degree is to develop knowledge in this area and to prepare students for various paraprofessional positions responding to the social services-based needs of military personnel and families. Graduates of the program will develop competency regarding mental wellness and social services-needs, resources, and services designed to respond to the unique challenges faced by our service members and their families. Further, graduates will be prepared to work as entry-level employees in a variety of settings in private and public sectors. Further students will be prepared for transfer should they decide to continue on the academic pathway of related professions.

Education: Students will develop knowledge in the academic discipline social work, human services, and counseling practices.

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate and/or degree.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

Service: Students will be required to complete service-based learning (with virtual option) which includes volunteer service to the community.

**Item 5. Enrollment and Completer Projections**

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

Enrollment projections for courses are as followed:

Required Courses:

HMS-16; 32 students

HMS-18: 45 students

HMS-26: 32 students  
HMS-28: 32 students  
WKX-200/HMS 200: 32 students

Elective Courses:

HMS-4; 32 students  
HMS-5; 32 students  
HMS-6; 32 students  
HMS-8; 32 students  
~~HMS-7; 32 students~~  
~~HMS-13; 32 students~~  
~~HMS-17; 32 students~~  
HMS-19; 32 students  
HMS-20; 45 students  
HMS-21; 32 students  
HMS-22; 32 students  
HMS-23; 32 students  
HMS-24; 32 students  
HMS-25; 32 students  
HMS-27; 32 students  
HMS-29; 45 students  
~~HMS-30; 32 students~~  
~~HMS-31; 32 students~~  
~~HMS-32; new course; no enrollment data available~~  
~~HMS-33; new course; no enrollment data available~~  
~~HMS-36; 20 students~~  
~~HMS-39; 20 students~~  
HMS-41; 32 students  
HMS-42; 32 students  
~~HMS-43; 20 students~~  
~~HMS-44; new course; no enrollment data available~~  
~~HMS-46; 20 students~~  
~~HMS-47; 32 students~~  
~~HMS-48; 20 students~~  
~~HMS-50; no enrollment data available~~  
~~HMS-51; no enrollment data available~~  
~~HMS-52; no enrollment data available~~  
~~HMS-53; no enrollment data available~~  
HMS-60: 45 students  
~~HMS-61; 32 students~~  
HMS-62: 32 students  
HMS-71: 32 students

HMS-4, HMS-5, HMS-6, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29, HMS-41, HMS-42, HMS-60, HMS-71, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 30 – 40 students completing this certificate annually beginning in September 2020.

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

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

The college has no similar degree option and related certificate options are within the same discipline.

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

*Justification of need for certificate/degree in the region.*

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

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

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

Not applicable as courses are already articulated UC and/or CSU

Program Outline

Title: **Multicultural Counseling & Advocacy Resources**

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: 2104.00: Human Services    CIP Code: 44.0000    Degree: / Cert code: MCE 1039

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.)

Modification requesting the following changes be made:

- Course title changes completed and proposed
- Removal of one course from certificate
- Addition of all remaining HMS courses as elective options.

**Rationale:**

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

Per the recommendation of the Social Work, Human Services, & Counseling Practices discipline and Department approval, this modification will allow for the certificate and degree title to reflect the Discipline title and will add all remaining HMS courses as elective options.

**Required Documentation**

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

**All Degrees and Certificates**

- Discipline  
 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**

*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 goal of the Multicultural Counseling & Advocacy Resources Certificate is to pave a pathway to prepare students for providing services to individuals and families which represent a wide variety of ethnic backgrounds and to enhance culturally sensitive practice. The program aims to develop training of helping professionals in counseling and referral-based services while responding to the needs represented in the community. Graduates will have developed knowledge, skills and attitudes necessary to help clients across the micro-macro continuum.

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

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

Multicultural Counseling & Advocacy Resources provides training in the area of case management, conflict-resolution, counseling theories and techniques, community services, needs assessment, etc. Students will learn how to work with individuals, families and communities which are representative of diverse populations, including, but not limited to: African American, Hispanic, Asian and Native American clients. Students will develop an understanding of the knowledge, skills, and attitudes necessary to transition into entry-level employment in multicultural counseling and transfer opportunities in the practice area. Applications are discussed across the micro-macro continuum.

The Certificate Program Learning Outcomes are:

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in multicultural counseling.
- Participate in role-play application scenarios regarding multicultural counseling.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques.
- Complete and reflect upon service-based learning experience.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

#### **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.*

Upon completion of the following course requirements and elective units, students will receive a certificate in Multicultural Counseling and Advocacy Resources.

Required Courses: 7-10 units

## Program Outline of Record – Credit Degrees and Certificates

Course	Title	Units	Sequencing
HMS-27	Introduction to Multicultural Counseling	3	Semester 1 or 2, Winter/Summer
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
WKX-200 /HMS-200	General Work Experience/ Human Services Work Experience	1-2-3-4	Semester 1 or 2, Fall/Spring

Elective Courses:   6   units

Course	Title	Units	Sequencing
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	Counseling of African Americans	3	Semester 1 or 2 Fall/Spring
HMS 31	Counseling of Latina and Latino Americans	3	Semester 1 or 2 Fall/Spring
HMS 32	Counseling of Asian Americans	3	Semester 1 or 2 Fall/Spring
HMS 33	Counseling of Native Americans	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families	3	Semester 1 or 2 Fall/Spring
HMS 43	Counseling and Resources for Older Adults and Their Families	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring

Total Program Units:  13 - 16  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.*

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Multicultural Counseling & Advocacy Resources Certificate is to pave a pathway to prepare students for providing services to individuals and families which represent a wide variety of ethnic backgrounds and to enhance culturally sensitive practice. The program aims to develop training of helping professionals in counseling and referral-based services while responding to the needs represented in the community. Graduates will have developed knowledge, skills and attitudes necessary to help clients across the micro-macro continuum. Further, graduates will be prepared to

work as entry-level employees in a variety of settings in private and public sectors. Further students will be prepared for transfer should they decide to continue on the academic pathway of related professions.

**Education:** Students will develop competency in the academic discipline of multicultural counseling and advocacy resources.

**Empowerment:** Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate and/or degree.

**Equity:** All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

**Service:** Students will be required to complete service-based learning (with virtual option) which includes volunteer service to the community.

**Item 5. Enrollment and Completer Projections**

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

Enrollment projections for courses are as followed:

Required Courses:

HMS-27; 32 students

HMS-62; 32 students

WKX-200/HMS 200: 50 students

Elective Courses:

HMS-22: 32 students

HMS-24; 20 students

HMS-25; 20 students

HMS-29; 32 students

~~HMS-30; 25 students~~

~~HMS-31; 25 students~~

~~HMS-32; new course; no enrollment data available~~

~~HMS-33; new course; no enrollment data available~~

HMS-36; 20 students

HMS-41; 20 students

HMS-42; 32 students

~~HMS-43; 20 students~~

~~HMS-50; no enrollment data available~~

~~HMS-51; no enrollment data available~~

~~HMS-52; no enrollment data available~~

~~HMS-53; no enrollment data available~~

HMS-22, HMS-24, HMS-25, HMS-27, HMS-29, HMS-36, HMS-41, HMS-42, HMS-62, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 20 – 40 students completing this certificate annually beginning in September 2022.

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

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

The college has no similar degree option and related certificate options are within the same discipline.

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

*Justification of need for certificate/degree in the region.*

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

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

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

Not applicable as courses are already articulated UC and/or CSU

## Program Outline

**Title: Social Justice System 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:** 2104.00: Human Services    **CIP Code:** 44.0000    **Degree:** N/A    **Cert code:** MCE988

**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.)*

Modification requesting the following changes be made:

- Change of course titles and omission of courses where content is covered in other required courses

**Rationale:**

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

Per the recommendation of the Social Work, Human Services, & Counseling Practices Discipline and Department approval, this modification is proposed. Further, PLO/SLO alignment is completed.

## Required Documentation

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

### All Degrees and Certificates

- Discipline
- 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). Was informed this can be submitted after narratives are launched and still make BOT meeting in December-*
- 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**

*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 Social Justice System Studies Certificate provides a foundational understanding of how to implement social justice theory and advocacy techniques to respond to community needs. Education is provided on providing services to individuals and their families including, but not limited to: human trafficking survivors and perpetrators, youth in gangs, youth on probation, adults on parole, clients within residential treatment programs and within correctional facilities. Graduates will have developed knowledge, skills and attitudes necessary to help clients of diverse cultural backgrounds and within varied settings across the micro-macro continuum.*

### PROGRAM LEARNING OUTCOMES

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

- Demonstrate a basic understanding of the knowledge, skills and values on the career pathway of social work, human services and counseling practices in the justice system.
  - Course Student Learning Outcome
    - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
    - HMS 21: Recognize, define, and analyze the terms of social justice in the criminal justice system, including counseling in forensic social work practice.
    - HMS 21: Demonstrate knowledge of forensic social work practice through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 46: Demonstrate knowledge of counseling individuals on probation or parole through processing case vignettes, role plays, documentation and/or assessment procedures.
- Discuss, analyze and explain the ethical standards that guide the helper/counselor in the application of counseling techniques with clients in the justice system.
  - Course Student Learning Outcome
    - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
    - HMS 21: Recognize the role of ethics in social work practice in the criminal justice system.
    - HMS 46: Recognize the role of ethics in counseling individuals on probation or parole.
- Assist consumers and family members in matching needs with available community resources.
  - Course Student Learning Outcome
    - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
    - HMS 16: Identify and describe the various benefits available through local, state and federal public assistance programs.
    - HMS 16: Compare and analyze the impact of public assistance programs on recipients and taxpayers.
    - HMS 16: Evaluate the eligibility requirements for such benefits.
    - HMS 200: Develop effective and appropriate workplace skills including: communication, problem solving, personal behavior and specific tasks as required.

- HMS 200: Demonstrate the ability to develop job related goals and formulate a plan to achieve them.
- HMS 21: Demonstrate knowledge of forensic social work practice through processing case vignettes, role plays, documentation and/or assessment procedures.
- HMS 46: Demonstrate knowledge of counseling individuals on probation or parole through processing case vignettes, role plays, documentation and/or assessment procedures.
- Complete and reflect upon service-based learning experience.
  - Course Student Learning Outcome
    - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
    - HMS 21: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
    - HMS 46: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.

**Item 2. Catalog Description**

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

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Social Justice System Studies.

Catalog Description:

The Social Justice System Studies Certificate provides a foundational understanding of how to implement social justice theory and advocacy techniques to respond to community needs. Education is provided on providing services to individuals and their families including, but not limited to: human trafficking survivors and perpetrators, youth in gangs, youth on probation, adults on parole, clients within residential treatment programs and within correctional facilities. Graduates will have developed knowledge, skills and attitudes necessary to help clients of diverse cultural backgrounds and within varied settings across the micro-macro continuum.

**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.*

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Social Justice System Studies.

Required Courses: 11 - 14 units

Course	Title	Units	Sequencing
HMS-6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
HMS 16	Public Assistance and & Benefits	1	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 46	Introduction to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
HMS 200/ WKX 200	Human Services Work Experience / General Work Experience	1-2-3-4	Semester 1 or 2 Fall/Spring

Elective Courses:   6   units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
HMS-5	Introduction to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
<del>HMS-7</del>	<del>Psychosocial Rehabilitation</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS-8	Introduction to Group Process	3	Semester 1 or 2 Fall/Spring
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
<del>HMS 30</del>	<del>Counseling of African Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 31</del>	<del>Counseling of Latina and Latino Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 32</del>	<del>Counseling of Asian Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 33</del>	<del>Counseling of Native Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families in the Child Welfare System	3	Semester 1 or 2 Fall/Spring
<del>HMS 43</del>	<del>Counseling and Resources for Older Adults and Their Families</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 44</del>	<del>Counseling Youth in Gangs</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 47</del>	<del>Counseling of Residential Treatment Clients</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 48	Counseling and Case Management in Correctional Facilities	3	Semester 1 or 2 Fall/Spring
<del>HMS 50</del>	<del>Introduction to African American Families and Populations</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 51</del>	<del>Introduction to Latina and Latino American Families and Populations</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 52</del>	<del>Introduction to Asian American Families and Populations</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 53</del>	<del>Introduction to Native American Families and Populations</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS-60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring

HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 17 - 20 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.*

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Social Justice Systems Studies certificate paves a pathway for students interested developing counseling skills specific to the practice area which may include: probation, parole, corrections, forensic social work, human trafficking, and other roles in the criminal justice system. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Education: Students will develop paraprofessional skills and knowledge in social justice systems studies.

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds. This certificate promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, and impact on the regional and national workforce.

**Item 5. Enrollment and Completer Projections**

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

Enrollment projections for courses are as followed:

Required Courses:

- HMS-6; 32 students
- HMS-16; 40 students
- HMS-21: 32 students

HMS-46: 20 students  
HMS-200: 40 students

Elective Courses:

HMS-4; 32 students  
HMS-5; 30 students  
HMS-6; 30 students  
~~HMS-7; 32 students~~  
HMS-8; 32 students  
HMS-13; 32 students  
HMS-17; 32 students  
HMS-18; 45 students  
HMS-19; 32 students  
HMS-20; 45 students  
HMS-21; 32 students  
HMS-22; 32 students  
HMS-25; 32 students  
HMS-26; 32 students  
HMS-27; 32 students  
HMS-28; 32 students  
HMS-29; 45 students  
HMS-36; 20 students  
HMS-39; 20 students  
HMS-41; 20 students  
HMS-42; 32 students  
~~HMS-43; 20 students~~  
~~HMS-44; 20 students~~  
~~HMS-47; 20 students~~  
HMS-48; 20 students  
~~HMS-50; no enrollment data available~~  
~~HMS-51; no enrollment data available~~  
~~HMS-52; no enrollment data available~~  
~~HMS-53; no enrollment data available~~  
HMS-60; 40 students  
HMS-61; 20 students  
HMS-62; 32 students  
HMS-71; 32 students

HMS-4, HMS-5, HMS-6, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29, HMS-36, HMS-39, HMS-41, HMS-42, HMS-46, HMS-48, HMS-60, HMS-61, HMS-62, HMS-71, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 10 – 15 students completing this certificate annually beginning in September 2022.

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

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

The college has no similar degree option and related certificate options are within the same discipline.

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

*Justification of need for certificate/degree in the region.*

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

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

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

Not applicable as courses are already articulated UC and/or CSU

**Program Outline**

**Title: Crime Scene Photography Essentials**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am updated the name of PHO 23 to Introduction to Drone Photography.

*(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.)*

This is an updated to Crime Scene Photography Essentials CE 1026 by updating the name of PHO 23 to Introduction to Drone Photography.

**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**

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

**Item 2. Catalog Description**

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

The Crime Scene Photography Essentials certificate provides students with the necessary skills to become a professional special event photographer. They will learn important needed skills from the understanding of how to manually operate a camera in a vast array of lighting situations, how to start and operate a photographic business, how to create a cohesive photographic style, professionally edit photographs, and create a photographic portfolio that is needed to enter the field of photography.

**Program Learning Outcomes**

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

- Handle a camera in manual settings, including shutter speed, aperture, and ISO
- Understand how to accurately photograph and document crime scene evidence
- Create and maintain a photographic 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:   6   units

Course	Title	Units	Sequencing
ADJ/PHO-27	Crime Scene Photography	3	1
		3	
PHO-20	Introduction to Digital Photography	3	1

Elective Courses:   3   units

Course	Title	Units	Sequencing
PHO 9	Intermediate Photography	3	2
PHO 23	Introduction to Drone Photography	3	2

Total Program Units:   9   units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

*15-20*

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

*This certificate exists in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

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

*This is an existing certificate and degree in our program.*

Cypress College – Creative Photo Arts Certificate, Digital Photography Certificate, Photography A.A., Photography Certificate, Portrait and Wedding Photography Certificate, UAV/UAS Drone Photography and Video Certificate

Mount San Jacinto – Photography A.S., Photography Certificate

The community colleges listed above offer a variety of different photography certificates and Associates

degrees. The proposed certificate for Riverside City College will set this offering apart from other colleges by bringing the theory and practice of contemporary photography to technical and professional skillsets. Students will be able to take this knowledge and go directly into the photographic professional field of choosing or transfer to four-year institutions. This knowledge will provide a service to students seeking modern and professional photography knowledge in the Inland Empire.

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

*N/A*

**Record –  
 Credit Degrees and Certificates**

**Program Outline**

**Title: Barbering Concepts**

**Originator: Madeline Bettencourt**

**Date 2/18/2026**

**Department: Cosmetology**

**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: 300700**

**CIP Code: 12.0401**

**Type of Program:**

- Certificate of Achievement only                       Locally approved certificate (less than 8 units) 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:**

Standard accounting update, unit update.

**Rationale:**

To meet the standard accounting unit requirements.

**Required Documentation**

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

**All Degrees and Certificates**

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

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

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

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

**Record –  
Credit Degrees and Certificates**

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*\*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**

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 Barbering Concepts certificate program provides high quality affordable education that engages with a diverse community of learners offering career- technical courses that will lead to a state-approved certificate. The Barbering Concepts Certificate prepares individuals to provide professional cosmetic services in barber shop, salons, resorts, casinos and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, safety and sanitation, management, customer service, and preparation for practicing as licensed barber in the state of California. Courses in applicable professional labor laws and regulations in the barbering industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

**PROGRAM LEARNING OUTCOMES**

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

1. Identify the organizations responsible for advancing the barbering profession and explain the function of state barber boards.
2. Deduce valid conclusions, compare viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
3. Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
4. Demonstrate entry level skills in a clinic laboratory setting. Demonstrate workplace behaviors (soft skills) necessary for success in the cosmetology industry.

**Item 2. Catalog Description**

The Barbering Concepts Certificate prepares individuals to provide professional cosmetic services in barber shops, salons, resorts, casinos and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed barbers in the state of California. Courses in applicable professional labor laws and regulations in the barbering industry

**Record –  
 Credit Degrees and Certificates**

physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.,

**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: 46 units

Course	Title	Units	Sequencing
COS-60A1	Cosmetology Concepts Level A1	6.5	Term 1
COS-60A2	Cosmetology Concepts Level A2	6.5	Term 2
COS-60B1	Cosmetology Concepts Level B1	5.5	Term 3
COS-60B3	Level IV Haircutting Barbering Concepts	7.5	Term 4
COS-60C1	Cosmetology Concepts Level C1	5.5	Term 5
COS-60C2	Cosmetology Concepts Level C2	5.5	Term 6
COS-60D1	Cosmetology Concepts Level D1	4.5	Term 7
COS-60D2	Cosmetology Concepts Level D2	4.5	Term 8

Total Program Units: 46 units

**Item 4. Master Planning**

Program supports the college mission by offering career opportunities for students. The barbering concepts program prepares students for the workforce through the instruction of care and styling of hair, and care of complexion, including hygiene, customer relations, and salon/barber shop management.

In 2021, there were 18,847 jobs in the barbering occupational group in the Inland Empire/Desert Region. This occupational group is projected to increase employment by 31% by 2026, with 4,055 job openings expected annually.

**Item 5. Enrollment and Completer Projections**

Enrollment projections are 26 per cohort with a new cohort beginning two-three times per year. Completer projections are 52-78 per year.

**Record –  
Credit Degrees and Certificates**

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

The courses offered with this barbering concepts program will overlap in similar programs within the cosmetology department. The curriculum will overlap from barbering to cosmetology, esthetics, manicuring, and hairstyling.

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

No barbering programs exist at community colleges in the area.

**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: Cosmetology Concept**

**Originator: Madeline Bettencourt**

**Date 2/18/2026**

**Department: Cosmetology**

**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:** 300400

**CIP Code: 12.0401**

**Type of Program:**

- Certificate of Achievement only                       Locally approved certificate (less than 8 units) 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:**  
Standard accounting update, unit update.

**Rationale:**

To meet the standard accounting unit requirements.

### Required Documentation

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

### All Degrees and Certificates

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

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

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

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

*\*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**

- Deduce valid conclusions, compare, and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (“soft skills”) necessary for success in the cosmetology industry

**Item 2. Catalog Description**

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist’s offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

**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: 44 units

Course	Title	Units	Sequencing
COS-60A1	Cosmetology Concepts Level A1	6.5	Term 1
COS-60A2	Cosmetology Concepts Level A2	6.5	Term 2
COS-60B1	Cosmetology Concepts Level B1	5.5	Term 3
COS-60B2	Cosmetology Concepts Level B2	5.5	Term 4
COS-60C1	Cosmetology Concepts Level C1	5.5	Term 5
COS-60C2	Cosmetology Concepts Level C2	5.5	Term 6
COS-60D1	Cosmetology Concepts Level D1	4.5	Term 7
COS-60D2	Cosmetology Concepts Level D2	4.5	Term 8

Total Program Units: 44 units

**Item 4. Master Planning**

Program supports the college mission by offering career opportunities for students.

**Item 5. Enrollment and Completer Projections**

Approximately 60 students annually

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

Currently in place.

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

**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: Hairstyling Concepts**

**Originator: Madeline Bettencourt**

**Date 2/18/2026**

**Department: Cosmetology**

**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: 300400                      CIP Code: 12.0401**

**Type of Program:**

Certificate of Achievement only                       Locally approved certificate (less than 8 units) 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:**  
Standard accounting update, unit update.

**Rationale:**

To meet the standard accounting unit requirements.

### Required Documentation

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

### All Degrees and Certificates

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

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

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

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

*\*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**

- Deduce valid conclusions, compare, and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam. Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors (“soft skills”) necessary for success in the cosmetology industry

**Item 2. Catalog Description**

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist’s offices and other related industry establishments. This includes courses in hair design, hair sculpting and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

**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: 22 units

Course	Title	Units	Sequencing
COS-60A1	Cosmetology Concepts Level A1	6.5	Term 1
COS-60A2	Cosmetology Concepts Level A2	6.5	Term 2
COS-60D1	Cosmetology Concepts Level D1	4.5	Term 7
COS-60D2	Cosmetology Concepts Level D2	4.5	Term 8

Total Program Units: 22 units

### **Item 4. Master Planning**

Program supports the college mission by offering career opportunities for students.

Employment Outlook: California (2022–2032)

- Estimated employment (2022): 36,600
- Projected employment (2032): 38,700
- Job growth: +2,100 jobs (+5.7%)
- Total job openings (2022–2032): 52,820

### **Item 5. Enrollment and Completer Projections**

Approximately 60 students annually

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

Currently in place.

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

### **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**

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**Program Outline**

**Title: Drug and Alcohol Studies**

**Originator: Rachel Dyer**

**Date 10/2/2025**

**Department: Health and Human Services**

**College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services 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: 2104.00                      CIP Code: 44.0000**

**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.)*

Modification requesting the following changes be made:

- HMS is adding an Associate’s of Science Degree pathway to the existing Certificate of Achievement in Drug and Alcohol Studies

**Rationale:**

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

In alignment with the California Association of Alcohol and Drug Educators (CAADE) accreditors and after review of supported LMI data, HMS is adding on an option for aspiring students to complete the next level of the addictions counselor, the Certified Addiction Treatment Counselor (CATC) 1 pathway. This pathway will help prepare students for the CAADE written licensing exam. Per the recommendation of the Human Services Discipline, Department approval, Counseling support, and requested approval

**Record –  
Credit Degrees and Certificates**

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from Regional Consortium. This Fall APC approved an HMS new hire full-time position to assist with maintaining accreditation and supporting an Associate's Degree program in Drug and Alcohol Studies.

**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 Degrees and Certificates**

- Evidence of district-wide discipline communication
- 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.*)
- 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.*)-*At State*
- Regional Consortium Recommendation (*Required for new programs only.*) -*At State*

*\*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**

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**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.*

**PROGRAM LEARNING OUTCOMES**

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in drug and alcohol studies.
  - Course Student Learning Outcome
    - HMS 8: Identify ethical and legal issues in group counseling.
    - HMS 8: Compare and contrast theories and techniques of group counseling
    - HMS 23: Recognize, define, and analyze the terms of law and ethics.
    - HMS 23: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
    - HMS 27: Identify and analyze sociocultural issues related to multicultural counseling.
    - HMS 27: Explain informed consent and confidentiality in the counseling process.
    - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
    - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
    - HMS 5: Articulate self-generated options and approaches to dealing with ethical dilemmas.
    - HMS 6: List and describe the basic elements of case management.
    - HMS 6: List and describe the basic skills and personal characteristics desirable of a case manager.
    - HMS 6: Assess client needs and create a list of appropriate referral sources.
    - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
    - HMS 6: Evaluate and address situations covered by mandated reporting laws.
    - HMS 42: Identify local, state, and federal resources for clients and families affected by the child welfare system and families.
    - HMS 60: Recognize, define, and analyze the terms of the course: Introduction to Alcohol and Drugs.
    - HMS 60: Recognize the role of ethics when working as a practitioner with clients who use alcohol and drugs.
    - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 60: Contribution of volunteer experience in the career pathway of human services during service-based learning.
    - HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.

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- HMS 62: Identify a substance-related and addictive disorder.
  - HMS 63: Identify key theories, models, and evidence-based practices in the prevention, intervention, and recovery of substance use disorders.
  - HMS 64: Describe the role of the drug and alcohol counselor as it relates to the roles of other medical professionals as members of the recovery team, as assessed by exams and written assignments
  - HMS 64: Explain the biological impact of alcoholism and other drug dependencies, and their impact on the recovery process, as assessed by exams and written assignments.
  - HMS 64: Identify, define, and analyze key terms associated with physiology and pharmacology.
  - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
  - HMS 65: Prepare professional documents including resumes, cover letters, and other written communications
  - HMS 65: Develop two learning objectives based on work-related duties in order to improve work performance and/or achieve new or expanded learning.
  - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
  - HMS 66: Develop two learning objectives based on work-related duties in order to improve work performance and/or achieve new or expanded learning.
  - HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.
- Articulate a theoretical understanding of substance use, abuse, misuse and addictions, and how these phenomena affect individuals, families, groups, and communities.
  - Course Student Learning Outcome
    - HMS 8: Identify ethical and legal issues in group counseling.
    - HMS 23: Recognize, define, and analyze the terms of law and ethics.
    - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
    - HMS 6: List and describe the basic elements of case management.
    - HMS 6: List and describe the basic skills and personal characteristics desirable of a case manager.
    - HMS 42: Identify local, state, and federal resources for clients and families affected by the child welfare system and families.
    - HMS 60: Recognize, define, and analyze the terms of the course: Introduction to Alcohol and Drugs.
    - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.

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- HMS 64: Describe the role of the drug and alcohol counselor as it relates to the roles of other medical professionals as members of the recovery team, as assessed by exams and written assignments
    - HMS 64: Identify, define, and analyze key terms associated with physiology and pharmacology.
    - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
    - HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.
- Engage clients at various stages of change using motivational interviewing techniques.
  - Course Student Learning Outcome
    - HMS 8: Identify ethical and legal issues in group counseling.
    - HMS 8: Compare and contrast theories and techniques of group counseling
    - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
    - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
    - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
    - HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.
    - HMS 64: Explain the biological impact of alcoholism and other drug dependencies, and their impact on the recovery process, as assessed by exams and written assignments.
    - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
    - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
- Demonstrate, at a beginning level, screening and assessment skills to determine if problems related to alcohol, other drugs, and addictions (AODAs) exist.
  - Course Student Learning Outcome
    - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
    - HMS 6: Assess client needs and create a list of appropriate referral sources.
    - HMS 42: Identify local, state, and federal resources for clients and families affected by the child welfare system and families.
    - HMS 62: Identify a substance-related and addictive disorder.
    - HMS 63: Identify key theories, models, and evidence-based practices in the prevention, intervention, and recovery of substance use disorders.

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- HMS 64: Describe the role of the drug and alcohol counselor as it relates to the roles of other medical professionals as members of the recovery team, as assessed by exams and written assignments
  - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
  - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
  - HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.
- Assess tolerance, psychological dependence, and physical dependence.
  - Course Student Learning Outcome
    - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 64: Describe the role of the drug and alcohol counselor as it relates to the roles of other medical professionals as members of the recovery team, as assessed by exams and written assignments
    - HMS 64: Explain the biological impact of alcoholism and other drug dependencies, and their impact on the recovery process, as assessed by exams and written assignments.
    - HMS 64: Identify, define, and analyze key terms associated with physiology and pharmacology.
- Differentiate between intervention needs of diverse populations affected by AODAs.
  - Course Student Learning Outcome
    - HMS 23: Recognize the role of ethics in the human services/social work career pathway.
    - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 27: Identify and analyze sociocultural issues related to multicultural counseling.
    - HMS 27: Explain informed consent and confidentiality in the counseling process.
    - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
    - HMS 6: List and describe the basic elements of case management.
    - HMS 6: Assess client needs and create a list of appropriate referral sources.
    - HMS 60: Recognize the role of ethics when working as a practitioner with clients who use alcohol and drugs.
- Develop, at a beginning level, intervention strategies and skills to assist in prevention, engagement, intervention, and follow-up with individuals, families, and communities affected by AODAs.
  - Course Student Learning Outcome
    - HMS 8: Identify ethical and legal issues in group counseling.
    - HMS 8: Compare and contrast theories and techniques of group counseling

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- HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
  - HMS 23: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
  - HMS 42: Explain the process of child-mandated reporting.
  - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
  - HMS 62: Identify a substance-related and addictive disorder.
  - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
  - HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
  
- Assist consumers and family members in matching needs with available community resources.
  - Course Student Learning Outcome
    - HMS 23: Demonstrate knowledge of law and ethics through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 5: Recognize and discuss client strengths, accomplishments and available supports.
    - HMS 6: Formulate goals, objectives, priorities and action plans with clients.
    - HMS 27: Identify and analyze sociocultural issues related to multicultural counseling.
    - HMS 27: Explain informed consent and confidentiality in the counseling process.
    - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.
    - HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.
    - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
  
- Expand knowledge, skills, and attitudes required in the effective treatment of AODAs.
  - Course Student Learning Outcome
    - HMS 5: Demonstrate proficiency in the techniques of active listening in evaluation and counseling.
    - HMS 6: List and describe the basic skills and personal characteristics desirable of a case manager.
    - HMS 8: Identify ethical and legal issues in group counseling.
    - HMS 8: Compare and contrast theories and techniques of group counseling.
    - HMS 27: Identify and analyze sociocultural issues related to multicultural counseling.
    - HMS 27: Explain informed consent and confidentiality in the counseling process.
    - HMS 60: Demonstrate knowledge of alcohol and drugs through processing case vignettes, role plays, documentation and/or assessment procedures.

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- HMS 60: Contribution of volunteer experience in the career pathway of human services during service-based learning.
- HMS 61: Explain the role and responsibilities of the counselor providing drug/alcohol counselor.
- HMS 63: Identify key theories, models, and evidence-based practices in the prevention, intervention, and recovery of substance use disorders.
- HMS 65: Develop two learning objectives based on work-related duties in order to improve work performance and/or achieve new or expanded learning.
- HMS 66: Formulate and demonstrate human relations, decision-making, and communication skills, related to the practice of the drug and alcohol counselor.
- HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.
- Complete and reflect upon service-based learning experience.
  - Course Student Learning Outcome
    - HMS 23: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
    - HMS 27: Contribution of volunteer experience in the career pathway of human services/social work during service-based learning.
    - HMS 6: List and describe the basic skills and personal characteristics desirable of a case manager.
    - HMS 62: Explain why service-based learning is important to professional development.
    - HMS 65: Demonstrate the connection between drug and alcohol studies theory to the application of workplace skills.
    - HMS 66: Develop two learning objectives based on work-related duties in order to improve work performance and/or achieve new or expanded learning.
    - HMS 66: Develop career awareness utilizing skills assessments and interest inventories, research occupational and educational career requirements and develop career goals related to drug and alcohol counseling.

**Item 2. Catalog Description**

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

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Drug and Alcohol Studies.

**Catalog Description:**

The Drug and Alcohol Studies Associate of Science Degree prepares students to build strong competencies in drug and alcohol addiction and to prepare for various paraprofessional and entry-level positions. Graduates of the program will develop the necessary knowledge, skills and attitudes required to be effective in the treatment of alcohol and other drug dependency and abuse in a variety of treatment settings. This degree will overview direct provision of substance abuse specific services,

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provision of other support services, early detection, assessment, referral/linkage, mobilization of self-help, advocacy, community development, education, case management, and research. Graduates will be prepared to work as entry-level employees in a variety of settings under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

**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.*

Upon completion of the course requirements and elective units identified in Item 3., students will earn a certificate in Drug and Alcohol Studies.

Required Courses: 41.5 units

Course	Title	Units	Sequencing
HMS 5	Intro to Evaluation and Counseling	3	Semester 1 or 2 Fall/Spring
HMS 6	Introduction to Case Management	3	Semester 1 or 2 Fall/Spring
HMS-8	Introduction to Group Process	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families	3	Semester 1 or 2 Fall/Spring
HMS 60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 63	Addiction Prevention, Intervention, and Recovery	3	Semester 1 or 2 Fall/Spring
HMS 64	Introduction to Physiology and Pharmacology Related to Addictions	3	Semester 1 or 2 Fall/Spring
HMS 65	Supervised Practicum	3	Semester 1 or 2 Fall/Spring
HMS 66	Clinically Supervised Experience	5.5	Semester 1 or 2 Fall/Spring

Elective Courses: 3 units

Course	Title	Units	Sequencing
HMS-4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
<del>HMS 7</del>	<del>Psychosocial Rehabilitation</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2 Fall/Spring
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 18	Introduction to Social Work	3	Semester 1 or 2 Fall/Spring

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HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
HMS 30	Counseling of African Americans	3	Semester 1 or 2 Fall/Spring
HMS 31	Counseling of Latina and Latino Americans	3	Semester 1 or 2 Fall/Spring
HMS 32	Counseling of Asian Americans	3	Semester 1 or 2 Fall/Spring
HMS 33	Counseling of Native Americans	3	Semester 1 or 2 Fall/Spring
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 43	Counseling and Resources for Older Adults and Their Families	3	Semester 1 or 2 Fall/Spring
HMS 44	Counseling Youth in Gangs	3	Semester 1 or 2 Fall/Spring
HMS 46	Introduction to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
HMS 47	Counseling of Residential Treatment Clients	3	Semester 1 or 2 Fall/Spring
HMS 48	Counseling and Case Management in Correctional Facilities	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: **44.50** units; Add General Education 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.*

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and*

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*empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The Drug and Alcohol Studies associate's degree paves a pathway for students interested in pursuing training and competency for fields related to responding to the needs of families and individuals addicted to drugs and alcohol. Students are provided with an educational foundation in understanding how to provide counseling services to diverse populations. The rationale is to assist with preparing students to take the State test for AOD certification. This degree option promotes social work, human services, and counseling practices career growth and educational advancement in the Inland Empire/Desert Region. It provides an educational platform for students to expand skillsets through training that can potentially improve their opportunities for career, pursuing certifications, degrees, and impact on the regional and national workforce.

Service-based learning is integral to the program which will allow for continued and active community service in the Inland/Empire Desert Region.

Education: Students will develop knowledge in ethnic studies and multicultural counseling.

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate.

Equity: All coursework is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

Service: Students will be required to complete service-based learning (with virtual option) which includes volunteer service to the community.

**Item 5. Enrollment and Completer Projections**

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

Enrollment projections for courses are as followed:

Required Courses:

HMS-5; 30 students

HMS-6; 30 students

HMS-8; 32 students

HMS-23; 32 students

HMS-27; 32 students

HMS-42; 32 students

HMS-60; 32 students

HMS-61; 32 students

HMS-62; 25 students

HMS-63; no enrollment data available

HMS-64; 32 students

HMS-65; 32 students

HMS-66; 32 students

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Elective Courses:

HMS-4; 32 students  
~~HMS-7; 32 students~~  
HMS-13; 32 students  
HMS-17; 32 students  
HMS-18; 45 students  
HMS-19; 32 students  
HMS-20; 45 students  
HMS-21; 32 students  
HMS-22; 32 students  
HMS-24; 32 students  
HMS-25; 32 students  
HMS-26; 32 students  
HMS-28; 25 students  
HMS-29; 45 students  
HMS-36; 20 students  
HMS-39; 20 students  
HMS-41; 25 students  
~~HMS-43; 20 students~~  
~~HMS-44; 20 students~~  
HMS-46; no enrollment data available  
~~HMS-47; 20 students~~  
HMS-48; 20 students  
~~HMS-50; no enrollment data available~~  
~~HMS-51; no enrollment data available~~  
~~HMS-52; no enrollment data available~~  
~~HMS-53; no enrollment data available~~  
HMS-71; 25 students

HMS-4, HMS-5, HMS-6, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29, HMS-36, HMS-39, HMS-41, HMS-42, HMS-46, HMS-48, HMS-60, HMS-61, HMS-62, HMS-63, HMS-65, HMS-66, and HMS-71 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The associate's degree program expects to have 15 – 20 students completing this certificate annually beginning in September 2025.

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

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

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The college has no similar degree option and related certificate options are within the same discipline.

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

*Justification of need for certificate/degree in the region.*

Within the Riverside Community College District, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. College of the Desert is the only college in Riverside County that has a similar program.

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

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

Not applicable as courses are already articulated UC and/or CSU

**Program Outline**

**Title: Social Work, Human Services, & Counseling Practices**

**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: 2104.00: Human Services    CIP Code: 44.0000    Degree: MAS987/C / Cert code: MCE987**

**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 and 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.)*

Modification requesting the following changes be made:

- Course title changes completed and proposed
- Addition of all remaining HMS courses as elective options.

**Rationale:**

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

Per the recommendation of the Social Work, Human Services, & Counseling Practices discipline and Department approval, this modification will allow for the certificate and degree title to reflect the Discipline title and will add all remaining HMS courses as elective options.

**Required Documentation**

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

**All Degrees and Certificates**

- Discipline
- 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**

*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.*

#### **PROGRAM LEARNING OUTCOMES**

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

- Demonstrate effective case management skills, group facilitation, and a general understanding of theories which guide practice in social work, human services, and counseling practices.
- Complete and reflect upon service-based learning experience.
- Increase the capacity for self-awareness and personal growth.
- Demonstrate identifying client strengths in response to needs and map available community resources.
- Discuss, analyze and explain the ethical standards that guide service delivery in social work, human services, and counseling practices.

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

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

Upon completion of the course requirements and elective units identified in Item 3., students will receive a certificate in Social Work, Human Services, & Counseling Practices. An Associates of Science Degree in Social Work, Human Services, and Counseling Practices will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

#### **Catalog Description:**

This program prepares students for paraprofessional work opportunities and/or transfer to a Bachelor's degree program in social work, human services, and counseling practices. An emphasis is on the development of effective case management skills, group facilitation, and a general understanding of theories guiding practice. Students will analyze ethical dilemmas and consider how ethics and values guide the decision-making process and service delivery. Identify the role of the helper in advocacy for social justice, respect to all ethnicities and cultural backgrounds, and delivering equitable services for all populations. The Generalist Intervention Model and its application to practice areas across the micro-macro continuum are discussed. Explore service-based learning opportunities and reflect on personal growth and professional development. Students will develop an understanding of the knowledge, skills, and attitudes necessary to transition into entry-level employment in social work, human services, and counseling practices across the micro-macro continuum.

### **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.*

Upon completion of the following course requirements and elective units, students will receive a certificate in Social Work, Human Services, & Counseling Practices. An Associates of Science Degree in Social Work, Human Services, and Counseling Practices will be awarded upon completion of the degree

requirements, including general education and other graduation requirements as described in the college catalog.

Required Courses: 14-17 units

Course	Title	Units	Sequencing
HMS-5	Introduction to Evaluation and Counseling	3	Semester 1 or 2, Fall/Spring
HMS-6	Introduction to Case Management	3	Semester 1 or 2, Fall/Spring
HMS-8	Introduction to Group Process	3	Semester 1 or 2, Fall/Spring
HMS-16	Public Assistance and Benefits	1	Semester 1 or 2, Winter/Summer
HMS-18	Introduction to Human Services	3	Semester 1 or 2, Fall/Spring
WGX-200 /HMS-200	General Work Experience/ Human Services Work Experience	1-2-3-4	Semester 1 or 2, Fall/Spring

Elective Courses: 6 units

Course	Title	Units	Sequencing
HMS 4	Introduction to Human Services	3	Semester 1 or 2 Fall/Spring
<del>HMS 7</del>	<del>Psychosocial Rehabilitation</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 13	Employment Support Strategies	3	Semester 1 or 2 Fall/Spring
<del>HMS 14</del>	<del>Job Development – (Course Deletion proposal approved for 26/27 YR)</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 17	Introduction to Community Mental Health	3	Semester 1 or 2 Fall/Spring
HMS 19	Generalist Practices of Social Work	3	Semester 1 or 2 Fall/Spring
HMS 20	Medical Social Work	3	Semester 1 or 2 Fall/Spring
HMS 21	Social Justice in the Criminal Justice System	3	Semester 1 or 2 Fall/Spring
HMS 22	Human Behavior and the Social Environment	3	Semester 1 or 2 Fall/Spring
HMS 23	Law and Ethics in Social Work, Human Services, & Counseling Practices	3	Semester 1 or 2 Fall/Spring
HMS 24	Creative Arts Therapies and Self-Care for Helping Professionals	3	Semester 1 or 2 Fall/Spring
HMS 25	Crisis-Intervention Management	3	Semester 1 or 2 Fall/Spring
HMS 26	Trauma-Focused Counseling	3	Semester 1 or 2 Fall/Spring
HMS 27	Introduction to Multicultural Counseling	3	Semester 1 or 2 Fall/Spring
HMS 28	Military Social Work	3	Semester 1 or 2 Fall/Spring
HMS 29	Introduction to Careers in Social Work	3	Semester 1 or 2 Fall/Spring
<del>HMS 30</del>	<del>Counseling of African Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 31</del>	<del>Counseling of Latina and Latino Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 32</del>	<del>Counseling of Asian Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 33</del>	<del>Counseling of Native Americans</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 36	Counseling Families of Special Needs Youth	3	Semester 1 or 2 Fall/Spring
HMS 39	Introduction to Special Education and the IEP (Individualized Education Program)	3	Semester 1 or 2 Fall/Spring
HMS 41	Counseling and Resources for Survivors of Domestic Violence	3	Semester 1 or 2 Fall/Spring
HMS 42	Counseling and Resources for Families	3	Semester 1 or 2 Fall/Spring
<del>HMS 43</del>	<del>Counseling and Resources for Older Adults and Their Families</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
<del>HMS 44</del>	<del>Counseling Youth in Gangs</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>
HMS 46	Introduction to Resources and Counseling Individuals on Probation or Parole	3	Semester 1 or 2 Fall/Spring
<del>HMS 47</del>	<del>Counseling of Residential Treatment Clients</del>	<del>3</del>	<del>Semester 1 or 2 Fall/Spring</del>

HMS 48	Counseling and Case Management in Corrections	3	Semester 1 or 2 Fall/Spring
HMS 50	Introduction to African American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 51	Introduction to Latina and Latino American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 52	Introduction to Asian American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 53	Introduction to Native American Families and Populations	3	Semester 1 or 2 Fall/Spring
HMS 60	Introduction to Drugs and Alcohol	3	Semester 1 or 2 Fall/Spring
HMS 61	Evaluation of Narcotics and Controlled Substances	3	Semester 1 or 2 Fall/Spring
HMS 62	Introduction to the Diagnostic and Statistical Manual of Mental Disorders	3	Semester 1 or 2 Fall/Spring
HMS 71	Grant Writing Essentials	3	Semester 1 or 2 Fall/Spring

Total Program Units: 20 - 23 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.*

Mission of Moreno Valley College: *Moreno Valley College is committed to educating and empowering our students, providing equitable access to education, and serving our communities. Moreno Valley College's core mission can be expressed in four words: Education, Empowerment, Equity, Service*

The goal the Social Work, Human Services, & Counseling Practices certificate and degree is to develop knowledge in this area and to prepare students for various paraprofessional positions in social work, human services, and counseling practices field. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, foster family agencies, adoption agencies, halfway houses, mental health and correctional facilities, and family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies Further students will be prepared for transfer should they decide to continue on the academic pathway of related professions.

Education: Students will develop knowledge in the academic discipline social work, human services, and counseling practices.

Empowerment: Students will be empowered as they identify personal strengths which have helped them realize the completion of a certificate and/or degree.

Equity: All course-work is taught through an equity-lens, including an emphasis on social justice and a respect for working with people of all ethnic and cultural backgrounds.

Service: Students will be required to complete service-based learning (with virtual option) which includes volunteer service to the community.

**Item 5. Enrollment and Completer Projections**

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

Enrollment projections for courses are as followed:

Required Courses:

HMS-5: 45 students  
HMS-6: 45 students  
HMS-8: 45 students  
HMS-16: 32 students  
HMS-18; 45 students  
WKX-200/HMS 200: 50 students

Elective Courses:

HMS-4; 32 students  
~~HMS-7; 32 students~~  
HMS-13: 32 students  
HMS-17: 32 students  
HMS-18; 45 students  
HMS-19; 32 students  
HMS-20; 45 students  
HMS-21: 32 students  
HMS-22: 32 students  
HMS-23: 32 students  
HMS-24: 20 students  
HMS-25: 32 students  
HMS-26: 32 students  
HMS-27: 32 students  
HMS-28: 20 students  
HMS-29; 45 students  
~~HMS-30; 32 students~~  
~~HMS-31; 32 students~~  
~~HMS-32; new course; no enrollment data available~~  
~~HMS-33; new course; no enrollment data available~~  
HMS-36; 20 students  
HMS-39; 20 students  
HMS-41; 20 students  
HMS-42: 32 students  
~~HMS-43; 20 students~~  
~~HMS-44; new course; no enrollment data available~~  
HMS-46; 20 students  
~~HMS-47; 20 students~~  
HMS-48; 20 students  
~~HMS-50; no enrollment data available~~  
~~HMS-51; no enrollment data available~~  
~~HMS-52; no enrollment data available~~  
~~HMS-53; no enrollment data available~~  
HMS-60: 45 students  
HMS-61; 20 students  
HMS-62: 32 students  
HMS-71: 20 students

HMS-4, HMS-5, HMS-6, HMS-8, HMS-13, HMS-16, HMS-17, HMS-18, HMS-19, HMS-20, HMS-21, HMS-22, HMS-23, HMS-24, HMS-25, HMS-26, HMS-27, HMS-28, HMS-29, HMS-36, HMS-39, HMS-41, HMS-42, HMS-46, HMS-48, HMS-60, HMS-61, HMS-62, HMS-71, and WKX-200/HMS-200 are actively available in Moreno Valley College inventory. These have been approved by the BOT and are documented in the catalog. All courses are approved for transfer to the CSU.

The certificate program expects to have 30 – 40 students completing this certificate annually beginning in September 2020.

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

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

The college has no similar degree option and related certificate options are within the same discipline.

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

*Justification of need for certificate/degree in the region.*

Within the Riverside Community College district, Moreno Valley College is the only college in the district that is currently offering all of these courses within the certificate program. No college in the area has alike or a similar program.

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

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

Not applicable as courses are already articulated UC and/or CSU

**Program Outline**

**Title: Entrepreneurial Photography**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am moving PHO 7 from the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592) to this certificate and degree pattern (to the elective list).

*(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.)*

This is an update to an existing Entrepreneurial Photography Certificate and degree (AS1037/AS1037B/AS1037C/CE1037) that adds the new class PHO-66 Self-Promotion for Photographers.

**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**

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

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

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

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for a photographic entrepreneurial environment, where they will be able to create a photography business, participate in photography related fields, or complete freelance work. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, how to start and manage a photography business, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional level portfolio.

#### **Program Learning Outcomes**

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

- Demonstrate the ability to create and run a photography business
- Practice advanced business topics required for a photographic freelance environment
- Understand how to maintain a consistent photographic style throughout professional photography packages to present to clients and to complete assignments
- Create a creative and consistent brand of photography that addresses the geographic need of the photographic market
- Manage photographic lighting such as portable flashes and strobes as appropriate for freelance requirements
- Analyze contemporary trends in photography and understand how to creatively create work that is original and desirable

#### **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: 12 units

Course	Title	Units	Sequencing
PHO-8 or PHO-20	Introduction to Film Photography Introduction to Digital Photography	3 3	1
PHO-9	Intermediate Photography	3	1
PHO-14	Lighting for Photographers	3	3
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses:   6   units

Course	Title	Units	Sequencing
PHO 15	Wedding and Event Photography	3	2
PHO 18	Photoshop, Lightroom, and Printing for Photographers	3	2
PHO 22	Photography for Social Media	3	2
PHO 67	Business Practices for Photographers	3	2
PHO 66	Self-Promotion for Photographers	3	2
PHO 33	Food and Product Photography	3	2

Total Program Units:   18   units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

15-20

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

*This certificate exists in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

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

*This is an existing certificate and degree in our program.*

Cypress College – Creative Photo Arts Certificate, Digital Photography Certificate, Photography A.A., Photography Certificate, Portrait and Wedding Photography Certificate, UAV/UAS Drone Photography and Video Certificate

Mount San Jacinto – Photography A.S., Photography Certificate

The community colleges listed above offer a variety of different photography certificates and Associates

degrees. The proposed certificate for Riverside City College will set this offering apart from other colleges by bringing the theory and practice of contemporary photography to technical and professional skillsets. Students will be able to take this knowledge and go directly into the photographic professional field of choosing or transfer to four-year institutions. This knowledge will provide a service to students seeking modern and professional photography knowledge in the Inland Empire.

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

*For additional information, please see the Program and Course Approval Handbook (PCAH), the RCCD Curriculum Handbook, the Taxonomy of Programs manual, and the TOPs/CIP/SOC crosswalk.  
 Revised April 2025*

*N/A*

**Program Outline**

**Title: Photography**

**Originator: Matthew Brabant**

**Date 10/3/2025**

**Department: Photography**

**College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades**

**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: 1012.00**

**CIP Code: 10.0201**

**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:**

I am adding PHO 33 Food and Product Photography to the Photography Certificate and Associates (AS592/AS592B/AS592C/CE592). I am moving PHO 23 Introduction to Drone Photography to the Drone Certificate/Associates (also submitted) and PHO 7 Medium and Large Format Film Photography to the new Creative Photography Certificate/Associates.

*(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.)*

Food and Product Photography (PHO 33) is being added to the Photography Certificate/Associates as an elective course to broaden the skillsets of the students completing this Certificate/Associates. Food and Product photography are valuable skills for students to be able to use in their photographic career.

**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**

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for professional photographic industries, where they will be able to stand out from the competition with cutting-edge contemporary experience and knowledge. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional-level portfolio. They will have the chance to explore modern technology such as drones and blend this knowledge with fortifying skills from commercial and advertising photography. Students also have the choice to learn about photojournalism, crime scene photography, or even advanced film photography with alternative processes.

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

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

This program focuses on the principles and techniques of contemporary photography and the preparation of professional photographic practices. The goal is to prepare individuals for professional photographic industries, where they will be able to stand out from the competition with cutting-edge contemporary experience and knowledge. Students will learn how to create individual creative and professional photographic work, how to identify trends in photography, an analysis of contemporary photography, use photographic lighting equipment, professionally edit photographs using Adobe software, use photography as an art form, and to create a professional-level portfolio. They will have the chance to explore modern technology such as drones and blend this knowledge with fortifying skills from commercial and advertising photography. Students also have the choice to learn about photojournalism, crime scene photography, or even advanced film photography with alternative processes.

#### **Program Learning Outcomes**

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

- Understand contemporary and emerging photographic technologies
- Analyze trends in the photographic field and be able to update personal and professional styles
- Utilize natural and artificial light to make compelling images
- Create a professional and cohesive body of work

#### **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:   12   units

Course	Title	Units	Sequencing
PHO-8 or PHO-20	Introduction to Film Photography Introduction to Digital Photography	3 3	1
PHO-9	Intermediate Photography	3	1
PHO-14	Lighting for Photographers	3	3
PHO-19	Color Correction and the Photographic Portfolio	3	3

Elective Courses:   6   units

Course	Title	Units	Sequencing
PHO 11	Commercial and Advertising Photography	3	2
PHO 12	Photojournalism	3	2
ADJ/PHO-27	Forensic & Crime Scene Photography	3	2
PHO 33	Food and Product Photography	3	2

Total Program Units:   18   units

**Item 4. Master Planning**

This certificate will become part of the Photography department offered in the CTE Division at Riverside City College.

**Item 5. Enrollment and Completer Projections**

15-20

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

*This certificate exists in the Photography program students will be able to complete this degree with the new courses that are being created in order to complete this certificate and degree.*

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

*This is an existing certificate and degree in our program.*

Mount San Jacinto – Photography A.S., Photography Certificate

The community colleges listed above offer a variety of different photography certificates and Associates

The proposed certificate for Riverside City College will set this offering apart from other colleges by bringing the theory and practice of contemporary photography to technical and professional skillsets. Students will be able to take this knowledge and go directly into the photographic professional field of choosing or transfer to four-year institutions. This knowledge will provide a service to students seeking modern and professional photography knowledge in the Inland Empire.

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

*N/A*