

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

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

Members of the public wishing to comment on an agenda item or other topic within the purview of the Riverside Community College District Technical Review Committee will be given the opportunity via Zoom or may submit commentary to techreview@rccd.edu.

Technical Review Committee

Proposals for Review for Meeting: 05/04/2021

Courses

Course Deletions

M N R Discussion Action

H **CAT 84** **Word Processing: WordPerfect for Windows** Awaiting program modifications - RIV Paralegal and MOV Computer Applications.
Rationale: Course is being deleted from the Riverside Course inventory.

H **CIS 84** **Word Processing: WordPerfect for Windows** Awaiting program modifications - RIV Paralegal and MOV Computer Applications.
Rationale: Course is being deleted from the Riverside Course inventory.

Course Exclusions

M N R Discussion Action

SCE 810 **Photography for Older Adults**
Rationale: EXCL 810 R

SCE 820 **Music for Active Seniors**
Rationale: EXCL 820 R

SCE 821 **Music Therapy for Frail Seniors**
Rationale: EXCL 821 R

SCE 842 **Needle Art for Seniors**
Rationale: EXCL 842 R

Course Major Modifications

M N R Discussion Action

COS 60F **Remedial Training Course**
Rationale: To enable students to complete requirements in Lecture setting needed for Section F: Article 12 health and safety laws and regulations required to fulfill obligations set forth by the California State Board of Barbering and Cosmetology.

H **FIT S3** **Basic Fire Fighter Academy** Objectives are missing.
Rationale: Update SLO's due to Assessment results.

Distance Education

M N R Discussion Action

AHS 8DE **Art History of the Photographic Image**
Rationale:

Courses

Distance Education

		M	N	R	Discussion	Action
ART 44ADE	Beginning Animation Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
ART 44BDE	Intermediate Animation Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
ART 44CDE	Advanced Animation Principles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
ART 50ADE	Beginning Storyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
ART 50BDE	Intermediate Storyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
ART 51ADE	Beginning Animation Production	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
ART 51BDE	Intermediate Animation Production	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
AST 1ADE	Introduction to the Solar System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
BIO 10DE	Life Sciences Principles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
BIO 18DE	Human Genetics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
BIO 19DE	Environmental Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
BIO 1DE	General Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
BIO 1HDE	General Biology Honors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
BIO 35DE	Health Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
BIO 45DE	Survey of Human Anatomy and Physiology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						

Technical Review Proposals for 05/04/21

Proposals marked with a red "H" were held at a previous Tech Review meeting.

Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Courses

Distance Education

		M	N	R	Discussion	Action
BIO 4DE	Human Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
BIO 60DE	Introduction to Molecular and Cellular Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
BIO 60HDE	Introduction to Molecular and Cellular Biology Honors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
BIO 61DE	Introduction to Organismal and Population Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
CON 60DE	Introduction to Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 61DE	Materials of Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 62DE	Print Reading for Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 63ADE	International Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 63BDE	Analysis of Revisions to the Uniform Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 63CDE	Analysis of Revisions to the Uniform Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 63DDE	Analysis of Revisions to the Uniform Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 64DE	Office Procedures and Field Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 65DE	Plumbing Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 66DE	National Electrical Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 67DE	Mechanical Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						

Technical Review Proposals for 05/04/21

Proposals marked with a red "H" were held at a previous Tech Review meeting.

Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Courses

Distance Education

		M	N	R	Discussion	Action
CON 68DE	Simplified Engineering for Building Inspectors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 70DE	Fundamentals of Soils Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 71DE	Energy Conservation Standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 72DE	California State Accessibility Standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
CON 73DE	Project Planning for Site Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
COS 1ADE	Introduction to Cosmetology Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
COS 1BDE	Introduction to Cosmetology Level II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
COS 1CDE	Cosmetology Business Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
COS 60ADE	Beginning Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
COS 60BDE	Level II Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
COS 60CDE	Level III Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
COS 60DDE	Level IV Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
COS 60EDE	Level V Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
COS 60FDE	Remedial Training Course	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
COS 61ADE	Level I Cosmetology Instructor Concepts A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						

Technical Review Proposals for 05/04/21

Proposals marked with a red "H" were held at a previous Tech Review meeting.

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Courses

Distance Education

		M	N	R	Discussion	Action
COS 61BDE	Level II Cosmetology Instructor Concepts B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
CUL 20DE	Fundamentals of Baking I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
CUL 46DE	Fundamentals of Baking and Pastry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
CUL 47DE	Advanced Baking and Pastry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
FTV 65DE	The Director's Art in Filmmaking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
FTV 67DE	Introduction to Video Production	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 1BDE	Historical Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 1DE	Physical Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 1LDE	Physical Geology Laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 2DE	Geology of National Parks and Monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 30ADE	Geologic Field Studies of Southern California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 30BDE	Geologic Field Studies of Southern California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 31DE	Regional Field Studies in Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 32DE	Regional Field Studies in Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 3DE	Geology of California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						

Technical Review Proposals for 05/04/21

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Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Courses

Distance Education

		M	N	R	Discussion	Action
GEO 4DE	Earth Science for Educators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
GEO 5DE	Natural Hazards and Disasters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
HES 1DE	Health Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
HMS 50DE	Introduction to African American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
HMS 51DE	Introduction to Latina and Latino American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
HMS 52DE	Introduction to Asian American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
HMS 53DE	Introduction to Native American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rationale:						
MAT 25DE	Mathematics for the Liberal Arts Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
MAT 5DE	Calculus for Business and Life Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
OCE 1DE	Introduction to Oceanography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
OCE 1LDE	Introduction to Oceanography Laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
PHO 10DE	Advanced Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
PHO 12DE	Photojournalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
PHO 14DE	Lighting for Portraiture and Still Life	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						
PHO 17DE	Introduction to Color Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Rationale:						

Technical Review Proposals for 05/04/21

Proposals marked with a red "H" were held at a previous Tech Review meeting.

Documents in the Programs section without an underline have not yet been received by the Tech Review Committee.

Courses

Distance Education

M N R Discussion

Action

PHO 20DE Introduction to Digital Photography

Rationale:

PHO 9DE Intermediate Photography

Rationale:

PHY 10DE Introduction to General Physics

Rationale:

New Courses

M N R Discussion

Action

ADM 801 Design Process for Graphic Design and Printing Entrepreneur

Rationale: To provide short-term vocational training that equip entrepreneurially minded individuals with marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries.

ADM 802 Adobe Illustrator for Graphic Design and Printing Entrepreneur

Rationale: To provide short-term vocational training that equip entrepreneurially minded individuals with marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries.

ADM 803 Adobe Photoshop for Graphic Design and Printing Entrepreneur

Rationale: To provide short-term vocational training that equip entrepreneurially minded individuals with marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries.

ADM 804 Promotional Printing for Graphic Design and Printing Entrepreneur

Rationale: To provide short-term vocational training that equip entrepreneurially minded individuals with marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries.

H **BUS 19** Business Success Seminar

Rationale: The is a for-credit mirrored course, mirrored to BUS-819.

Mirrored to non-credit 819. 19 does not list units, and the hours do not match 819. The content also seems light for a 3 unit course. No TOPs code listed. Has unlimited repeatability. Latest textbook is 2012.

Programs

New Programs

M N R Discussion

Action

Certificate

CAT **Medical Secretary**

Rationale: For the past two years the discipline has monitored the labor market and discussed the addition of this program. The current labor market, our proximity to hospitals and medical clinics in the local area, and the capacity of our program supports the addition of this program.

Documents: [Narrative](#) [LMI](#) [Advisory Committee](#) [Regional Consortium](#)

Non-Credit Certificate

H ADM **Graphic Design and Promotional Printing Entrepreneur** Awaiting courses.

Rationale: The proposed Graphic Design and Promotional Printing 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.

Documents: [Narrative](#) [Employment Potential](#)

Technical Review - Curriculum Proposals

Proposals for 05/04/2021

Courses

Course Deletions

		M	N	R	Notes
H	CAT 84			<input checked="" type="checkbox"/>	Word Processing: WordPerfect for Windows Awaiting program modifications - RIV Paralegal and MOV Computer Applications.
H	CIS 84			<input checked="" type="checkbox"/>	Word Processing: WordPerfect for Windows Awaiting program modifications - RIV Paralegal and MOV Computer Applications.

Course Exclusions

		M	N	R	Notes
	SCE 810			<input checked="" type="checkbox"/>	Photography for Older Adults
	SCE 820			<input checked="" type="checkbox"/>	Music for Active Seniors
	SCE 821			<input checked="" type="checkbox"/>	Music Therapy for Frail Seniors
	SCE 842			<input checked="" type="checkbox"/>	Needle Art for Seniors

Course Major Modifications

		M	N	R	Notes
	COS 60F			<input checked="" type="checkbox"/>	Remedial Training Course
H	FIT S3	<input checked="" type="checkbox"/>			Basic Fire Fighter Academy Objectives are missing.

Distance Education

		M	N	R	Notes
	AHS 8DE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Art History of the Photographic Image
	ART 44ADE			<input checked="" type="checkbox"/>	Beginning Animation Principles
	ART 44BDE			<input checked="" type="checkbox"/>	Intermediate Animation Principles
	ART 44CDE			<input checked="" type="checkbox"/>	Advanced Animation Principles
	ART 50ADE			<input checked="" type="checkbox"/>	Beginning Storyboarding
	ART 50BDE			<input checked="" type="checkbox"/>	Intermediate Storyboarding
	ART 51ADE			<input checked="" type="checkbox"/>	Beginning Animation Production
	ART 51BDE			<input checked="" type="checkbox"/>	Intermediate Animation Production
	AST 1ADE	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Introduction to the Solar System
	BIO 10DE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Life Sciences Principles
	BIO 18DE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Human Genetics
	BIO 19DE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Environmental Science

Courses

Distance Education

M N R Notes

BIO 1DE	General Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BIO 1HDE	General Biology Honors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BIO 35DE	Health Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BIO 45DE	Survey of Human Anatomy and Physiology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BIO 4DE	Human Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BIO 60DE	Introduction to Molecular and Cellular Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
BIO 60HDE	Introduction to Molecular and Cellular Biology Honors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BIO 61DE	Introduction to Organismal and Population Biology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CON 60DE	Introduction to Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 61DE	Materials of Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 62DE	Print Reading for Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 63ADE	International Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 63BDE	Analysis of Revisions to the Uniform Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 63CDE	Analysis of Revisions to the Uniform Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 63DDE	Analysis of Revisions to the Uniform Building Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 64DE	Office Procedures and Field Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 65DE	Plumbing Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 66DE	National Electrical Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 67DE	Mechanical Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 68DE	Simplified Engineering for Building Inspectors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 70DE	Fundamentals of Soils Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 71DE	Energy Conservation Standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 72DE	California State Accessibility Standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
CON 73DE	Project Planning for Site Construction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
COS 1ADE	Introduction to Cosmetology Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COS 1BDE	Introduction to Cosmetology Level II	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COS 1CDE	Cosmetology Business Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Courses

Distance Education

M N R Notes

COS 60ADE	Beginning Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COS 60BDE	Level II Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COS 60CDE	Level III Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COS 60DDE	Level IV Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COS 60EDE	Level V Cosmetology Concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COS 60FDE	Remedial Training Course	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COS 61ADE	Level I Cosmetology Instructor Concepts A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
COS 61BDE	Level II Cosmetology Instructor Concepts B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CUL 20DE	Fundamentals of Baking I	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CUL 46DE	Fundamentals of Baking and Pastry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CUL 47DE	Advanced Baking and Pastry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FTV 65DE	The Director's Art in Filmmaking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FTV 67DE	Introduction to Video Production	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 1BDE	Historical Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 1DE	Physical Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 1LDE	Physical Geology Laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 2DE	Geology of National Parks and Monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 30ADE	Geologic Field Studies of Southern California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 30BDE	Geologic Field Studies of Southern California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 31DE	Regional Field Studies in Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 32DE	Regional Field Studies in Geology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 3DE	Geology of California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 4DE	Earth Science for Educators	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
GEO 5DE	Natural Hazards and Disasters	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
HES 1DE	Health Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HMS 50DE	Introduction to African American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Courses

Distance Education

		M	N	R	Notes
HMS 51DE	Introduction to Latina and Latino American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HMS 52DE	Introduction to Asian American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HMS 53DE	Introduction to Native American Families and Populations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MAT 25DE	Mathematics for the Liberal Arts Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MAT 5DE	Calculus for Business and Life Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
OCE 1DE	Introduction to Oceanography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
OCE 1LDE	Introduction to Oceanography Laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PHO 10DE	Advanced Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PHO 12DE	Photojournalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PHO 14DE	Lighting for Portraiture and Still Life	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PHO 17DE	Introduction to Color Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PHO 20DE	Introduction to Digital Photography	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
PHO 9DE	Intermediate Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PHY 10DE	Introduction to General Physics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

New Courses

		M	N	R	Notes
ADM 801	Design Process for Graphic Design and Printing Entrepreneur	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ADM 802	Adobe Illustrator for Graphic Design and Printing Entrepreneur	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ADM 803	Adobe Photoshop for Graphic Design and Printing Entrepreneur	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ADM 804	Promotional Printing for Graphic Design and Printing Entrepreneur	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
H BUS 19	Business Success Seminar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>Mirrored to non-credit 819. 19 does not list units, and the hours do not match 819. The content also seems light for a 3 unit course. No TOPs code listed. Has unlimited repeatability. Latest textbook is 2012.</p>					

Programs

New Programs

M N R Notes

CAT Medical Secretary

Non-Credit Certificate

H ADM Graphic Design and Promotional Printing Entrepreneur

Awaiting courses.

**Record –
 Credit Degrees and Certificates**

Program Outline

Title: Medical Secretary

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

TOPs Code: 0514.20 **CIP Code:** 51.0716

Type of Program:

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

Type of Associate Degree:

Associate of Arts Associate of Science

This is a:

New certificate/degree Modification to an existing certificate/degree

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

Rationale:

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

For the past two years the discipline has monitored the labor market and discussed the addition of this program. The current labor market, our proximity to hospitals and medical clinics in the local area, and the capacity of our program supports the addition of this program.

Required Documentation

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

All Degrees and Certificates

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

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

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

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

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

**Record –
 Credit Degrees and Certificates**

Program Narrative

Item 1. Program Goals and Objectives

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

According to the Centers of Excellence labor market report, there is 13% projected growth for Medical Office Technology workers by 2023. Medical Secretaries are a part of this in-demand group. The Medical Secretary Certificate of Achievement will fill a growing need in the local workforce for medical secretaries by providing the skills most requested in local jobs, including administrative support, scheduling, and Microsoft Office skills.

Item 2. Catalog Description

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

The Medical Secretary Certificate of Achievement program prepares individuals to perform the duties of secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business communications, software applications, scheduling and meeting planning.

Program Learning Outcomes

- **Apply administrative support skills, including greeting and directing visitors, answering/managing telephone messages, and communicating with staff and patients in a professional manner.**
- **Schedule and confirm appointments and/or consultations.**
- **Select the appropriate word processing, spreadsheet, database, or presentation software application(s) to prepare correspondence, invoices, statements.**
- **Apply common language/terminology used by healthcare professionals in a variety of settings.**

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: 10 units

Course	Title	Units	Sequencing
CAT-1A	Business Etiquette	1	Semester 1, Fall, Semester 2 Spring
CIS-1A	Introduction to Computer Information Systems	3	Semester 1, Fall, Semester 2 Spring
CAT-31	Business Communication Fundamentals	3	Semester 1, Fall, Semester 2 Spring
CAT-90	Microsoft Outlook	3	Semester 1, Fall, Semester 2 Spring

**Record –
 Credit Degrees and Certificates**

NNA-79	Medical Terminology for Healthcare Professionals	3	Semester 1, Fall, Semester 2 Spring
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Elective Courses: 0 units

Course	Title	Units	Sequencing

Total Program Units: 13___ 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 program courses are currently offered regularly and are an existing part several of the Computer Applications and Office Technology curriculum.

Item 5. Enrollment and Completer Projections

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

Course ID	Course Title	2018-2019		2019-2020	
		Annual Sections	Annual Enrollment	Annual Sections	Annual Enrollment
CAT-1A	Business Etiquette	6	186	6	204
CIS-1A	Introduction to Computer Information Systems	45	1480	45	1484
CAT/CIS-3	Computer Applications for Business	3	92	4	96
CAT-31	Business Communications Fundamentals	2	62	3	69
CAT/CIS-90	Microsoft Outlook	3	109	3	98
NNA-79*	Medical Terminology for Healthcare Professionals (first offering 21SUM)	0	0	0	0

*NNA-79 is a new course and will be offered for the first time in summer 2021. The planned offering pattern was confirmed with our Nursing faculty and listed in Item 3.

Item 6. Place of Program in Curriculum/Similar Programs

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

The program courses are currently offered regularly and are an existing part several of the Computer Applications and Office Technology curriculum. The addition of this program allows students to complete a certificate providing in-demand workplace skills in medical offices.

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

Currently, three colleges provide medical office technology programs. There is no specific information regarding Medical Secretary programs.

**Record –
 Credit Degrees and Certificates**

program in the inland empire / desert region

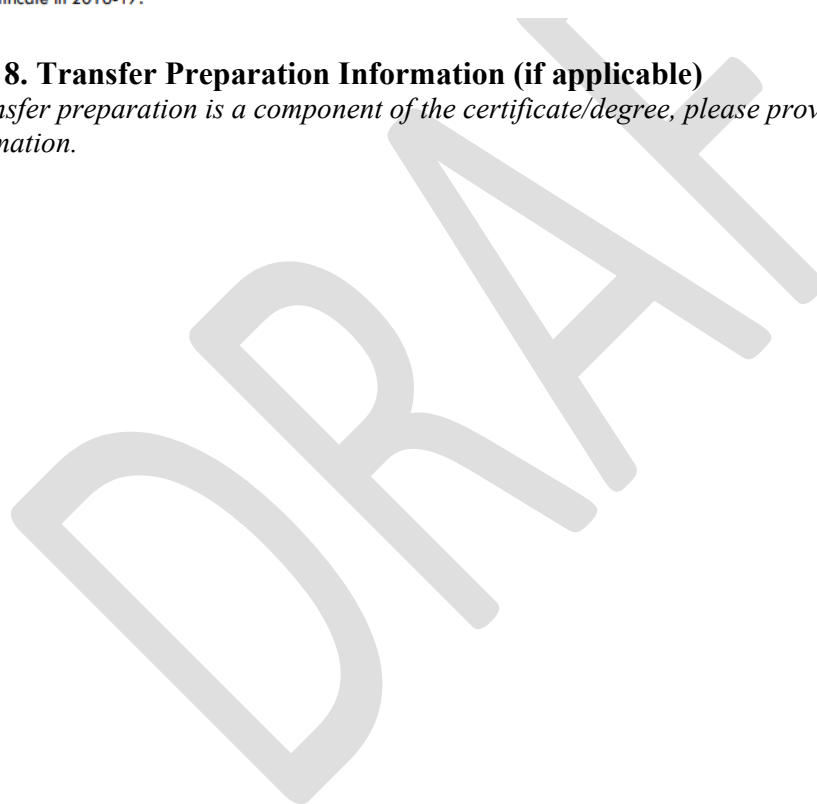
0514.20 Medical Office Technology – local program title	CCC Headcount, Academic Year 2016-17	CCC Annual Average Credentials, Academic Years 2014-17
Chaffey – Professional Administrative Assistant: Medical/Electronic Health Records/Medical Biller Specialist/Inpatient Medical Coder Specialist/Outpatient Medical Coder/Medical Insurance Billing	-	
Associate Degree		1
Certificate 30 to < 60 semester units		1*
San Bernardino	121	
Victor Valley – Medical Office	-	
Certificate 30 to < 60 semester units		1*
Total CCC Headcount, Academic Year 2016-17	121	
Total Annual Average CCC Credentials, Academic Years 2014-17		2

Source: LaunchBoard, MIS Data Mart, COCI

*Chaffey awarded 1 30 to < 60-semester unit certificate in 2015-16. Victor Valley awarded 1 30 to < 60-semester unit certificate in 2016-17.

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: Graphic Design and Promotional Printing 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: 090702 Digital Communication and Media

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.)

Required Documentation

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

All new and modified 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)*

Program Narrative

Item 1. Program Goals and Objectives

Goals:

The proposed Graphic Design and Promotional Printing Entrepreneur certificate offers short-term vocational training that provides an introductory overview of marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries. This CTE-focused certificate is designed to provide hands-on instructions in relevant software and technical skills 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 into 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.
- Utilize effective graphic communication design techniques for print-focused entrepreneurial marketing and promotional campaigns.
- Understand the importance and strategic usage of typography combined with graphics and color themes for compelling visual communication.
- Create professional quality, print-ready vector graphics in Adobe Illustrator that use the correct color system and file type.
- Complete a vector-based illustration that utilizes appropriate line quality, color, style, and shading.
- Prepare branding graphics appropriate for entrepreneurial marketing and promotional printing.
- Prepare images using the correct color mode and resolution appropriate for various promotional printing applications.
- Perform proficiently basic image editing techniques including tonal adjustment, color correction, resizing, cropping and removal of unwanted elements.
- Demonstrate the ability to create professional quality images using layers, masks and compositing techniques.
- Demonstrate proper promotional printing techniques and procedures.
- Produce prints that demonstrate technical competency, craftsmanship and attention to detail.
- Examine different design styles and printing techniques for various entrepreneurial marketing and promotional applications.

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 design process, Adobe Photoshop, Adobe Illustrator, and promotional printing processes. 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. This certificate also serves as a gateway into the Applied Digital Media and Printing department’s more comprehensive credit programs.

- b. Program requirement:
 - i. Graphic Design and Promotional Printing Entrepreneur certificate is consisted of the following four courses; each course is 16 hours long and the certificate is 64 hours long in total.
 - 1. ADM801 – Design Process for Graphic Design and Printing Entrepreneur
 - 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
- c. Prerequisite skills: None. These four classes can be taken out of sequence; however, it is advisable to take them sequentially.
- d. Enrollment limitation: 25 maximum capacity
- 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

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

Elective Courses: ____ hours

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

Total Program Hours: 64 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 Graphic Design and Promotional Printing 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 Graphic Design and Promotional Printing 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 and printing courses at the Applied Digital Media and Printing (ADM) department at RCC consistently fill and given that the noncredit program will have lower barriers to enrollment; therefore, the ADM department believes these non-credit courses will fill successfully.

The college expects to offer all courses in the Graphic Design and Promotional Printing 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 yield in total 200 seats available to prospective students and 50 program completion each academic year.

Currently, there is no other non-credit certificate at the RCCD that is specially geared toward short-term vocational training that provides an introductory overview of marketable, employable, and entrepreneurial skills for the graphic design and promotional printing industries. 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 graphic design and promotional printing 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
 - v. 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
 - vi. This certificate program is in full compliance with Title 5 and is not in conflict with any state or federal laws, statues, or regulations.