AGENDA

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, March 26, 2024

The meeting starts promptly at 3PM in AGB 106

- 1. Approval of Minutes March 12, 2024, p. 4-7
- 2. Approval of Agenda
- Public Comments Anyone may address the Curriculum Committee on any item NOT on the Agenda within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations. Each speaker is limited to two minutes.
- 4. Chair's Report
- 5. Curriculum Committee Training Information Item
- 6. Proposed New Noncredit Course Justifications for Academic Year 2024-25 (Spring) Information Item, p. 8-25
 - A. HS 676NC (476NC) Co-Occurring Disorders
 - B. PH 601NC (401NC) Introduction to Public Health
 - C. PH 602NC (402NC) Health Education and Promotion
 - D. PH 603NC (403NC) Health and Social Justice
 - E. PH 604NC (404NC) Interprofessional Communication in Healthcare
 - F. SOC 625NC (425NC) Sociology of Aging
- 7. Proposed New Noncredit Program Initiation (Community Health Worker Certificate of Completion) for Academic Year 2024-25 (Spring) Information Item, p. 26
- 8. Proposed Course Revisions (Adult Education with Disabilities AEWD to Adult Education Workforce Preparation AEWP) for Academic Year 2024-25 (Spring) Information Item, p. 27-32
- 9. Proposed New Noncredit Programs for Academic Year 2024-25 (Spring) Information Item, p. 33-35
 - A. Pre-Vocational Skills Certificate of Completion
 - B. Employability Skills Certificate of Completion
 - C. Workplace Skills Certificate of Completion
- 10. Proposed New Credit Course Justifications for Academic Year 2025-26 Information Item, p. 36-62
 - A. CUL 606 (206) Food and Wine Pairing
 - B. CUL 608 (208) Contemporary Topics in Food Service
 - C. CUL 655 (255) Principles of Artisan Baking
 - D. CUL 660 (260) Cuisine and Culture of The Americas
 - E. CUL 663 (263) Cuisine and Culture of Europe
 - F. CUL 665 (265) Cuisine and Culture of The Mediterranean
 - G. CUL 667 (267) Cuisine and Culture of Asia
 - H. CUL 670 (270) Menu Planning and Purchasing
 - I. CUL 675 (275) Dining Room Service
- 11. Proposed New Credit Program Initiations for Academic Year 2025-26 Information Item, p. 63-65
 - A. Baking and Pastry Certificate of Achievement
 - B. Advanced Baking and Pastry Certificate of Achievement
 - C. Advanced Baking and Pastry A.S. Degree
- 12. Proposed New Noncredit Course Justifications for Academic Year 2025-26 Information Item, p. 66-89
 - A. HSC 604NC (404NC) Medical Terminology
 - B. MA 606NC (406NC) Introduction to Medical Assisting
 - C. MA 611NC (411NC) Physical-Examination Procedures
 - D. MA 612NC (412NC) Medical Office Laboratory Procedures

AGENDA (Continued)

- E. MA 613NC (413NC) Medical Asepsis and Surgical Procedures
- F. MA 614NC (414NC) Medication Administration Procedures
- G. MA 624NC (424NC) Basics of Medical Insurance, Billing and Reimbursement
- H. MA 682NC (482NC) Fundamentals of Medical Practice Coding
- 13. Proposed New Noncredit Program Initiations for Academic Year 2025-26 Information Item, p. 90-92
 - A. Administrative Medical Assistant Certificate of Completion
 - B. Clinical Medical Assistant Certificate of Completion
 - C. Comprehensive Medical Assistant Certificate of Completion
- 14. Proposed New Credit Courses (KNES 604, KNES 605, KNES 606) for Academic Year 2025-26 Information Item, p. 93-94
 - A. New recommended preparation:
 - a. KNES 605 (5) will have a recommended preparation of KNES 4
 - b. KNES 606 (6) will have a recommended preparation of KNES 5
 - B. Approval of new credit courses
- 15. Proposed New Noncredit Courses (EMT 407NC, EMT 417NC, MATH 300NC) for Academic Year 2024-25 (Spring) Action Item, p. 95-96
 - A. New corequisite:
 - a. EMT 407NC will have a coreq of EMT 417NC
 - b. EMT 417NC will have a coreq of EMT 407NC
 - B. New limitation on enrollment:
 - a. EMT 407NC will have a limitation of American Heart Association Basic Life Support (BLS) Healthcare Provider certification, physical/health exam, and criminal background check required Current clinical placement requirements
 - C. Approval of new noncredit courses
- 16. Proposed New Noncredit Program (Emergency Medical Technician Certificate of Completion) for Academic Year 2024-25 (Spring) Action Item, p. 97
- 17. Proposed New Credit Program (Public Health AS-T Degree) for Academic Year 2024-25 (Spring) Action Item, p. 98-99
- 18. Proposed New Credit Course Justifications (KNEA 606, 608, 610) for Academic Year 2025-26 (Fall) Action Item, p. 100-111
 - A. KNEA 606 (6) Adapted Sports
 - B. KNEA 608 (8) Adapted Outdoor Education and Recreation
 - C. KNEA 610 (10) Adapted Dance (1 unit and 1.5 units)
- 19. Proposed New Credit Course (MATH 204S) for Academic Year 2025-26 Action Item, p. 112
 - A. New prerequisite:
 - a. MATH 204S will have a prereq of Clearance from the current placement process.
 - B. New corequisite:
 - a. MATH 204S will have a coreq of MATH 3B
 - C. Approval of new credit course
- 20. Representational Area Reports (if time allows)
- 21. Announcements
 - A. The next Curriculum Committee meeting is on Tuesday, April 9th at 3pm in AGB 106.
 - B. The GE Committee meets today, Tuesday, March 26th at 4pm in AGB 106.
 - C. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) in META is April 30, 2024. This is also the deadline for the submission of all required elements for new and revised programs.

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

- 22. Public Interest Announcements (if time allows)
- 23. Adjourn

COMPLIANCE WITH BROWN ACT

The Curriculum Committee is a subcommittee of the Academic Senate and therefore must comply with the Brown Act. Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posted by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posted by the public, a member of a legislative body or its staff may ask a question for clarification....

Attendance

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, March 12, 2024

Curriculum Team and Leadership in Attendance

Michelle Duffy
 Stephanie Di Alto
 Aimee Tran
 Curriculum Chair
 Curriculum Specialist
 Articulation Officer

Curriculum Team and Leadership in Absence

Tram Vo-Kumamoto VP

Voting Members in Attendance

Mike Bennett
 Linda Call
 Kinesiology & Athletics
 Health and Wellness

3. Deborah Chau Counseling and Special Programs

4. Tom DeDonno Business and Industry5. Fleur Fong Extended Learning

6. Farida Gabdrakhmanova Arts, Media, Performance, and Design

7. Annie Gilbert Extended Learning

8. Carmenmara Hernandez-Bravo Humanities and Social Sciences

9. Susan Miller Health and Wellness

10. June Millovich Humanities and Social Sciences

11. Carolyn Seaman Instructional Support and Teaching Innovations

12. Michelle Weckerly Business and Industry

13. Karla Westphal Science, Technology, Engineering, and Math

Voting Members Absent

Hollis Casey
 Ari Grayson
 Counseling and Special Programs
 Arts, Media, Performance, and Design

3. Larry Perez Science, Technology, Engineering, and Math

4. Jennifer Rohles Kinesiology & Athletics

Administrators in Attendance

1. Christina Hinkle Humanities and Social Sciences

Guests

1. Yadira De La Cruz Extended Learning

Beau Ewan
 Brooke Sauter
 Humanities and Social Sciences
 Counseling and Special Programs

MINUTES

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

Tuesday, March 12, 2024

The meeting starts promptly at 3PM in AGB 106

- 1. Approval of Minutes February 27, 2024, p. 3-6
 - First: Carmenmara Hernandez-Bravo
 - Second: Farida Gabdrakhmanova
 - Motion passed
- 2. Approval of Agenda
 - Michelle Duffy announced that item number 6B needed to be amended to reflect a correction to the limitation on enrollment for EMT 407NC to "Current clinical placement requirements"
 - First: Carmenmara Hernandez-Bravo
 - Second: Karla Westphal
 - Motion passed
- Public Comments Anyone may address the Curriculum Committee on any item NOT on the Agenda within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations. Each speaker is limited to two minutes.
 - There were no public comments.
- 4. Chair's Report
 - Michelle shared information from the recent ASCCC Curriculum Regional meetings. Topics included:
 - Equity in the COR
 - Baccalaureate degree pilot for nursing
 - Cross-listing courses
 - Common Course Numbering (AB11)
- 5. Curriculum Committee Training Information Item
 - The scheduled review list was posted on the Curriculum Committee SharePoint on March 1st.
 - META trainings are scheduled in the faculty center this month and in April; the dates can be found on the curriculum website and the Curriculum Committee SharePoint. There is a training scheduled for tomorrow, March 13th.
 - All CWE courses are up for scheduled review this cycle due to Title 5 changes changes include course prefix/numbering, titles, and hours; guidance for revisions is forthcoming.
- 6. Proposed New Noncredit Courses (EMT 407NC, EMT 417NC, MATH 300NC) for Academic Year 2024-25 (Spring) Information Item, p. 7-8
 - A. New corequisite:
 - a. EMT 407NC will have a coreq of EMT 417NC
 - b. EMT 417NC will have a coreq of EMT 407NC
 - B. New limitation on enrollment:
 - a. EMT 407NC will have a limitation of <u>American Heart Association Basic Life</u>
 <u>Support (BLS) Healthcare Provider certification, physical/health exam, and criminal background check required</u> Current clinical placement requirements
 - C. Approval of new noncredit courses
 - EMT 407NC and 417NC will be included in the new Emergency Medical Technician Certificate of Completion (agenda item 7); the limitation for EMT 407C will be "Current clinical placement requirements" per the amended agenda.
 - MATH 300NC is designed to provide instruction for students needing additional support in their calculus courses.

MINUTES (Continued)

- 7. Proposed New Noncredit Program (Emergency Medical Technician Certificate of Completion) for Academic Year 2024-25 (Spring) Information Item, p. 9
 - This new program is proposed for Spring 2025; it will include new courses EMT 407NC and 417NC (agenda item 6).
- 8. Proposed New Credit Program (Public Health AS-T Degree) for Academic Year 2024-25 (Spring) Information Item, p. 10-11
 - This new program is proposed for Spring 2025.
- 9. Proposed New Credit Course Justifications (KNEA 606, 608, 610) for Academic Year 2025-26 (Fall) Information Item, p. 12-23
 - KNEA 606 (6) Adapted Sports and KNEA 608 (8) Adapted Outdoor Education and Recreation are new unit versions of existing courses. KNEA 610 (10) - Adapted Dance (1 unit and 1.5 units) are new courses.
 - These new courses will be submitted for UCTCA in July.
- 10. Proposed New Credit Course (MATH 204S) for Academic Year 2025-26 Information Item, p. 24
 - A. New prerequisite:
 - a. MATH 204S will have a prereq of Clearance from the current placement process.
 - B. New corequisite:
 - a. MATH 204S will have a coreq of MATH 3B
 - C. Approval of new credit course
 - MATH 204S will provide support for MATH 3B.
- 11. Curriculum Committee Bylaws Revision Effective Spring 2024 Action Item, p. 25-33
 - Michelle briefly reviewed the changes.
 - First: Carmenmara Hernandez-Bravo
 - Second: June Millovich
 - Motion passed
- 12. Proposed New Noncredit Courses (AUTO 440NC, AUTO 441NC) for Academic Year 2024-25 (Spring) Action Item, p. 34-35
 - A. New limitation on enrollment
 - a. AUTO 441NC will have a limitation of <u>Students must be at least 21 years old</u> and have a valid California Driver's License
 - First: Michelle Weckerly
 - Second: Caroline Seaman
 - Motion passed
 - B. New recommended preparation:
 - a. AUTO 441NC will have a recommended preparation of AUTO 440NC
 - First: June Millovich
 - Second: Farida Gabdrakhmanova
 - Motion passed
 - C. Approval of new noncredit courses
 - First: Karla Westphal
 - Second: Farida Gabdrakhmanova
 - Motion passed
- 13. Proposed New Noncredit Program (Bus Operator/Driver Commercial Learner's Permit Certificate of Completion) for Academic Year 2024-25 (Spring) Action Item, p. 36
 - First: June Millovich
 - Second: Karla Westphal
 - Motion passed

MINUTES

College Mission: Saddleback College empowers its diverse student body to achieve personal, academic, and economic advancement through equitable and innovative educational experiences.

- 14. Proposed New Credit Course Justifications for Academic Year 2025-26 (Fall) Action Item, p. 37-42
 - A. ENG 655 (55) Science Fiction: Literature and Society
 - The English department has decided to number their new course ENG 55; this new course will be included in the English Literature A.A. degree, Creative Writing A.A. degree, and the English AA-T.
 - First: Carmenmara Hernandez-Bravo
 - Second: Karla Westphal
 - Motion passed
 - B. PHIL 616 (16) Philosophy and Film
 - This new course will be included in the Philosophy AA-T; CTVR was consulted regarding this new course.
 - First: Carmenmara Hernandez-Bravo
 - Second: Caroline Seaman
 - Motion passed
- 15. Proposed New Credit Courses (ENV 626, HIST 699, KNES 611, KNES 612, KNES 613) for Academic Year 2025-26 Action Item, p. 43-44
 - A. New recommended preparation:
 - a. KNES 612 (12) will have a recommended preparation of KNES 11
 - b. KNES 613 (13) will have a recommended preparation of KNES 12
 - First: Carmenmara Hernandez-Bravo
 - Second: Michelle Weckerly
 - Motion passed
 - B. Approval of new credit courses
 - First: Carmenmara Hernandez-Bravo
 - Second: June Millovich
 - Motion passed
- 16. Proposed Family Revision (KNES Football) for Academic Year 2025-26 Action Item, p. 45
 - First: Carmenmara Hernandez-Bravo
 - Second: Michelle Weckerly
 - Motion passed
- 17. Representational Area Reports (if time allows)
 - There were no representational area reports.
- 18. Announcements
 - A. The next Curriculum Committee meeting is on Tuesday, March 26th at 3pm in AGB 106.
 - B. The next GE Committee meeting is on Tuesday, March 26th at 4pm in AGB 106.
 - C. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) in META is April 30, 2024. This is also the deadline for the submission of all required elements for new and revised programs.
- 19. Public Interest Announcements (if time allows)
 - Members shared upcoming campus events.
- 20. Adjourn
 - The meeting adjourned at 3:41 pm

COMPLIANCE WITH BROWN ACT

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NE	W COURSE PROPOSAL	
Date: October 6, 2023	Prepared & Submitted by:	Caroline Paltin
Department: Human Services	Course Prefix & Number:	HS 676NC (476NC)

Obtain original (blue ink) signatures from your Departme submitting to the Curriculum	•
Click to enter date Dec 19, 2023	Caroline Paltin Print Name	Caroline Paltin (Dec 19, 2023 11:02 PST) Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Caroline Paltin Caroline Paltin Print Name	Caroline Paltin (Dec 19, 2023 11:02 PST) Signature, Department Chair
Click to enter date Dec 19, 2023	Safiah Mamoon Print Name	Safiah Mamoon Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Sherrie Loewen Print Name	Sherrie Loewen, Ph.D. Signature, Dean
Course Title (60 Chara these symbols: ? < > 'Co-Occurring Disorde	'\/*:)	Title: Co-Occurring Disorder
Units: 0	Lec hrs: 3.0	Lab hrs: 0
Credit Status: Cr	edit – Degree Applicable 🔲 Credit – Nor	n-degree Applicable 🛛 Non-Credit
TOP Code: 2104.40	Non-Credit Category: Short-term voc	ational Occupational Code (SAM): C- Clearl Occupational
Anticipated first term	m of offering: \square Fall \boxtimes Spring	Year 2025
isorders (diagnoses of nonditions including an inevelopment of concurre	entification of symptoms and the assessment of the assessment of the alth conditions and substance use of the distribution to the Diagnostic and Statistical of the although t	ent process for the presence of co- occurring e disorders). Explores the relationship of these al Manual of Mental Disorders; emphasizes the ing the Recovery Model and the development of uals with co- occurring disorders. Course include
C-ID Code: Click her		Yes □ No ☒ N/A riptors.
4. Will course be cross If yes, which depart Reason for cross-list	ment is responsible for scheduling, updatin	ng, and assessing the course? Human Services

If you are mirroring a Non-Credit course with a Credit course-please list Credit Course here: HS 176 Co-Occurring Disorders.

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	This course will be offered as a specialization within the non-credit community health worker certificate to provide students with knowledge and understanding of mental health disorders commonly co-occurring with substance use conditions and the presentation of these conditions in healthcare settings.
6.	Course Requisites: List all requisites*: None Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: None *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Community Health Worker (non-credit) *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable?
10.	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☒ No

 What resources we equipment, facilit Covered. 		ed in order	to offer this	s class at Sa	ddleback?	e.g. staff, fac	culty, suppli	es/
12. If degree-applicable the Articulation Off			following inf	ormation or	n articulatio	n recommen	dations. Ple	ase contact
12A. Transfer: W	/ould you re	commend t	hat this cou	rse transfer	to:			
CSU	•		No	UC	□ Yes 🗵	☑ No		
Private		∃ Yes 🗵	No					
Click Course Title	ch documen Click Course No.	at <u>Clic</u>	•		-	equired for -	Click Program o	r Major
Click	Click	at _Clic	k Campus			equired for -		
Course Title					npus	equired for	Program o	r Major
Click Course Title	Click Course No.	at Clic	k Campus	Click	R	equired for	Click	r Major
12B. General Edu GE patterns? Pleas	cation: Wou	ıld you reco	mmend that	this course	satisfy a GE	Erequiremen		
AA/AS/GE Degree			/AIT			Quantitative		Diversity
CSUGE	П	П	П	П	П	П	П	П

UC Transfer/GE

IGETC

	NEV	W COURSE PROPOSAL	
Date:	10.6.23	Prepared & Submitted by:	Safiah Mamoon
Department:	Health Sciences (HSCHS)	Course Prefix & Number:	PH 601NC (401NC)

	Cafiah Mamaan	Schick Warman
11/9/2022	Safiah Mamoon Safiah Mamoon	Safiah Mamoon
Dec 19, 2023	Print Name	Signature, Faculty Requestor
11/9/2022	Safiah Mamoon Safiah Mamoon	Safiak Mamoon
Dec 19, 2023	Print Name	Signature, Department Chair
Click here to	Click here to enter text.	
enter a date.	Print Name	Signature, Other related discipline Chair (if relevant)
11/9/2022	Sherrie Loewen Sherrie Loewen	Sherria Loewen, Ph.D.
Dec 19, 2023	Print Name	Signature, Dean
Course Title (60 Chathese symbols: ? < Introduction to Publ	>"\/*:)	Title: Intro Pub Hlth
Units: 0	Lec hrs: 3	Lab hrs: 0
Credit Status:	Credit – Degree Applicable ☐ Credit – Non	ı-degree Applicable ⊠ Non-Credit
TOP Code: 1201.00	Non-Credit Category: Short-term Voca	ational Occupational Code (SAM): D
ncepts and terminolencies. An overview	on: n introduction to the discipline of Public Healt ogies of public health, and the history and acc of the functions of various public health prof e public health disciplines is covered. Topics i	essions and institutions, and an in-depth nclude the epidemiology of infectious and chi
ease; prevention an alth and strategies f	- · · · · · · · · · · · · · · · · · · ·	arities among various populations; communit th and safety; global health; and healthcare p
ease; prevention an alth and strategies fo ganizing and health p d management.	or eliminating disease, illness and health disporomotion programming; environmental heal	arities among various populations; communit

Reason for cross-listing: N/A

7.

If you are mirroring a Non-Credit course with a Credit course-please list Credit Course here: PH 1 Introduction to **Public Health**

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

Course is part of the Community Health Worker non-credit certificate program.

6.	Course Requisites: List all requisites*: Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: None *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Community Health Worker non-credit certificate program. *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☒ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10.	Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☐ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies Page 13 equipment, facilities.

Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

•	ree-applicable, p			he following info	ormation on	articulat	tion recomme	ndations. Please contact
12A.	Transfer: Wou	ıld you reco □ \		nd that this cour ⊠ No	se transfer t	o:	⊠ No	
	Private	□ Y	'es	⊠ No				
		•	-	equirement at 0 f so, complete t		:	□ Yes □	□ No
Click		Click	at –	Click	Click		Required for	Click
Course Title		Course No.	at	CSU Campus	UC Camp	ous	ricquirea ioi	Program or Major
Click		Click	at -	Click	Click		Required for	Click
Course Title	2	Course No.	αι	CSU Campus	UC Camp	ous	ricquired for	Program or Major
Click		Click		Click	Click			Click
Course Title	2	Course No.	at -	CSU Campus	UC Camp	ous	Required for	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

	NEV	W COURSE PROPOSAL	
Date:	10/5/2023	Prepared & Submittedby:	Safiah Mamoon
Department:	Health Sciences (HSCHS)	Course Prefix & Number:	PH 602NC (402NC)

Obtain original ((blue ink) signatures from your Departme submitting to the Curriculum		ean prior to
Click to enter date	Safiah Mamoon Safiah Mamoon	Safiah Mamoon	
Dec 19, 2023	Print Name	Signature, Faculty Reque	estor
Click to enter date	Safiah Mamoon Safiah Mamoon	Safiah Mamoon	
Dec 19, 2023	Print Name	Signature, Department C	Chair
Click to enter date	Click here to enter text.		
	Print Name	Signature, Other related discipline	Chair (if relevant)
Click to enter date	Sherrie Loewen Sherrie Loewen	Sherrie Loewen, Ph.D.	
Dec 19, 2023	Print Name	Signature, Dean	
Units: 0 Credit Status: C	Lec hrs: 3.0 redit – Degree Applicable □ Credit – Nor	Lab hrs: 0 n-degree Applicable ⊠	Non-Credit
Health Education an		Lab hrs: 0	
Crodit Status:	radit Dagraa Applicable Cradit No.	n dograo Annlicable	Non Cradit
TOP Code: 1261.00	Non-Credit Category: Short-term Voc		al Code (SAM): C
107 Code. 1201.00	Non-credit category. Short-term voc	Cational Occupations	ai code (SAIVI). C
. Anticipated first ter	m of offering: \square Fall \boxtimes Spring	Year 2025	
health programs. In health education ar	principles of health education and promot cludes health ethics, health education theo and promotion. Provides foundational know d related health professions.	ory, community health, ar	nd the history/practice of
C-ID Code: n/a	aligned to a C-ID descriptor?	Yes □ No riptors.	⊠ N/A
. Will course be cross If yes, which depart	i-listed? ☐ Yes ☒ No ment is responsible for scheduling, updatir	ng, and assessing the cou	rse?
Reason for cross-lis	ting: n/a		

If you are mirroring a Non-Credit course with a Credit course-please list Credit Course here: PH 102 Healt Page 15 Education and Promotion

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Course is part of the Community Health Worker (CHW) non-credit certificate.
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: none *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Community Health Worker non-credit Certificate Program *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10.	Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☐ No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.

Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

•	ee-applicable, p iculation Office			the following info	ormation on	articulat	ion recomme	ndations. Please contact
12A.	Transfer: Wou	ıld you reco	mme	nd that this cour	se transfer to	0:		
	CSU		Yes	⊠ No	UC	☐ Yes	⊠ No	
	Private		Yes	⊠ No				
		•	-	requirement at (If so, complete th			□ Yes □	□No
Course Title		Course No.	at -	Click CSU Campus	UC Camp	ous	Required for	Program or Major
Click Course Title		Click Course No.	at -	Click CSU Campus	Click UC Camp	ous	Required for	Click Program or Major
Click Course Title		Click Course No.	at -	Click CSU Campus	Click UC Camp	ous	Required for	Click Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NE	W COURSE PROPOSAL	
Date: 10/5/2023	Prepared & Submitted by:	Safiah Mamoon
Department: Health Sciences (HSCHS)	Course Prefix & Number:	PH 603NC (403NC)

Obtain original	(blue ink) signatures from your Departme submitting to the Curriculum		nd Division D	ean prior to
Click to enter date	Safiah Mamoon Safiah Mamoon	Safiah Mi	amoon	
Dec 19, 2023	Print Name	Signatur	e, Faculty Requ	estor
Click to enter date	Safiah Mamoon_Safiah Mamoon_	Safiah M	amoon	
Dec 19, 2023	Print Name	Signature	e, Department	Chair
Click to enter date	Click here to enter text.			
	Print Name	Signature	•	Chair (if rale and)
	Chamia Laguran		iated discipline Loewen, Ph.D.	Chair (if relevant)
Click to enter date	Sherrie Loewen Sherrie Loewen			
Dec 19, 2023	Print Name	Signature	e, Dean	
Health and Social Ju Units: 0	Lec hrs: 3.0		Lab hrs: 0	
				7
	redit – Degree Applicable ☐ Credit – Nor		·	⊠ Non-Credit
TOP Code: 1261.00	Non-Credit Category: Short-term Voc	ational	Occupation	nal Code (SAM): C
. Anticipated first ter	rm of offering:	Year 20)25	
Students will explore	an introduction to the health inequities in the U how education, socioeconomic status, racism, a mental theories to advocate for health and socia	and gender s	shape health e	pidemics and policy
C-ID Code: N/A	aligned to a C-ID descriptor?	Yes	□ No	⊠ N/A
Will course be cross If yes, which depart Reason for cross-lis	s-listed? □ Yes □ No ment is responsible for scheduling, updatin	g, and asse	_	

course meet student needs in ways that currently approved courses (including those from other departments) do not? Course is part of the Community Health Worker (CHW) non-credit certificate 6. Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: none *Please attach justification for the recommended requisites. Refer to the <u>Chancellor's Guidelines for Title 5 §55003</u> Will this be a standalone course? ☐ Yes Course will **NOT** be included in a degree or certificate program. Course **WILL** be included in a degree and/or certificate program. Which ones: Community Health Worker non-credit Certificate Program *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed 8. Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ⊠Non-credit 9. Will course be Repeatable? □ No X Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? \Box 1 \Box 2 \boxtimes 3 \Box Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation

10. Will this course be part of an approved family?

If yes, identify family: Click here to enter text.

☐ Yes

 \boxtimes No

5. Justification of recommendation for new course: How was the need for this course identified? How will this

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.

Faculty: Same as HS/HSC/PHIT/PH. No new equipment, supplies, or facilities.

•	ee-applicable, piculation Office	·		he following info	ormation on	articulat	tion recommer	ndations. Please contact
12A.	Transfer: Wou	ıld you reco	mmer	nd that this cour	se transfer t	0:		
	CSU	\	⁄es	⊠ No	UC	☐ Yes	⊠ No	
	Private		⁄es	⊠ No				
		•	•	equirement at C f so, complete t		:	□ Yes □] No
Course Title		Course No.	at _	CSU Campus	Click UC Camp	ous	Required for	Program or Major
Click		Click	at –	Click	Click		Required for	Click
Course Title		Course No.		CSU Campus	UC Camp	ous	Required for	Program or Major
Click Course Title		Click Course No.	at -	CSU Campus	Click UC Camp	ous	Required for	Click Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEV	W COURSE PROPOSAL	
Date: 10/5/2023	Prepared & Submitted by:	Safiah Mamoon
Department: Health Sciences (HSCHS)	Course Prefix & Number:	PH 604NC (404NC)

Obtain original (blue ink) signatures from your Departme) submitting to the Curriculum	
Click to enter date	Safiah Mamoon Safiah Mamoon	Safiah Mamoon
Dec 19, 2023	Print Name	Signature, Faculty Requestor
Click to enter date	Safiah Mamoon Safiah Mamoon	Safiah Mamoon
Dec 19, 2023	Print Name	Signature, Department Chair
Click to enter date	Click here to enter text.	
	Print Name	Signature,
	Shorria Loowan	Other related discipline Chair (if relevant) Sherrie Loewen, Ph.D.
Click to enter date Dec 19, 2023	Sherrie Loewen Sherrie Loewen Print Name	Signature, Dean
000 13, 2023	· · · · · · · · · · · · · · · · · · ·	Signature, Dean
· · · · · · · · · · · · · · · · · · ·	mmunication in Healthcare	
Units: 0	Lec hrs: 1.0	Lab hrs: 0
Credit Status: 🗆 Cr	redit – Degree Applicable 🛮 🗆 Credit – Nor	n-degree Applicable 🛛 Non-Credit
TOP Code: 1261.00	Non-Credit Category: Short-term Voc	cational Occupational Code (SAM): C
Anticipated first ter	m of offering: ☐ Fall ⊠ Spring	Year 2025
	nighly important interprofessional commur	ication skills for the healthcare setting, including
	centered care, conflict resolution, and colli	sills are covered. Students will learn the value c
	ve communication in the healthcare setting	
C-ID Code: n/a	aligned to a C-ID descriptor?	Yes ⊠ No □ N/A
ii yes, see the Artict	diation officer for assistance with C-1D desc	riptors.
Will course be cross If yes, which depart Reason for cross-list	ment is responsible for scheduling, updatir	ng, and assessing the course?
	a Non-Credit course with a Credit course-pommunication in Healthcare	olease list Credit Course here: PH 204:

not? Course is part of the Community Health Worker (CHW) non-credit certificate. 6. Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: none *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003 7. Will this be a standalone course? ☐ Yes Course will **NOT** be included in a degree or certificate program. Course **WILL** be included in a degree and/or certificate program. Which ones: Community Health Worker non-credit Certificate Program *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed 8. Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ⊠Non-credit ☐ No 9. Will course be Repeatable? Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? \Box 1 \Box 2 \boxtimes 3 \Box Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation 10. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ⊠ No

5. Justification of recommendation for new course: How was the need for this course identified? How will this

course meet student needs in ways that currently approved courses (including those from other departments) do

11.	What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/
	equipment, facilities.
	Fig. 1. Comment of the comment of th

Faculty: Sa	ame as	HS/HSC/F	PHIT/PH. N	lo new	equipment,	supplies,	or facilities.
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	ble, please complete officer for assistance.		nformation on articula	ation recomme	ndations. Please contact
12A. Transfer:	Would you recomm	end that this co	ourse transfer to:		
CSU Private	Yes □ Yes	⊠ No ⊠ No	UC ☐ Yes	⊠ No	
	ourse satisfy a majo tach documentation	•		☐ Yes [□ No
Click here to ente	er		Click		
text.	at		-	Required for	
Course Title	Course No.	CSU Campus	UC Campus		Program or Major
Click	Click at	Click	Click	Required for	Click
Course Title	Course No.	CSU Campus	UC Campus	ricquired for	Program or Major
Click Course Title	Click Course No. at	Click CSU Campus	Click UC Campus	Required for	Click Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NE	W COURSE PROPOSAL	
Date: October 6, 2023	Prepared & Submitted by:	Nicole Major
Department: Sociology/Aging Studies	Course Prefix & Number:	SOC 625NC (425NC)

Obtain original (b	olue ink) signatures from your Departme submitting to the Curriculum		ean prior to
Click to enter date	Nicole Major Nicole Major	Nicole Major	
Dec 19, 2023	Print Name	Signature, Faculty Reque	estor
·	Allison Camelot	a. Canelot	
Click to enter date	Allison Camelot Print Name	Signature, Department (Chair
Dec 19, 2023	Safiah Mamoon	Safiah Mamoon	
Click to enter date	Safiah Mamoon_SafiaH Mamoon_ Print Name	Signature,	
Dec 19, 2023		Other related discipline	Chair (if relevant)
Click to enter date	Christina Hinkle Christina Hinkle	Christina Hinkle	
Dec 19, 2023	Print Name	Signature, Dean	
		Title: Sociology of Aging	
these symbols: ? < > " Sociology of Aging	(/ *:)		
Units: 0	Lec hrs: 3.0	Lab hrs: 0	
Credit Status: ☐ Cre	edit – Degree Applicable 💢 Credit – Nor	n-degree Applicable	Non-Credit
TOP Code: 130900	Non-Credit Category: Short-term voca	ational Occupation Occupation	al Code (SAM): C- Clearly al
L. Anticipated first tern	n of offering: ☐ Fall ☒ Spring	Year 2025	
and social norms on theories/perspective and present, demogr retirement and work politics and social po	ocial construct and aging as a social process the aging individuals. Topics covered are: es of aging, current social research on issue raphics of the aging population, the life co c, gender inequalities, housing and transpo olicies. Particular attention to the sociologi includes a service learning requirement.	the study of aging, ageis es of aging, views of agin urse, race and ethnicity, ortation, recreation and I	m, sociological g in other societies past the healthcare system, eisure, family life, and
C-ID Code: Click here	9	Yes □ No riptors.	⊠ N/A
If ves, which departn	listed? ☐ Yes ☒ No nent is responsible for scheduling, updatin	g. and assessing the cou	rse?

Reason for cross-listing: N/A

If you are mirroring a Non-Credit course with a Credit course-please list Credit Course here: SOC 125: Sociology of Aging.

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?

This course will be offered as a specialization within the non-credit community health worker certificate so students can have background information working with older adults and their families. Students can also use this class if they would like to further their studies in credit Aging Studies class.

	class if they would like to further their studies in credit Aging Studies class.
6.	Course Requisites: List all requisites*: None Prerequisite: None Co-requisite: None Limitation on enrollment: None Recommended Prep: None *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Community Health Worker (non-credit) *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	 Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☒ No

11		ment, facilit		ed in orde	er to offer thi	s class at Sa	ddleback?	e.g. staff, fac	culty, suppli	es/
12	_	ee-applicable	•	•	e following inf	ormation or	n articulatio	n recommen	dations. Ple	ase contact
	12A.	Transfer: W	ould you re	commen	d that this cou	rse transfer	to:			
		CSU		∃ Yes	⊠ No	UC	□ Yes □	☑ No		
		Private		☐ Yes	⊠ No					
-	Click Course Title Click		Click Course No.	at _C	so, complete	Click UC Can	npus R	equired for -		
_	Course Title		Course No.	— at —	lick SU Campus	UC Can	npus R	equired for $-$	Program o	r Major
-	Click Course Title				lick SU Campus					
				-	commend that ticulation Offic		•	•	t in any of th	ne following
			Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
	A A /AC/CE	Danua	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
-	AA/AS/GE CSU G.E.	Degree								
- 1	550 G.L.									

CSU G.E. UC Transfer/GE

IGETC

New Program Initiation Form (not needed for ADTs)

Idea for program. ADTs do NOT need to complete this process. From Regional OC CHW Project

Faculty Initiator completes Part 2 of this New Program Initiation Form in preparation for Step 3.

a. Program Name: **Community Health Worker**

b. Program Type: Certificate of Completion

c. Program TOP code: 1261.00 CIP: 51.2208

d. Contact information for Program Initiator: Safiah Mamoon smamoon@saddleback.edu (949) 582-4731

e. Proposed Pathway for new program:

- The non-credit CHW mirrors 4 of the for-credit courses in the for-credit CHW Certificate of Achievement which is a pathway to Public Health ADT program. This will increase enrollments in the courses. The 2 for credit programs share 12 units (4 courses) including Introduction to Public Health, Statistics courses (MATH 10 or PSYC 44 or BUS 10), Contemporary Health Issues, and Health and Social Justice.
 - Students in the CHW program can also consider pursuing the Public Health Informatics and Technology (PHIT) certificate program. There are multiple entry and exit points for the CHW certificate.

f. Summary description of the new program:

This non-credit Community Health Worker (CHW) Certificate of Completion can be completed in about 216 hours. Students can choose between 2 of the experiential specialties as their capstone course in either aging or cooccurring disorders. Skills are related to public health, healthcare, and social services. CHWs provide services including health education, navigation through healthcare systems and services, health outreach, community health data collection, and health promotion. Graduates will be able to help improve quality of life for clients by identifying the social determinants of health (SDOH) and disparities in communities, increasing access to health care services, promoting health screening, and providing public health education on available health services and recommendations. The certificate is for both entry-level individuals and for providing additional competencies to those employed in various fields. Graduates can work in various settings including healthcare clinics, mental health facilities, substance abuse programs, nursing homes, assisted living, and neighborhood and faith-based organizations.

g. Brief Description of how the idea for the new program came about:

The California Budget 2021-22 establishes that CHWs are now a benefit provided within the Medi-Cal program. Students who successfully complete the CHW program will gain competencies in communication skills as it relates to medicine and healthcare, healthcare services navigation and coordination, health education and promotion, knowledge of public health principles, etc., that can lead to employment as a Community Health Worker, seek higher education in public health, and further explore related fields in public/allied health occupations.

h. Please list all courses to be included in the program and total units: If courses are new or need to be revised, please mark as such.

New Courses:

2

- PH 601NC (401NC) Introduction to Public Health 49.8 hours
- PH 602NC (402NC) Health Education and Promotion 49.8 hours
- PH 603NC (403NC) Health and Social Justice 49.8 hours
- PH 604NC (404NC) Interprofessional Communication in Healthcare 16.6 hours
- SOC 625 NC (425NC) Sociology of Aging 49.8 hours

OR HS 676NC (476NC) Co-Occurring Disorders 49.8 hours

Total Hours: 215.8

	10(4) 110(13) 213.0			
	Document Department/Inter-Departmental discussions	with signatures in preparation for Step 4		
3	Signature/Date, Program Initiator Safiah Mamoon 2/16/24	Signature/Date, Dept. Chair Safiah Wamoon 2/16/24		
	Signature/Date, Division Dean Sherrie Loewen, Ph.D.	Other discipline faculty/chair (if applicable) or ☐ n/a		
4	Articulation Officer: Review date (if applicable)	EWD Director: Review date (if applicable)		
-	Date Initials	Date Initials		

School/				
_	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other
				noncredit enhanced funding, L=not eligible for
				enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				Irng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship,
				B=advanced occupational, C=clearly occupational,
				D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled
				for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign
				programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299 un=units
				val=validation
				crs id fr AEWD 771NC to AEWP 771NC, cat
				desc, sch desc, pcs fr not program-
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E—
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692151.00		CA Classification code fr L-Non-Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	771NC	993003.00	MOBILITY SKILLS	Enhanced Funding
CL	, , 11VC	223003.00	IVIODILITI JKILLJ	Emidifica i unumg

				crs id fr AEWD 774NC to AEWP 774NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692154.00		CA Classification code fr L - Non-Enhanced
	4 E) 4 / D			
05	AEWD	to	CELE A DIVOCA CV CVILLO	Funding to J - Workforce Preparation
CE	774NC	993004.00	SELF ADVOCACY SKILLS	Enhanced Funding
				crs id fr AEWD 775NC to AEWP 775NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692155.00		CA Classification code fr L Non Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	775NC	993005.00	COMPUTER SKILLS LAB	Enhanced Funding
				crs id fr AEWD 776NC to AEWP 776NC, ti fr
				FUNDAMENTALS OF INDEPENDENT LIVING
				SKILLS (ILS) to FUNDAMENTALS OF
				<u>INDEPENDENT LIVING SKILLS</u> , cat desc, sch
				desc, DE, pcs fr not program applicable to
				program applicable, retaining rpt 99 times,
				special class status fr Course is designated
				as an approved special class for students-
				with disabilities to Course is not a special
				<u>class</u> , noncredit category fr E - Courses for
		fr		Persons with Substantial Disabilities to J -
		992869.00	FUNDAMENTALS OF	Workforce Preparation, CA Classification
	AEWD	to	INDEPENDENT LIVING SKILLS	code fr L - Non-Enhanced Funding to J -
CE	776NC	993006.00	(ILS)	Workforce Preparation Enhanced Funding

				crs id fr AEWD 777NC to AEWP 777NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992863.00		CA Classification code fr L - Non-Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	777NC	993007.00	BASIC COMMUNITY SKILLS	Enhanced Funding
				-
				crs id fr AEWD 778NC to AEWP 778NC, ti fr
				INTRODUCTION TO FUNCTIONAL
				ACADEMIC SKILLS to INTRODUCTION OF
				FUNCTIONAL ACADEMICS, cat desc, sch
				desc, DE, pcs fr not program applicable to
				program applicable, retaining rpt 99 times,
				special class status fr Course is designated
				as an approved special class for students
				with disabilities to Course is not a special
				class, noncredit category fr E - Courses for
		fr		Persons with Substantial Disabilities to J -
		992868.00	INTRODUCTION TO	Workforce Preparation, CA Classification
	AEWD	to	FUNCTIONAL ACADEMIC	code fr L Non Enhanced Funding to J -
CE	778NC	993008.00	SKILLS	Workforce Preparation Enhanced Funding
				crs id fr AEWD 781NC to AEWP 781NC , cat
				desc, sch desc, txt, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692156.00		CA Classification code fr L - Non-Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	781NC	<u>993009.00</u>	PERSONAL SAFETY	Enhanced Funding

				crs id fr AEWD 782NC to AEWP 782NC, ti fr PERSONAL BUDGETING AND BANKING to PERSONAL BANKING AND BASICS OF BUDGETING, cat desc, sch desc, DE, pcs fr not program applicable to program applicable, retaining rpt 99 times, special class status fr Course is designated as an approved special class for students with disabilities to Course is not a special class,
				noncredit category fr E Courses for
		fr		Persons with Substantial Disabilities to <u>J -</u>
		692157.00		Workforce Preparation, CA Classification
	AEWD	to	PERSONAL BUDGETING AND	code fr L Non Enhanced Funding to J -
CE	782NC	993010.00	BANKING	Workforce Preparation Enhanced Funding
				crs id fr AEWD 783NC to AEWP 783NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		692158.00		CA Classification code fr L Non Enhanced
l	AEWD	to	COMMUNICATION IN THE	Funding to J - Workforce Preparation
CE	783NC	993011.00	WORKPLACE	Enhanced Funding
				crs id fr AEWD 784NC to AEWP 784NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr
		£		Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
	V E/V/D	692159.00		CA Classification code fr L Non-Enhanced
C-	AEWD	to	CDITICAL THINKING SKILLS	Funding to J - Workforce Preparation
CE	784NC	993012.00	CRITICAL THINKING SKILLS	Enhanced Funding

				crs id fr AEWD 785NC to AEWP 785NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992856.00		CA Classification code fr L - Non-Enhanced
	AEWD	to		Funding to J - Workforce Preparation
CE	785NC	993013.00	HEALTHY RELATIONSHIPS	Enhanced Funding
				crs id fr AEWD 786NC to AEWP 786NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992864.00		CA Classification code fr L Non Enhanced
	AEWD	to	CAREER GOALS AND JOB	Funding to J - Workforce Preparation
CE	786NC	<u>993014.00</u>	EXPLORATION	Enhanced Funding
				crs id fr AEWD 787NC to AEWP 787NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992865.00		CA Classification code fr L - Non-Enhanced
	AEWD	to	CAREER PLANNING AND JOB	Funding to J - Workforce Preparation
CE	787NC	993015.00	SEARCH	Enhanced Funding

				crs id fr AEWD 788NC to AEWP 788NC, cat
				desc, sch desc, DE, pcs fr not program
				applicable to program applicable, retaining
				rpt 99 times, special class status fr Course is
				designated as an approved special class for
				students with disabilities to Course is not a
				special class, noncredit category fr E
				Courses for Persons with Substantial
		fr		Disabilities to J - Workforce Preparation,
		992867.00		CA Classification code fr L - Non-Enhanced
	AEWD	to	INTRODUCTION TO	Funding to J - Workforce Preparation
CE	788NC	993016.00	EMPLOYABILITY SKILLS	Enhanced Funding

SADDLEBACK COLLEGE NEW PROGRAMS ACADEMIC YEAR 2024-2025

New <u>Pre-Vocational Skills</u> Certificate of Completion

The Adult Education Workforce Preparation Pre-Vocational Skills Certificate of Completion is designed for students to demonstrate basic prevocational and life skill attainment. The goal of this certificate is to build independent living skills, community awareness, social skills, and general vocational skills so that students can successfully identify life and vocational goals and apply the necessary skills to work and live more independently. Emphasis will focus on basic independent living skills, community awareness, and relevant functional academic and vocational skills. Courses may be offered days, evenings and weekends during Fall, Spring and Summer. There are no enrollment limitations or prerequisites for these courses.

<u>Program Student Learning Outcomes</u> <u>Students who complete this program will be able</u> <u>to:</u>

- <u>Identify or safely utilize community</u> mobility and transportation options.
- Advocate for personal needs and rights.
- <u>Utilize technological tools necessary for</u> <u>workplace and community challenges.</u>
- <u>Identify procedures for responding to independent living situations/</u> environments.
- <u>Identify community regulations and</u> emergency numbers/procedures.
- <u>Identify basic workplace skills, including</u> communication and safety skills.

Required Core

AEWP 771NC	Mobility Skills	149.4
AEWP 774NC	Self Advocacy Skills	49.8
AEWP 775NC	Computer Skills Lab	16.6
AEWP 776NC	Fundamentals of Independ	<u>ent</u>
	Living Skills	49.8
AEWP 777NC	Basic Community Skills	49.8
AEWP 778NC	Introduction of Functional	
	Academics	_

Total Hours for the Certificate 365.2

SADDLEBACK COLLEGE NEW PROGRAMS ACADEMIC YEAR 2024-2025

New <u>Employability Skills</u> Certificate of Completion

The Adult Education Workforce Preparation Employability Skills Certificate of Completion is designed for students who have demonstrated basic pre-vocational, independent living, and community skills, who are actively seeking employment or internship opportunities (paid or unpaid). The goal of this certificate is to build employment readiness skills so that students can further vocational and independent living opportunities. Emphasis will focus on workplace (and community) safety, personal finance, problem solving, and healthy relationships in the workplace. Courses may be offered days, evenings and weekends during Fall, Spring and Summer. There are no enrollment limitations or prerequisites for these courses.

<u>Program Student Learning Outcomes</u> <u>Students who complete this program will be able</u> <u>to:</u>

- <u>Identify community regulations and</u> <u>emergency numbers/procedures.</u>
- <u>Demonstrate ability to create a budget</u> <u>based on identified needs as well as means.</u>
- <u>Utilize effective problem-solving skills</u> typical to workplace environments.
- <u>Identify appropriate social boundaries</u> <u>related to maintaining healthy</u> <u>relationships.</u>
- <u>Identify basic workplace skills, including</u> communication and safety skills.

Required Core

AEWP 781NC	Personal Safety	49.8
AEWP 782NC	Personal Banking and	
	Basics of Budgeting	49.8
AEWP 784NC	Critical Thinking Skills	49.8
AEWP 785NC	Healthy Relationships	<u> 49.8</u>

Total Hours for the Certificate 199.2

SADDLEBACK COLLEGE NEW PROGRAMS ACADEMIC YEAR 2024-2025

New Workplace Skills Certificate of Completion

The Adult Education Workforce Preparation Workplace Skills Certificate of Completion is designed for students who have demonstrated basic independent living, community awareness, and employment readiness skills who are actively employed or actively seeking employment and/or internship opportunities (paid or unpaid). The goal of this certificate is to build employment readiness skills so that students can further vocational and independent living opportunities as well as sustain existing opportunities. Emphasis will focus on relevant vocational skills and effective communication in the workplace. Courses may be offered days, evenings and weekends during Fall, Spring and Summer. There are no enrollment limitations or prerequisites for these courses.

<u>Program Student Learning Outcomes</u> <u>Students who complete this program will be able</u> <u>to:</u>

- <u>Identify effective means of communication</u> with supervisors.
- <u>Identify effective means of communication with co-workers.</u>
- <u>Identify procedures involved in finding,</u> applying and interviewing for a job.
- Demonstrate employability skills necessary in workplace situations/environments.
- <u>Identify basic workplace skills, including communication and safety skills.</u>

Required Core

<u>AEWP 783NC</u>	Communication in the	
	Workplace 49.8	<u> </u>
AEWP 786NC	Career Goals and Job	
	Exploration 49.8	<u> </u>
AEWP 787NC	Career Planning and Job	
	Search 49.8	<u> </u>
AEWP 788NC	Introduction to	
	Employability Skills 49.8	<u> </u>

Total Hours for the Certificate 199.2

	NEW COURSI	PROPOSAL	
Date: 1/14/24	Prepared	& Submitted by:	K LUNETTO
Department: CULINARY	Course P	refix & Number 600:	CUL 606 (CUL 206)
Obtain original (blue	ink) signatures from your De		Division Dean prior to
Click to enter date	K LUNETTO	Signature, Fa	culty Remyestor
lick to enter date	Print Name	Signature, De	partment Chair
Click to enter date	Click here to enter text Print Name	Signature, Other related	d discipline Chair (If relevant)
Click to enter date	ANTHONY TENG	Signature, De	ean the
Credit Status: ⊠ Credit TOP Code: 1306.30	– Degree Applicable ☐ Cred Non-Credit Category: Click he		cable
Anticipated first term of	offering: ⊠ Fall □ 9	Spring Year 2025	
the origin and style of w beverages with food, pr palate development, fla Other subjects include p	ines from various global location of the strong and evance of the strong and evance of the strong and traditional of the strong the strong and traditional of the strong and the strong an	ons. The theory and had aluation, and proper be or "classic" European rchandising, and servin	perience. The course will emphasizends-on practice of pairing alcoholeverage service. Label terminology, wine pairings will also be discussed by wine in a restaurant or cafe sett
Is this course being align C-ID Code: Click here to If yes, see the Articulation			☑ No □ N/A
A. Will course be cross-lif yes, which departmen Reason for cross-listing:	t is responsible for scheduling,	updating, and assessir	ng the course?
B. If you are mirroring a	Non-Credit course with a Cred	it course- please list Cr	edit course here:

Recommendation by advisory committee. Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101
List all requisites*:
List all requisites*:
Co-requisite: Click here to enter text. Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☑ No Course WILL be included in a degree and/or certificate program. Which ones: Advanced Culinary AS & Cert; Catering AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Coption of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? 1 2 3 Unlimited (Non-credit only) Reason for Repeating:* Intercollegiate Athletics Intercollegiate Competition Occupational Work Experience/General Work Experience Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. X No

Approval of	Mina tacting for ctue					
	wine tasting for stud	lents 21 and ove	r at ATEP			
.2. If degree-app	olicable, please complet	te the following in	formation on arti	culation recomr	nendations. Ple	ease contact
the Articulation	on Officer for assistance	e. □ N/A				
12A. Trans	fer: Would you recomi	mend that this cou	urse transfer to:			
CSU	□ Yes	⊠ No	UC 🗆	Yes 🛛 No		
Privat	re □ Yes	⊠ No				
Will t	he course satisfy a maj	or requirement at	CSU or UC?	☐ Yes	⊠ No	
Please	e attach documentation	n and complete be	elow:			
Click Course Title		t Click CSU Campus	Click UC Campus	— Required f	or Click	or Major
Click	Click a	t Click CSU Campus	Click UC Campus	Required f	or Click Program o	
Course Title Click			Click		Click	or Major
Course Title	Course No.	t Click CSU Campus	UC Campus	Required f	or Click Program o	or Major
12B Gene	ral Education: Would yo	ou recommend th	at this course sat	isty a GE require	ment in any of	the following
	Please consult with th					ine rono wing
E						
	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE						
Cal-GETC						

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/

	NEW COURSE PROPOSA	AL
Date: 1/14/24	Prepared & Submit	tted by: K LUNETTO
Department: CULINARY	Course Prefix & Nur	
	tures from your Department omitting to the Curriculum Of	Chair and Division Dean prior to ffice.
Click to enter date K LUNETTO Print Name		Signature, Faculty Requestor
Click to enter date Print Name	VI uve to	Signature, Department Chair
Click to enter date Click here Print Name		Signature Other related discipline Chair (If relevant)
Click to enter date ANTHONY T	ENG	Signature, Dean
Course Title (60 Character max and d these symbols: ? < > " \ / * :) Contemporary Topics in Food Service Units: 2		e: Contemporary Topics Lab hrs: 3
Credit Status: ☐ Credit – Degree A	pplicable	egree Applicable Non-Credit
	it Category: Click here to enter	
Ter edge 1990.90	re date gory. Show here to enter	established code (5/11/1).
1. Anticipated first term of offering:		Year 2025
ingredients, and substitutions. Spec	cial diets, consumer preference ary challenges are examined w	concerns, including nutrition, healthy es in regard to personal, medical, or religious hile providing culinary inspiration with an oking skills and ingredients.
 Is this course being aligned to a C-IE C-ID Code: Click here to enter text. If yes, see the Articulation Officer for 		
 A. Will course be cross-listed? If yes, which department is respons Reason for cross-listing: Click here t 		and assessing the course?

B. If you are mirroring a Non-Credit course with a Credit course-please list Credit course here:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommendation by advisory committee.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Advanced Culinary AS & Cert, Catering AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Coption of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times?
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text.

X No

eq		irces will be needed in facilities.	order to offer t	his class at Sado	lleback? e.g. st	aff, faculty, su	pplies/
		olicable, please completo on Officer for assistance	_	formation on art	iculation recom	mendations. Pl	ease contact
12	CSU Priva		⊠ No ⊠ No	UC 🗆	Yes ⊠ No		
		the course satisfy a majo e attach documentation	i e		☐ Yes	⊠ No	3
	Title Title B. Gene	Click Course No. Click				Click Program Click Program Program	or Major or Major
		Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local G							
Cal-GE	TC						

	NEW COURSE PROP	OSAL		
Date: 11/20/2023	Prepared & Sub	mitted by:	Kathleen Lunetto	
Department: Culinary	Course Prefix &	Number 600	CUL 655 (255)	3
Obtain original (blue in	k) signatures from your Departmo submitting to the Curriculun		vision Dean prior to	
	athleen Lunetto	Signature, Eacul	ty Requestor	5
	Print Name	Sig nature, Depa	rtment Chair	
	lick here to enter text Print Name	Signature Other related di	scipline Chair (f relevant	t)
	nthony Teng Print Name	Signature, Dean	hytry	
Course Title (60 Character m these symbols: ? < > " \ / * : PRINCIPLES OF ARTISAN BA) KING	Title: Artisan Baki		
Units: 4	Lec hrs: 1	Lab I	nrs: 9	
	Degree Applicable ☐ Credit – Nor Ion-Credit Category: Click here to er	n-degree Applicab nter text. Occu	le □ Non-Credit upational Code (SAM)	: C
Anticipated first term of of	fering: ⊠ Fall □ Spring	Year 2025		
placed on the use of tradit how mixing affects fermen	oread, including details of mixing, fe ional fermentation. The course cove tation, and other bread baking fund ds. Field trips are required.	ers baker's math,	ingredient selection a	nd function,
 Is this course being aligned C-ID Code: Click here to en If yes, see the Articulation 	·	Yes ⊠ N	No □ N/A	
4. Will course be cross-listed If yes, which department is	? ☐ Yes ☒ No s responsible for scheduling, updati	ng, and assessing	the course?	
Reason for cross-listing: Cl	ick here to enter text.			

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	 We currently do not offer a class solely focused on bread making and advanced techniques needed to master to work as a professional baker.
	Recommended by advisory committee.
	 Necessary to fulfill requirements of a Baking and Pastry program similar to other community college programs.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification Co-requisite: CUL 244 Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☑ No Course WILL be included in a degree and/or certificate program. Which ones: Advanced Baking and Pastry AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? \(\text{No} \) \(\text{Yes} \) Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? \(\text{D} \) 1 \(\text{D} \) 2 \(\text{D} \) 3 \(\text{Unlimited (Non-credit only)} \) Reason for Repeating:* \(\text{Distribution} \) Intercollegiate Athletics \(\text{Distribution} \) Intercollegiate Competition \(\text{Docupational Work Experience} \) Occupational Work Experience (CSU & UC only) to meet lower division requirements for a baccalaureate degree. **Provide documentation*
10	Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☑ No
	8/2021

11. What resources equipment, faci	lities.		r to offer th	nis class at	Saddleb ę k	:? e.g. staff,	faculty, sup	plies/
12. If degree-applica the Articulation O		-	following inf	Formation o	n articula <mark>t</mark> c	on recommen	dations. Ple	ase contact
12A. Transfer: CSU Private		∃Yes ⊠	that this cou No No	rse transfe UC		☑ No		
	ourse satisfy a ach documer					Yes 🗵	No	
Click	Click	at Clic		Click	D	equired for –	Click	
Course Title	Course No	at csu	Campus	UC Car	npus	equired for -	Program o	r Major
Click	Click	at Clic	ck	Click	P	equired for_	Click	
Course Title	Course No	. CSU	Campus	UC Car	mpus	equired for =	Program o	r Major
Click	Click	Clic		Click		a minima al fan	Click	
Course Title	Course No	at csu	Campus	UC Car	mpus	equired for -	Program o	r Major
12B. General E GE patterns? Ple							nt in any of t	he following
	Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								
					100			

NE	W COURSE PROPOSAL	
Date: 1/14/2024	Prepared & Submitted by:	K Lunetto Click here to enter
Department: Culinary	Course Prefix & Number 600:	CUL 660 (CUL 260)
Obtain original (blue ink) signatures fro submitting	m your Department Chair and to the Curriculum Office.	Division Dean prior to
Click to enter date Kathleen Lunetto Print Name	Signature, F.	aculty Requestor
Click to enter date Print Name	Signature, D	epartment Chair
Click to enter date Click here to enter Print Name	Signature/	d discipline Chair (if relevant)
Click to enter date Anthony Teng Print Name	Signature, D	ean
Course Title (60 Character max and do not us these symbols: ? < > " \ / * :) Cuisine and Culture of The Americas Units: 3 Lec hrs		ab hrs: 3
	e	cable
Anticipated first term of offering:	⊠ Fall □ Spring Year 2025	
 Catalog Description: Prepare, taste, serve, and evaluate tradition ingredients, flavor profiles, preparations, ar South America, and the Caribbean. The couhow people from diverse world cultures with the control of the cont	nd techniques for cuisines represorse develops an expanded under	entative of the United States, Mexico, standing and appreciation of why and
 Is this course being aligned to a C-ID description C-ID Code: Click here to enter text. If yes, see the Articulation Officer for assistant 		⊠ No □ N/A
 A. Will course be cross-listed? ☐ Yes If yes, which department is responsible for Reason for cross-listing: Click here to enter 		ng the course?
B. If you are mirroring a Non-Credit course	with a Credit course- please list C	redit course here:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	ommended by advisory committee. essary to fulfill requirements of culinary program similar to other community college programs.
	Click here to enter text.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times?
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☐ No

equipment	arces will be needed in , facilities.	order to offer t	ilis ciass at sauc	neback: e.g. st	aii, iacuity, su	opiles/
None						
	plicable, please completo ion Officer for assistance		formation on art	iculation recomi	mendations. Plo	ease contact
12A. Tran	sfer: Would you recomn	nend that this cou	urse transfer to:			
CSU	☐ Yes	⊠ No	UC 🗆	Yes ⊠ No		
Priva	ite	⊠ No				
Will	the course satisfy a majo	r requirement at	CSU or UC?	☐ Yes	⊠ No	
Pleas	se attach documentation	and complete be	elow:			
Click	Click at	Click	Click	Required f	or Click	
Course Title			UC Campus			
Click Course Title	Click at	Click CSU Campus	Click UC Campus	Required f	or Click	
Click	Click	Click	Click			
Course Title	Course No. at	Click CSU Campus	UC Campus	Required f	or Click Program o	or Major
12B Gene	eral Education: Would yo	u recommend th	at this course sat	isfy a GF require	ment in any of	the following
	? Please consult with the				-	the ronowing
	Language/Rationality					1
	(English Comp,		Social/Behavioral		Life Long	
	Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Sciences	Natural Sciences	Understanding	Ethnic Studies
Local GE						
Cal-GETC						
					N—	

	NE	W COURSE PROPOSAL			
Date: 1/14/2	024	Prepared & Submitte	edby: K	Lunetto	anadan kisi sala di 10 metamber 100 m
Department: Culinar	1	Course Prefix & Numb	er 600: C	CUL 663)C	CUL 263)
Obtain original (b		m your Department Ch to the Curriculum Offic		sion Dean	prior to
Click to enter date	Kathleen Lunetto Print Name	Sig	nature, Faculty	/ Requestor	
Click to enter date	Print Name	ove the	nature, Depart	ment Chair	
Click to enter date	Click here to enter Print Name	Sig	nature! her related dis	cipline Chair	(if relevant)
Click to enter date	Anthony Teng Print Name		nature, Dean	T	7
these symbols: ? < > " \ Cuisine and Culture of Units: 3 Credit Status: Cre	Europe Lec hrs	: 2 e □ Credit – Non-degr	Lab h		n-Credit
TOP Code: 130630		ory: Click here to enter te			de (SAM): C
ofiles, preparations, and ndamentals of other reg	evaluate traditional, re techniques represent ional European cuisine	☑ Fall ☐ Spring Yestional dishes of Europe. The course develops a res with varying background.	n France, Ital n expanded	y, and Spai understan	n and will include ding and appreciati
. Is this course being al C-ID Code: Click here If yes, see the Articula	to enter text.	otor?	⊠ No	0	□ N/A
		☑ No scheduling, updating, and text.	d assessing th	ne course?	
B. If you are mirroring	g a Non-Credit course v	with a Credit course- plea	ase list Credit	t course he	ere:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommended by advisory committee.
	Necessary to fulfill requirements of culinary program similar to other community college programs.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 § 55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☑ No Course WILL be included in a degree and/or certificate program. Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? ⊠ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. X No

	pment, facilit	vill be needed in ies.	order to offer t	his class at Sadd	leback? e.g. sta	aff, faculty, sup	oplies/
_		e, please complete cer for assistance		formation on art	iculation recomi	mendations. Pl	ease contact
12A.	Transfer: W CSU Private	ould you recomm ☐ Yes ☐ Yes	nend that this co ⊠ No ⊠ No		Yes ⊠ No		
		rse satisfy a majo th documentation			□ Yes	⊠ No	
Click Course Tit Click Course Tit Click Course Tit	le	Click Course No. at	Click CSU Campus Click CSU Campus Click CSU Campus	Click UC Campus Click UC Campus Click UC Campus	Required f Required f Required f	Click Program of	or Major
		cation: Would you e consult with the				•	the following
	Comm Thinki	uage/Rationality English Comp, unication/Analytical ng/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE							
Cal-GETC							

	N ₁	EW COURSE PRO	POSAL		
Date: 1/14/2	2024	Prepared & Su	ıbmitted by:	K Lunette	0
Department: Culinar	У	Course Prefix 8	& Number 600:	CUL 665	(CUL 265)
Obtain original (b	olue ink) signatures fr submittin	om your Departn g to the Curriculu		Division De	an prior to
lick to enter date	Kathleen Lunetto _ Print Name	Λ	Signature, Fa	culty Reques	tor
lick to enter date	Print Name	wurlto_	Signature De	partment Ch	air
Click to enter date	Click here to ente Print Name	er text	Signature, Other elated	discipline Ch	air (if relevant)
Click to enter date	Anthony Teng Print Name		Signature, De	ean J	my
these symbols: ? < > " Cuisine and Culture of Units: 3 Credit Status: 🖂 Cre				b hrs: 3	Non-Credit
TOP Code: 1306.30		gory: Click here to			Code (SAM): C
edients, flavor profile	n of offering: evaluate traditional, s, preparations, and to , and Egypt. The cours	echniques represer	the Mediterrane	sines from	Turkey, Lebanon,
people from diverse	world cultures with va	arying background	s approach food		-
C-ID Code: Click here	-			S NO	□ 1 7 /A
	ss-listed? □ Yes nent is responsible for ng: Click here to enter		ing, and assessir	ng the cours	se?
R If you are mirrorin	a a Non Cradit course	with a Cradit saw	rca plancalist Cr	odit course	horo

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommended by advisory committee.
	Necessary to fulfill requirements of culinary program similar to other community college programs.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Dass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? 1 2 3 Unlimited (Non-credit only) Reason for Repeating:* Intercollegiate Athletics Intercollegiate Competition Occupational Work Experience/General Work Experience Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☐ X No

	resources will be ne ment, facilities.	eeded in o	order to offer th	nis class at Sado	dlebac	k? e.g. sta	aff, faculty, sup	oplies/
	ee-applicable, please iculation Officer for a		the following in ⊠ N/A	formation on art	iculati	on recomr	mendations. Ple	ease contact
12A.	Transfer: Would you	ı recomm	end that this cou	urse transfer to:				
	CSU	☐ Yes	⊠ No		Yes	⊠ No		
	Private	☐ Yes	⊠ No					
	Will the course satis] Yes	⊠ No	
Click	Click	at	CSU Campus	Click		Required f	or Click	
Course Title	Course	. 140.	coo campas	UC Campus			Trogramo	r Major
Click Course Title	Click	at	Click CSU Campus	Click UC Campus		Required f	or Click Program o	r Major
Click	Click		Click	Click			Click	i Wajor
Course Title		_{No.} at	CSU Campus	UC Campus		Required f	Or Program o	r Major
	General Education: V tterns? Please consul	-					_	the following
	Language/Rati (English Co Communication/ Thinking/Critical Mathemat	mp, Analytical Thinking,	Arts/Humanities	Social/Behavioral Sciences	Natur	al Sciences	Life Long Understanding	Ethnic Studies
Local GE								
Cal-GETC								
y-								

	NEV	V COURSE PROPOS	SAL						
Date: 1/14/2	2024	Prepared & Subm	itted by:	K Lunetto Click here	e to enter				
Department: Culinar	ГУ	Course Prefix & Nu	mber 600:	CUL 667 (CUL 267)					
Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.									
Click to enter date	Kathleen Lunetto Print Name		Signature, Fac	ulty Requestor					
Click to enter date	Hisalow K lo	neto	Signature, Dep	partment Chair	<u> </u>				
Click to enter date	Click here to enter Print Name	text	Signature, Other related	ejsopline Char (if relevant)				
Click to enter date	Anthony Teng Print Name		Signature, Dea	in The					
these symbols: ? < > " Cuisine and Culture of Units: 3				d Culture of Asia					
Credit Status: 🗵 Cre	edit – Degree Applicable	☐ Credit – Non-d	legree Applica	able 🗆 Non-Credit					
TOP Code: 130630		ry: Click here to ente		cupational Code (SAM):	С				
 Anticipated first tern Catalog Description: 	n of offering:	☑ Fall ☐ Spring	Year 2025		*				
Prepare, taste, serve flavor profiles, prepare. Thailand, and India.	e, and evaluate traditional grations, and techniques The course develops and gultures with varying bac	representative of th expanded understan	e cuisines fronding and app	m China, Korea, Japan, reciation of why and ho	Vietnam,				
C-ID Code: Click here	aligned to a C-ID descript to enter text. lation Officer for assistan			No □ N/A					
	iss-listed? ☐ Yes nent is responsible for so ing: Click here to enter to		and assessing	g the course?					
B. If you are mirrorin	ng a Non-Credit course w	rith a Credit course-	please list Cre	edit course here:					

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommended by advisory committee.
	Necessary to fulfill requirements of culinary program similar to other community college programs.
6.	Course Requisites: List all requisites*: Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101 Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: Click here to enter text. *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Coption of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? 1 2 3 Unlimited (Non-credit only) Reason for Repeating:* Intercollegiate Athletics Intercollegiate Competition Occupational Work Experience/General Work Experience Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text.
	⊠ No

Local GE Cal-GETC		athematics)					
		- 1					
	(Er Commun	age/Rationality nglish Comp, nication/Analytical t/Critical Thinking,	Arts/Humanities	Social/Behavioral Sciences	Natural Science	Life Long Understanding	Ethnic Studies
				at this course sat cer before comp		rement in any of tion.	the following
Click Course Title Click Course Title Click Course Title	Pleaseattach	Click at	Click CSU Campus Click CSU Campus Click CSU Campus Click CSU Campus	Click UC Campus Click UC Campus Click UC Campus Click UC Campus		d for Click Program Click Program Click Program Program	or Major
			r requirement at		☐ Yes	⊠ No	
12A.	Transfer: Wo CSU Private	uld you recomm ☐ Yes ☐ Yes	nend that this cou No No		Yes ⊠ No		
_		please complete er for assistance.	_	formation on art	iculation reco	mmendations. Pl	ease contact
							9)

NE	W COURSE PROPOSAL
Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINARY	Course Prefix & Number 600: CUL 670 (270)
	m your Department Chair and Division Dean prior to to the Curriculum Office.
Click to enter date K LUNETTO Print Name	Signature, Faculty Requestor
Click to enter date LIEA INLOW Print Name	Signature, Department Chair
Click to enter date Click here to enter Print Name	textSignature Other related discipline Chair (if relevant)
Click to enter date ANTHONY TENG Print Name	Signature, Dean
Course Title (60 Character max and do not use these symbols: ? < > " \ / * :) Menu Planning and Purchasing Units: 3 Lec hrs.	: 2 Lab hrs: 3
	ry: Click here to enter text. Occupational Code (SAM): C
2. Catalog Description:	☑ Fall ☐ Spring Year 2025 s of menu development. Emphasis on menu design, and pricing with
an overview of purchasing cycles to include hands on practical application.	selection, procurement, and equipment specification. Includes
 Is this course being aligned to a C-ID descrip C-ID Code: Click here to enter text. If yes, see the Articulation Officer for assista 	
 A. Will course be cross-listed? ☐ Yes If yes, which department is responsible for s Reason for cross-listing: Click here to enter t 	☑ No cheduling, updating, and assessing the course? ext.

B. If you are mirroring a Non-Credit course with a Credit course-please list Credit course here:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommendation by advisory committee.
6.	Course Requisites: List all requisites*: Prerequisite: Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: CUL 171, CUL 271 or Current ServSafe Certification *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Advanced Culinary AS & Cert, Catering AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? \(\sum \text{No} \quid \text{Yes} \) Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? \(\text{1} \text{Unlimited (Non-credit only)} \) Reason for Repeating:* \(\text{Intercollegiate Athletics} \) Intercollegiate Competition \(\text{Occupational Work Experience} \) Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	 Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☒ No

	(En Commun Thinking	nge/Rationality Iglish Comp, Identification/Analytical Identification/Analytical Identification/Analytical Identification Iden	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studie
	(En Commun Thinking	glish Comp, lication/Analytical /Critical Thinking,	Arts/Humanities		Natural Sciences		Ethnic Studie
12B. (u recommend that e Articulation Offi				the followin
Course Title		Course No.	CSU Campus	UC Campus	Required I	Or Program o	r Major
Click		Click	_Click*	Click	Required f	Click	
Course Title		Course No.	CSU Campus	UC Campus	Required f	or Program o	r Major
Click			Click	Click			i iviajoi
Click Course Title		Click at	Click CSU Campus	Click UC Campus	Required f	or Click Program o	r Major
			or requirement at and complete be		☐ Yes	⊠ No	
F	Private	☐ Yes	⊠ No				
	CSU	☐ Yes	⊠ No	UC 🗆	Yes 🛛 No		
			nend that this cou				
_		olease complet or for assistance	e the following in . □ N/A	formation on art	iculation recom	mendations. Ple	ease contac

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/

equipment, facilities.

	NEW	COURSE PROP	OSAL		
Date: 1/14/	/24	Prepared & Sub	mitted by:	K LUNETT	ТО
Department: CULIN	JARY	Course Prefix & I	Number 600:	CUL 6 7 5 (2	.75)
Obtain original (blue ink) signatures from submitting to	your Departme the Curriculum		Division Dea	n prior to
Click to enter date	K LUNETTO		Signature, Fac	culty Requesto	r
Click to enter date	Print Name	<u>D</u>	Signature, De	partment Chai	
Click to enter date	Click here to enter t Print Name	ext	Signature, Other related	discipline Cha	ir (if relevant)
Click to enter date	ANTHONY TENG Print Name		Signature, De	an	Jun _
these symbols: ? < > ' DINING ROOM SERVI Units: 4		2	La	b hrs: 6	
Credit Status: ⊠ Cr	edit – Degree Applicable	☐ Credit – Non	-degree Applic	able 🗆 No	on-Credit
TOP Code: 1306.30	Non-Credit Category				ode (SAM): C
. Anticipated first ter	m of offering:	☐ Fall ☐ Spring	Year 2025		
organization, servic	: e needed for all aspects o e points, safety and sanita g styles, buffet set-ups ar	ation, and handlin	-		•
C-ID Code: Click her	aligned to a C-ID descripto e to enter text. ulation Officer for assistan			I No	□ N/A
	oss-listed? Yes ment is responsible for sc ting: Click here to enter te		g, and assessir	g the course	?

B. If you are mirroring a Non-Credit course with a Credit course-please list Credit course here:

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Recommendation by advisory committee.
6.	Course Requisites: List all requisites*: Prerequisite: Click here to enter text. Co-requisite: Limitation on enrollment: Click here to enter text. Recommended Prep: CUL 171, CUL 271 or Current ServSafe Certification *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Advanced Culinary AS & Cert, Catering AS & Cert *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Coption of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Will course be Repeatable? \(\sum \text{No} \text{Yes} \) Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? \(\text{1} \text{2} \text{3} \text{Unlimited (Non-credit only)} \) Reason for Repeating:* \(\text{1} \text{Intercollegiate Athletics} \) Intercollegiate Competition \(\text{0} \) Occupational Work Experience/General Work Experience \(\text{1} \) Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. X No

12. If degree-applicable, please complete the following information on articulation recommendations. Please cont the Articulation Officer for assistance. 12A. Transfer: Would you recommend that this course transfer to: CSU	ione							
the Articulation Officer for assistance.								
the Articulation Officer for assistance.								
CSU	-				formation on art	iculation recom	mendations. Pl	ease contact
Private	12A.	Transfer: Wo	uld you recomm	nend that this co	urse transfer to:			
Will the course satisfy a major requirement at CSU or UC? Please attach documentation and complete below: Click		CSU	☐ Yes	⊠ No	UC 🗆	Yes ⊠ No		
Please attach documentation and complete below: Click		Private	☐ Yes	⊠ No				
Click Course Title Course Title Course No. Click Click Course No. Click Course Title Course Title Course Title Course Title Course No. Click Click Course No. Click Course No. Click Course No. Click Course Title Course No. Click Required for Click Program or Major Click CSU Campus Course No. Click Required for Click Program or Major Click CSU Campus Required for Click Program or Major Click Natural Sciences Understanding Click Program or Major Click Program or Major Click Program or Major Click Natural Sciences Understanding Click Program or Major Click Program or Major Click Program or Major Click Natural Sciences Understanding Click CSU Campus Program or Major Click Program or Major Cli		Will the cours	se satisfy a majo	r requirement at	CSU or UC?	☐ Yes	⊠ No	
Course Title Click Click Course Title Course Title Click Course Title Click Course Title Course		Please attach	documentation	and complete be	elow:			
Click Course Title Click Course Title Click Course No. Click Course No. Click Course No. Click Course Title Course Title Course Title Course Title Course Title Click Course No. Click Course Title Click Course No. Click Required for Click Program or Major Click Required for Click Program or Major Click Required for Click Program or Major Click Program or Major Click Required for Click Program or Major Click Program or Major Click Required for Click Program or Major Click Program o	Click		Click	Click	Click	Required f	or Click	
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Click Course Title Course No. Click Course No. Course No. Course No. Course No. Click Course No. Course No. Course No. Course No. Course No. Click Course No. Course No. Course No. Course No. Course No. Click Course No. Click Course No. Click Program or Major Click Program or Major And Science Satisfy a GE requirement in any of the follow on the follow of the f			Click at	Click		— Required f	or Click	
12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the follow GE patterns? Please consult with the Articulation Officer before completing this section. Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics) Arts/Humanities Social/Behavioral Sciences Natural Sciences Understanding Ethnic Stu							Program	or Major
12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the follow GE patterns? Please consult with the Articulation Officer before completing this section. Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics) Arts/Humanities Social/Behavioral Sciences Natural Sciences Understanding Ethnic Stu		(Many 2017)	Click at	Click		— Required f	or Click	
GE patterns? Please consult with the Articulation Officer before completing this section. Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics) Arts/Humanities Social/Behavioral Sciences Natural Sciences Understanding Ethnic Stu	Course Title		Course No.	CSU Campus	UC Campus	rieganear	Program	or Major
GE patterns? Please consult with the Articulation Officer before completing this section. Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics) Arts/Humanities Social/Behavioral Sciences Natural Sciences Life Long Understanding Ethnic Stu								
GE patterns? Please consult with the Articulation Officer before completing this section. Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics) Arts/Humanities Social/Behavioral Sciences Natural Sciences Understanding Ethnic Stu	12B.	General Educa	ation: Would vo	u recommend th	at this course sat	isfy a GE require	ment in any of	the followin
Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics) Arts/Humanities Social/Behavioral Sciences Natural Sciences Understanding Ethnic Stu								the following
(English Comp, Communication/Analytical Thinking, Mathematics) Arts/Humanities Social/Behavioral Sciences Natural Sciences Understanding Life Long Understanding Ethnic Stu	GE PU	tterris. Trease	consuit with the	, in ticulation on	icer before comp	icting this section		
Local GE		(Er Commur Thinking	nglish Comp, nication/Analytical g/Critical Thinking,	Arts/Humanities		Natural Sciences		Ethnic Studie
	Local GE	IVI						
	Cal-GETC							

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/

equipment, facilities.

	New Program	Initiation	Form (not	needed	for ADTs
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a. Program Name:

2

Baking and Pastry

b. Program Type: Certificate

c. Program TOP code: 1306.30

CIP: 120501

- d. Contact information for Program Initiator: Kathleen Lunetto klunetto@saddleback.edu 714.333.5740
- e. Proposed Pathway for new program:
- f. Summary description of the new program: The Baking and Pastry certificate of achievement program prepares students for entry level career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain foundational skills and training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking and pastry. The program allows for practical application of skills and abilities preparing students to meet the needs of employers.
- g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts. Recommended by advisory board.

h. Please list all courses to be included in the program and total units	h.	Please list a	Il courses to	be included i	in the program	and total	units:
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CID	Title	Units	Sequence	Status
FN 171 恭 or FN 210**	SANITATION AND SAFETY SERVSAFE IN FOOD PRODUCTION	0 - 2	Y1 - FA	EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1-SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y-1 - SP	EXISTING

14 - 16

20	Document Department/Inter-Department	nental discussions	s with signatures in	h signatures in preparation for Step 4		
1.3	Signature/Date, Program Initiator	1/	Signature Date, Dept. Chair			
3		1/25/24	1	1/25/24		
	Signature/Date Division Dean	1.1.1	Other discipline f	aculty/chair (if applicable) or □ n/a		
	July fry	1/23/24				
4	Articulation Officer, Review date (if a	pplicable)	EWD Director: Review date (if applicable)			
4	Date	Initials	Date	Initials		
5	Curriculum Committee: Review date					
6	Consultation Council: Review date		•	ed Notice of Intent on the Curriculum		
		Website N	New Program Stati	us link		

^{**}Students with valid California ServSafe Certification may have this core requirement waived.

^{*} Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

New Program Initiation Form (not needed for ADTs)

		New Plogram milia			Ji needed	TOT ADTS)
	a. Program		_			Minimum Market Control
	_	m Type: Certificate c. Program				CIP: 120501
		t information for Program Initiator:	Kathlee	en Lunett	o klunetto@s	saddleback.edu 714.333.5740
	-	ed Pathway for new program:	- 1 - 1			
					-	stry certificate of achievement program
		students for career opportunities in				nent and acquire the skills necessary to
		s. Students gain practical training in sful in the field of baking such as: pro				
				_		program combines management theory
		cal application of skills and abilities				
						r department has long recognized the
	-	demand for a baking and pastry cert	-			
		list all courses to be included in the		-		
	CID	Title	Units	Sequence	Status	
	FN 171 ***	SANITATION AND SAFETY	0-2	Y1 - FA	EXISTING	
	or FN 210**	SERVSAFE IN FOOD PRODUCT ION				
	FN 246*	INTRODUCTION TO CULINARY ARTS	3	Y1 - FA	EXISTING	
	FN 120*	SUSTAINABLE MEALS	3	Y1 - FA	EXISTING	
	FN 110*	FOOD PREPARATION ESSENTIALS	3	Y1 - FA	EXISTING	
	FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING	
	FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING	
	FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING	
	CUL 655*	PRINCIPLES OF ARTISAN BAKING	4	Y1-SP	NEW	
	CUL 608*	CONTEMPORARY TOPICS IN FOOD SERV ICE	2	Y1-SP	NEW	
	FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1- SP	EXISTING	
	FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y1- SP	REVISE	
	FN 286*	SUGAR CONFECTIONERY	1	Y1- SP	EXISTING	
	FN 288*	ADVANCED BAKING (ADD QUANTITY)	3	Y2- FA	REVISE	
	FN 154	COST CONTROL	3	Y2- FA	EXISTING	
	FN 287*	CHOCOLATE CONFECTIONERY	1 37 39	Y2- FA	EXISTING	
		ents with valid California ServSafe Certification	may have	e this core r	equirement	1
i v	waived. * Course h	nas a prerequisite, corequisite, limitation, or red	commend	ed preparat	ion; see course	
	description	n.				
		t Department/Inter-Departmental	discussi	*		
,	Signature,	Date, Program Initiator	3-1	Signa	nture/Date, D	Dept. Chair
3	Signatur	hard the state of the	5/0	1 01	n dia dilico	
	signature,	Date Division Dean	3/2	f Othe	r discipline fa	aculty/chair (if applicable) or 🗆 n/a
	Articulation	on Officer: Review date (if applicable	le)	EWD	Director: Re	view date (if applicable)
4	Date	Initials	-	Date		Initials
5	Curriculur	n Committee: Review date				

Consultation Council: Review date

6

7

Curriculum Chair posts cleared Notice of Intent on the Curriculum

Website New Program Status link

New Program Initiation Form (not needed for ADTs)

- a. Program Name: Advanced Baking and Pastry
- c. Program TOP code: 1306.30 b. Program Type: A.A or A.S. Degree

CIP: 120501

- d. Contact information for Program Initiator: Kathleen Lunetto klunetto@saddleback.edu 714.333.5740
- e. Proposed Pathway for new program:

2

3

- f. Summary description of the new program: The Advanced Baking and Pastry Associate of Science degree program prepares students for career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain practical training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking, candy making, specialty cakes, plated desserts, artisan breads, menu development, portion control, and cost control. The program combines management theory and practical application of skills and abilities preparing students to meet the needs of employers.
- g. Brief Description of how the idea for the new program came about: Out department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts. Recommended by advisory committee.

h. Please list all courses to be included in the program and total units:

C ID FN 171 ***	Title SANITATION AND SAFETY	Units	Sequence	Status
		0-2	Y1 - FA	EXISTING
or FN 210**	SERVSAFE IN FOOD PRODUCTION			100
1.4	- construction and the construction of the con	- 6	7-1	51/1071110
FN 246*	INTRODUCTION TO CULINARY ARTS	3	Y1 - FA	EXISTING
FN 120*	SUSTAINABLE MEALS	3	Y1 - FA	EXISTING
FN 110*	FOOD PREPARATION ESSENTIALS	3	Y1 - FA	EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
CUL 655*	PRINCIPLES OF ARTISAN BAKING	4	Y1-SP	NEW
CUL 608*	CONTEMPORARY TOPICS IN FOOD SERVICE	2	Y1-SP	NEW
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1- SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y1- SP	REVISE
FN 286*	SUGAR CONFECTIONERY	1	Y1- SP	EXISTING
FN 288*	ADVANCED BAKING (ADD QUANTITY)	3	Y2- FA	REVISE
FN 154	COST CONTROL	3	Y2- FA	EXISTING
FN 287*	CHOCOLATE CONFECTIONERY	1	Y2- FA	EXISTING
	A Samuel Comment	37-	39	

* Students with valid California ServSafe Certification may have this core requirement waived.

* Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

	37-3		``````````````````````````````````````
	Document Department Inter-Departmental discussion	ns with signatures i	n preparation for Step 4
•	Signature/Date Program Initiator	Signature/Date,	Dept. Chair
	1/20/0	1	// 25 / OK /
H	Signature/Date Division Dean	Her discipline	faculty/chair (if applicable) or 🛭 n/a
	Articulation Officer: Review date (if applicable)	EWD Director: R	eview date (if applicable)
4	Date Initials	Date	Initials
	Curriculum Committee: Review date	11-	
	Consultation Consult Burious Late	Chair a sata alaa	I NI -A' Clarkk Al Comitations

Consultation Council: Review date Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link

NEV	W COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)
Department: Health Sciences	Course Prefix & Number 600:	HSC 604NC (404NC)

Obtain original	(blue ink) signatures from your De submitting to the Cur	-	and Division	Dean prior to
Click to enter date	January 5, 2024		Miller (white) ure, Faculty Requ	
Click to enter date	January 5, 2024 Susan Miller		Miller (white) ure, Department	
Click to enter date	Click here to enter text Print Name	Signat		Chair (if relevant)
3/8/2024	Dr Sherrie Loewen Print Name		ure, Dean	
Credit Status: 🗆 Cı	redit – Degree Applicable 🔲 Cred	it – Non-degree	Applicable D	☑ Non-Credit
TOP Code: 1201.00	Non-Credit Category: Short-To			ial Code (SAM): C
Catalog Description roduces medical term ns. Students demons in medical and healt	rm of offering:	ts, prefixes, suffi onunciation and ed to major disea	xes and combing spelling to creates, diagnostic	ate a medical vocabulary s, physical examination
	aligned to a C-ID descriptor?	□ Yes	□ No	⊠ N/A
C-ID Code: Click he		ID descriptors.		

	course meet student needs in ways that currently approved courses (including those from other departments) do not? The need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits. Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Administrative MA Cert of Completion; Clinical MA Cert of Completion; Comprehensive MA Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable?
10.	. Will this course be part of an approved family? ☐ Yes If yes, identify family: ☑ No

equ	 What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities. Staff 						plies/		
Fac	ulty								
	rnet access								
	rent computer	technolog	v: Wifi						
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	chase of course	e texthook	and onlin	e assignmei	nt access c	ard			
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12 If do	aroo annliaahla	nlooso son	malata tha	following inf	formation o	n articulatio	, n rocomono o	dations Dis	aca contact
	gree-applicable articulation Offic			Tollowing Int ⊠ N/A	formation o	n articulatio	n recommer	idations. Pie	ease contact
tile P	articulation Offic	ei 101 assis	tance.	∆ IV/A					
12A	. Transfer: W	ould you re	commend	that this cou	rse transfer	to:			
	CSU] Yes [□No	UC	□ Yes □	□ No		
	Private] Yes [□ No					
Will the course satisfy a major requirement at CSU or UC? \Box Yes \Box No									
	Please attach	n document	tation. If s	o, complete	the followin	ng:			
Click	nere to enter	Click	Cli	ck	Click			Click	
	iere to enter	CIICK	at	CK	CIICK	R	equired for	CIICK	
text.	itle	Course No.		J Campus	UC Can		equired for	Program o	r Maior
Click	itie	Click			Click	приз		Click	i iviajoi
Course T	itle	Course No.	— at Cli	J Campus	UC Can	npus R	equired for -	Program o	r Major
Click		Click	Cli	•	Click			Click	•
Course T	itle	Course No.	— at —csu	J Campus	UC Can	npus R	equired for -	Click Program o	r Major
12B	. General Educ	cation: Wou	ıld you rec	ommend tha	t this cours	e satisfy a G	E requireme	nt in any of t	the following
GE p	GE patterns? Please consult with the Articulation Officer before completing this section.								
	_								
		Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
11/10/1		Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
	GE Degree								
CSU G.E									
	STPT/(aF								
UC Tran	3101/02								

NEW COURSE PROPOSAL						
Date: January 4 2024	Prepared & Submitted by:	Susan White Click here to enter				
Department: Medical Assistant Program	Course Prefix & Number 600:	MA 606NC (406NC)				

	(blue ink) signatures from your Depa				
submitting to the Curriculum Office.					
January 4, 2024Click to enter date	Susan White RN,MSN,CAPA Susan White RN,MSN, CAPA				
January 4, 2024 Click to enter date	Susan White RN,MSN,CAPA Print Name	Signature, Department	Chair		
Click to enter date	Click here to enter text Print Name	Signature, Other related discipline	Chair (if relevant)		
Click to enter date	Sherrie Loewen Print Name	Signature, Dean			
	UCTION TO MEDICAL ASSISTING SP	nort Title: INTRO TO MED ASS			
Units: 0	Lec hrs: 3	Lab hrs: 0			
Credit Status: ☐ Cr	redit – Degree Applicable 💢 Credit –	- Non-degree Applicable 🛛 🗵	☑ Non-Credit		
TOP Code: 1208.00	Non-Credit Category: Short-term	Nocational Occupation	al Code (SAM): D		
. Anticipated first ter	m of offering:	ring Year 2025			
career pathways, jo medical clinic. The impacting the deliv including cultural d continuum, nutritio	c: Course covers basic concepts in mediob duties, professionalism and the esse course identifies members of the healt ery of quality patient care. Important eleversity, safety, injury and infection present and emergency preparedness. Studer to entering the medical assistant path	ntial skills required to work i hcare team, medical specialt ethical and legal consideratio evention. Students learn abou ents are recommended to tak	n a physician's office or ies and current topics ns impacting patient card ut the healthcare		
C-ID Code: Click her	aligned to a C-ID descriptor? Te to enter text. Ulation Officer for assistance with C-ID	☐ Yes	□ N/A		
Will course be cross	s-listed? ☐ Yes ☒ No				
	ment is responsible for scheduling, up	dating, and assessing the cou	ırse?		

3-26-24 Agenda Item 12 Page 70

5.	Justification of recommendation for new course: How was the need for this course identified? How will
	course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Course exists as credit but, non-credit program for MA does not exist. Non-credit courses are designed for the incumbent workers
6.	Course Requisites: None List all requisites*: None Prerequisite: None
	Co-requisite: None Limitation on enrollment: None Recommended Prep:
	*Please attach justification for the recommended requisites. Refer to the <u>Chancellor's Guidelines for Title 5 §55003</u>
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program.
	 ☑ No Course WILL be included in a degree and/or certificate program. Which ones: Administrative MA Cert of Completion; Clinical MA Cert of Completion; Comprehensive MA
	Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System:
	 □ Letter Grade Only □ Pass/No Pass only □ Pass/Satisfactory Progress/No Pass (P/SP/NP) □ Non-credit
9.	Will course be Repeatable? ☐ No ⊠ Yes
	Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? \Box 1 \Box 2 \boxtimes 3 \Box Unlimited (Non-credit only) Reason for Repeating:*
	☐ Intercollegiate Athletics
	☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience
	☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
	*Provide documentation
10	. Will this course be part of an approved family?
	⊠ No

11.	11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities. Click here to enter text.						plies/		
Faculty experienced with medical/healthcare background and clinical experience									
	Internet access								
	Technology (web	cam, comput	er, speaker	s)					
		,	,	-,					
12.	If degree-applicab	le, please coi	mplete the	following inf	ormation o	n articulatio	n recommer	ndations. Ple	ase contact
	the Articulation Of								
	the 7th thediation of	11001 101 03313	rance. E						
	12A. Transfer:	Would vou re	commend	that this cou	rse transfer	· to·			
	CSU	Would you recommend that tl ☐ Yes ☐ No ☐ Yes ☐ No			UC ☐ Yes ☐ No				
					00	□ 1C3 □	Tes 🗆 No		
Private ☐ Yes		l res L	I INO						
	NACH II.				6611 - 1163		V	7 A.L.	
		ourse satisfy a					Yes] No	
	Please atta	ach documen	tation. If so	o, complete	the followin	ıg:			
	ick	Click	— at Clic	ck	Click	R	equired for -	Click	
	ourse Title	Course No.	CSU	Campus	UC Can	npus		Program o	r Major
Click		Click	— at Clic	<u>CK</u>	Click	R	equired for -	Click	
	ourse Title	Course No.	CSU	Campus	UC Can	npus		Program o	r Major
	lick	Click	- at Clic	CK Communication	Click	R	equired for -	Click	. N.4i
Course Title Course No.		CSU	CSU Campus		oc campus '		quired for Click Program or Major Quired for Click Program or Major Click Program or Major Program or Major		
	12B. General Ed	lucation: Wo	uld you reco	ommend tha	t this course	e satisfy a G	E requireme	nt in any of t	he following
	GE patterns? Please consult with the Articulation Officer before completing this section.								
		Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
		Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
	A/AS/GE Degree								
	SU G.E.								
-	C Transfer/GE								
IG	ETC								

NEW COURSE PROPOSAL					
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)			
Department: Medical Assisting	Course Prefix & Number 600:	MA 611NC (MA 411NC)			

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to						
	submitting to the Cu	irriculum Office.				
Click to enter date	e January 5, 2024	Susan Míller (whíte)				
	· ,	Signature, Faculty Requestor				
Click to enter date	January 5, 2024	Susan Míller (whíte)				
	Susan Miller	Signature, Department Chair				
Click to enter date						
	Print Name	Signature,				
		Other related discipline Chair (if relevant)				
Click to enter date	1.11.24	Sherrie Loewen, Ph.D				
	Print Name	Signature, Dean				
Course Title (60 Character max and do not use any of Short Title: Physical-Exam Proc						
these symbols:	• • • • • • • • • • • • • • • • • • • •					
Physical-Examii	nation Procedures					
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00				
Credit Status:	☐ Credit – Degree Applicable ☐ Cre	edit – Non-degree Applicable 🛮 🖂 Non-Credit				
TOP Code: 1208	Non-Credit Category: Short-	term Vocational Occupational Code (SAM): C				

1. Anticipated first term of offering:
☐ Fall ☐ Spring Year 2025

2. Catalog Description:

Teaches concepts and skills required for work in the medical back office, including data collection, documentation, identification of codes, clinical skills including manual blood pressure, vital signs, patient measurements for pediatrics, adult and geriatric patients, considerations for working with culturally diverse, and special populations, legal and ethical considerations, patient education, diagnostic imaging, physical therapy procedures, emergencies, safety, and the role of the medical assistant in the physicians' office or clinic. Noncredit course designed for students pursuing knowledge and skills, without need for academic credit and/or the incumbent worker. Noncredit students must complete all course assignments, skills and requirements.

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3.	Is this course being aligned to a C-ID descriptor?
4.	Will course be cross-listed? \square Yes \boxtimes No If yes, which department is responsible for scheduling, updating, and assessing the course?
	Reason for cross-listing: Click here to enter text.
5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.
	Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation

10. Will this course b ☐ Yes If yes, ic ☒ No	•		I family? re to enter t	ext.			Page	e 74
11. What resources vequipment, facility Staff Faculty Internet Computer technology Webcam Classroom or roo Physical exam eq	ilogy m with fun			nis class at S	Saddleback	? e.g. staff,	faculty, sup	oplies/
CSU Private	ould you re	ecommend Yes Yes	☑ N/A that this cou ☑ No ☑ No	rse transfer UC	to: □ Yes □	□ No		ease contact
			uirement at o, complete			Yes 🗵	No	
Click here to enter text. Course Title Click Course Title Click	Click Course No Click Course No Click	at Cli	Campus Ck Campus Ck	Click UC Cam Click UC Cam Click	npus R	equired for -	Program o Click Program o Click	r Major
Course Title Course No. at CSU Campus UC Campus Required for Program or Major 12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.								
	Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEW COURSE PROPOSAL						
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)				
Department: Medical Assisting	Course Prefix & Number 600:	MA 612NC (412NC)				

Obtain original (blue ink) signatures from y submitting to t	our Department Cha he Curriculum Office		Dean prior to	
Click to enter date	January 5, 2024		n Miller (white) ature, Faculty Requ		
Click to enter date	January 5, 2024 Susan Miller		n Miller (white) ature, Department (
Click to enter date	Susan Willer	Jigite	iture, Department	Citali	
	Print Name	9	ature, r related discipline	Chair (if relevant)	
Click to enter date	1.11.24 Print Name		e Loewen, Ph.D ature, Dean		
these symbols: ? < > " Click here to enter te PROCEDURES Units: 0	\ / * :) xt.MEDICAL OFFICE LABORA Lec hrs: 2.0		Lab hrs: 3.	00	
	edit – Degree Applicable			☑ Non-Credit	
TOP Code: 1208.10		y: Short-term Vocation		upational Code (SA	\М): С
urate specimen collec ulatory compliance in	-	oratory procedures per erformance of Point of Eguidelines. Students i	Care Testing, equation dentify method of	quipment calibrati of specimen colled	on, ction,
e specimen collection ection and handling o ets state requirement	including venipuncture and f body fluids for testing and s for medical assisting venip all course assignments, skills	capillary puncture, pe culture in compliance uncture and capillary	rformance of uri with regulatory puncture. Studer	ne procedures, an and industry stan nts completing thi	ıd dards.
C-ID Code: Click her	aligned to a C-ID descriptor? e to enter text. lation Officer for assistance		□No	⊠ N/A	
Will course be cross	-listed? ☐ Yes 🏻 🖂	No			

If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: Click here to enter text.

,	course meet student needs in ways that not? Need for noncredit option in additionadvisory committee members. The noncr	course: How was the need for this course identified? How will this currently approved courses (including those from other departments) do on to graded option was identified by department chair and program redit course is part of a noncredit program pathway intended for students is intended for the incumbent worker seeking updated knowledge and
	• • • •	h School English Composition and Writing; High School Math Inded requisites. Refer to the <u>Chancellor's Guidelines for Title 5 §55003</u>
7	☑ No Course WILL be included in a Which ones: Clinical MA Cert of Comp	in a degree or certificate program. a degree and/or certificate program. Deletion; Comprehensive MA Cert of Completion ed) must be submitted at the same time as the new course is being developed
	8. Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Non-credit	 □ Option of a standard letter grade or Pass/No Pass □ Pass/Satisfactory Progress/No Pass (P/SP/NP)
!	If yes, how many times? ☐ 1 ☐ 1 ☐ Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/Ge	by Transfer Institution (CSU & UC only) to meet lower division
	10. Will this course be part of an approve ☐ Yes If yes, identify family: Click he ☐ No	

equipment, facilit	163.													
Staff														
Faculty														
Internet														
Computer techno	logy													
Webcam														
Classroom														
Skills lab														
Laboratory equip	ment and s	upplies												
12. If degree-applicable	, please cor	mplete the	following inf	ormation o	n articulatio	n recommen	dations. Ple	ase contact						
the Articulation Offi	cer for assis	tance.	⊠ N/A											
12A. Transfer: W	ould vou re	commend	that this cou	rse transfer	to:									
12A. Transfer: Would you recommend that this course transfer to: CSU □ Yes □ No UC □ Yes □ No						□Nο								
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Will the course Title Click AA/AS/GE Degree	rse satisfy a h document Click Course No. Click Course No. Click Course No. cation: Would consult with the consult wit	at Clic CSU	uirement at 0 c, complete to ck Campus Ck Campus Campus Ch Campus Humanities /Art	Click UC Can	R R R R R R R R R Compus Communications	equired for - equired for - equired for - E requirement his section. Math/ Quantitative	Program of Click Program of Click Program of the Interior of the Institutions	Major Major he following Cultural Diversity						
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Will the course Title Click AA/AS/GE Degree	rse satisfy a h document Click Course No. Click Course No. Click Course No. cation: Would consult with the consult wit	at Clic CSU	uirement at 0 c, complete to ck Campus Ck Campus Campus Ch Campus Humanities /Art	Click UC Can	R R R R R R R R R Compus Communications	equired for - equired for - equired for - E requirement his section. Math/ Quantitative	Program of Click Program of Click Program of the Interior of the Institutions	Major Major he following Cultural Diversity						

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/

	NEW COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600:	MA 613NC (413NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.					
Click to enter date	January 5, 2024	Susan Miller (white) Signature, Faculty Requestor			
Click to enter date	January 5, 2024 Susan Miller	Susan Míller (whíte) Signature, Department Chair			
Click to enter date	Print Name	Susan Miller Signature, Other related discipline Chair (if relevant)			
Click to enter date	Click here to enter text. 1.11.24	Sherrie Loewen, Ph.D Signature, Dean			

these symbols:	O Character max and do not use any of ? < > " \ / * :) SIS AND SURGICAL PROCEDURES	Short Title: ASEPSIS AND SURG PROC
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00
Credit Status:	☐ Credit – Degree Applicable ☐ Cre	dit – Non-degree Applicable 🛛 Non-Credit
TOP Code: 120	8.10 Non-Credit Category: Sho	rt-term Vocational Occupational Code (SAM): C

1. Anticipated first term of offering: \square Fall \square Spring Year 2025

2. Catalog Description:

Students learn medical-office clinical skills, infection prevention, regulatory safety standards and skills for work in a physician's office or ambulatory clinic using medical and surgical aseptic techniques, performance of bandaging, wound care, surgical tray set up, disinfection and sterilization of equipment. Students identify instruments for use for surgical a variety of minor office surgical procedures. Students should take MA 406NC, HSC 404NC and MA 411NC before enrolling in this course. All Students taking this course must complete and pass all course assignments demonstrating satisfactory performance.

3-26-24 Agenda Item 12 Page 79

3.	Is this course being aligned to a C-ID descripto C-ID Code: Click here to enter text. If yes, see the Articulation Officer for assistance		☐ Yes descriptors.	□ No	⊠ N/A
4.	Will course be cross-listed? ☐ Yes ☐ If yes, which department is responsible for sch	⊠ No neduling, upo	dating, and asse	ssing the course?	·
	Reason for cross-listing: Click here to enter tex	ĸt.			
5.	Justification of recommendation for new course course meet student needs in ways that current not? Need for noncredit option in addition to gadvisory committee members to help meet en program pathway intended for students not reupdated knowledge and skills. Non-credit grad	ntly approve graded optic nployment d equiring colle	ed courses (incluing was identified lemands. The notice of the contract of the	ding those from d by department oncredit course is	other departments) do chair and program s part of a noncredit
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: MA 406NC, HSC 404NC a Completion of High School English Compositio *Please attach justification for the recommended re	n and Writin	ıg; High School I		<u> Title 5 §55003</u>
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree. ☐ No Course WILL be included in a degree. Which ones: Clinical MA Cert of Completion	ree and/or	certificate prog	gram.	1
	*Paperwork for the program (new or revised) m	ust be submi	tted at the same	time as the new	course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Non-credit			letter grade or I gress/No Pass (F	•
9.	Additional skills that will be acquired by rep	⊠ 3 □ U Work Expe	Jnlimited (Nor rience	n-credit only)	

10. Will this course be part of an approved family?

		lentify fam	ily: Click he	re to enter t	ext.			Page	e 80
11	. What resources vequipment, facility Staff Lab assistant Faculty Internet/ Wifi Computer technology Webcam Classroom Skills lab Laboratory equip	ties. ology						faculty, sup	oplies/
12	. If degree-applicable the Articulation Offi	icer for assis	stance. 🗵	□ N/A			n recommen	dations. Ple	ease contact
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	Private		∃ Yes □] No					
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	text.		at			R	equired for		
(Course Title	Course No	. CSU	Campus	UC Cam	npus	_	Program o	r Major
	Click	Click	atClic		Click	R	equired for -	Click	
	Course Title	Course No	. CSU	Campus	UC Can	npus		Program o	r Major
_	Click Course Title	Click Course No	— at Clic	Campus	Click UC Cam	Re	equired for -	Click Program o	r Major
,	Course Title	Course NO	. 030	Campus	OC Call	ιρασ		i i ogi ai i i c	ı ıvıajui
	12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.								
		Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
_	1 1 1 1 C 1 C F D	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
	AA/AS/GE Degree								
-	CSU G.E.								
- ['	UC Transfer/GE								

NEW COURSE PROPOSAL						
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)				
Department: Medical Assisting	Course Prefix & Number 600:	MA 614NC (414NC)				

	submitting to the Cui	epartment Chair and Division Dean prior to rriculum Office.
Click to enter date	January 5, 2024	Susan Miller (white) Signature, Faculty Requestor
Click to enter date	January 5, 2024 Susan Miller	Susan Miller (white) Signature, Department Chair
Click to enter date	Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 Print Name	Sherrie Loewen, Ph.DSignature, Dean
Course Title (60 Chara these symbols: ? < > " Medication Administ		Short Title: Medication Administ
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00
Credit Status: Credit Status:	edit – Degree Applicable 🔻 Cred	dit – Non-degree Applicable ⊠ Non-Credit
TOP Code: 1208 10	Non-Credit Category: Shor	t-term Vocational Occupational Code (SAM):

1. Anticipated first term of offering:
☐ Fall ☐ Spring Year 2025

2. Catalog Description:

Instruction on pharmacology, math calculations, anatomy, physiology, equipment, aseptic and sterile technique, patient care and education, emergency procedures, injections, skin testing and medication by inhalation. Meets state requirements for medical assisting injection training and skills. Students completing this course complete all course assignments, skills, demonstrating satisfactory performance.

3-26-24 Agenda Item 12 Page 82

3.	Is this course being aligned to a C-ID descriptor? ☐ Yes ☐ No ☒ N/A C-ID Code: Click here to enter text.
	If yes, see the Articulation Officer for assistance with C-ID descriptors.
4.	Will course be cross-listed? \square Yes \boxtimes No If yes, which department is responsible for scheduling, updating, and assessing the course?
	Reason for cross-listing: Click here to enter text.
5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.
	Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing; High School Math *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☒ No Course WILL be included in a degree and/or certificate program. Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
	, , , , , , , , , , , , , , , , , , ,
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☒ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☒ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division

		ements for a b	oaccalaureate d on	egree.			Page 83
10.	Will th ☐ Yes ⊠ No	If yes, ident	art of an appro tify family: Click	ved family?	ext.		
11.	equipe Staff Facult Intern Comp Webca Classr Skills I	ment, facilities y et uter technolog am oom ab			is class at Saddle	eback? e.g. staff,	, faculty, supplies/
		ee-applicable, pliculation Officer		the following info	ormation on artic	ulation recomme	ndations. Please contact
	12A.	Transfer: Wou CSU Private	ld you recomme □ Yes □ Yes	nd that this coul No No		es 🗆 No	
				requirement at (If so, complete t		□ Yes □	□ No
Cl	ick her	e to enter	Click	Click	Click		Click

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

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Click

UC Campus

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	Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

Program or Major

Program or Major

Program or Major

NEV	W COURSE PROPOSAL	
Date: January 5, 2024	Prepared & Submitted by:	Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600:	MA 624NC (424NC)

	submitting to the Cu	rriculum Office.		
Click to enter date	January 5, 2024	Susan Mille	er (white)	
	, ,		Faculty Requ	
Click to enter date	January 5, 2024	Susan Mille	er (white)	
	Susan Miller	Signature,	Department	Chair
Click to enter date		·		
	Print Name	Signature,		
		Other rela	ted discipline	Chair (if relevant)
Click to enter date	1.11.24	Sherrie Loe	wen, Ph.D	
	Print Name	Signature,	Dean	
these symbols: ? < > " BASICS OF MEDICAL I REIMBURSEMENT Units: 0	Lec hrs: 3.00		Lab hrs: C	lick here to enter text.
Offics. O	200 1113. 3.00		Lub III 5. C	nek here to criter text.
Credit Status: 🗆 Cr	edit – Degree Applicable 🔻 🗆 Cred	dit – Non-degree Ap _l	olicable 🛭	☑ Non-Credit
TOP Code: 1208.20	Non-Credit Category: Shor	t-term Vocational	Оссі	upational Code (SAM): (
Catalog Description: troduces students to the ment, credit and colle	m of offering: Example Ball Example basics of medical insurance and bections and banking procedures used to banking, billing, collections, or the second	oilling. Covers physic	cian fees, incee and ambu	latory healthcare setting
C-ID Code: Click here	aligned to a C-ID descriptor? e to enter text. Ilation Officer for assistance with C	☐ Yes C-ID descriptors.	□ No	⊠ N/A
Will course be cross	-listed? ☐ Yes ☒ No			
	ment is responsible for scheduling,	updating, and asses	sing the cou	ırse?

3-26-24 Agenda Item 12 Page 85

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.
	Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing; High School Math *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Administrative MA Cert of Completion; Comprehensive MA Cert of Completion
	*Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. *Provide documentation
10.	. Will this course be part of an approved family? ☐ Yes If yes, identify family ☒ No

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12. If degree-ap	plicable, please c on Officer for ass		the following inf	ormation o	n articulatio	n recommer	ndations. Ple	ease contact
12A. Trans	sfer: Would you	recomme	nd that this cou	rse transfer	to:			
CSU		☐ Yes	□ No	UC	□ Yes □	□ No		
Priva	te	☐ Yes	□No					
Will t	the course satisfy	a major ı	requirement at (CSU or UC?		Yes \square] No	
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	N	EW COURSE PROPOSAL	
Date: Janua	ary 5, 2024	Prepared & Submitted by:	Susan Miller (White)
Department: Medic	cal Assisting	Course Prefix & Number 600:	MA 682NC (482NC)
Obtain original (om your Department Chair and	Division Dean prior to
	submitting	g to the Curriculum Office.	
Click to enter date	January 5, 2024	Susan Miller (v Signature, Fa	white)culty Requestor
Click to enter date	January 5, 2024 Susan Miller		white) epartment Chair
Click to enter date	Print Name	 Signature,	
		Other related	l discipline Chair (if relevant)
Click to enter date	1.11.24 Print Name	Sherrie Loewe Signature, De	n, Ph.D aan
Credit Status: ☐ Cre	edit – Degree Applicable	e □ Credit – Non-degree Applic	able 🗵 Non-Credit
TOP Code: 1208.20	Non-Credit Cat	egory: Short-term Vocational	Occupational Code (SAM): C
Anticipated first to the second	term of offering:⊠ Fall	☐ Spring Year 2025	
and coding pract Terminology (CPT Diseases (ICD) pr	ices used in medical off Γ), Healthcare Common	ices, outpatient, ambulatory and h Procedure Coding System (HCPCS introduced. Covers relationship be	uding insurance, billing, collections nospital settings. Current Procedural), and International Classification of etween coding, reimbursement,
C-ID Code: Click here		ptor? ☐ Yes ☐ ance with C-ID descriptors.	l No ⊠ N/A
. Will course be cross If yes, which departi		oxtimes No scheduling, updating, and assessin	ng the course?
Reason for cross-list	ing: Click here to enter	text.	

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet students' needs in ways that currently approved courses (including those from other departments) do not?

The proposed course recommendation was a result of program advisory committee, faculty and student input. Health care employers seek course options to help cross train existing workers. The non-credit option provides students with the opportunity to gain knowledge without academic risk. The non-credit option potentially lowers the students' costs. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits. Noncredit options serve as a bridge for the incumbent worker seeking to learn or update knowledge and skills. By offering the noncredit option, students can achieve career development and advancement in healthcare. Students seeking the completion of a degree or certificate of achievement would complete the for-credit, mirrored courses. The non-credit courses are mirrored with for credit courses.

6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: none Recommended Prep: Completion of High School English Composition and Writing; High School Math *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☐ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Administrative MA Cert of Completion; Comprehensive MA Cert of Completion *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Option of a standard letter grade or Pass/No Pass ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? ☐ No ☐ Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times? ☐ 1 ☐ 2 ☐ 3 ☐ Unlimited (Non-credit only) Reason for Repeating:* ☐ Intercollegiate Athletics ☐ Intercollegiate Competition ☐ Occupational Work Experience/General Work Experience ☐ Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree. **Provide documentation**
10	. Will this course be part of an approved family?
	\square If yes, identify family:
\boxtimes [No

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	Idea for program. ADTs do NOT need to complete this process.
	a. Program Name: Administrative Medical Assistant
	b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion
	c. Program TOP code: 1208.20 CIP: 51.0710
	d. Contact information for Program Initiator: Susan White; swhite16@saddleback.edu 9495824912
	e. Proposed Pathway for new program: Health and Wellness
	f. Summary description of the new program:
	The Administrative Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn appointment scheduling, reception techniques, communication, medical records and electronic health records management, data entry, billing, coding, insurance reimbursement, public relations, practice-building techniques, and basic computer skills. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC then begin the medical assisting program in the fall. Program completion qualifies students to sit for the American Academy of Professional Coders (AAPC) and Certified Practice Coder (CPC) certification exams, but does not qualify students to sit for the California Certifying Board for Medical Assistants (CCBMA) certification. Program Student Learning Outcomes: Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills
	related to administrative medical assisting; Prepares patient records for insurance, billing and coding procedures
	g. Brief Description of how the idea for the new program came about:
2	g. Brief Description of how the idea for the new program came about: LMI data indicates that projected industry demand for medical assistants will continue at 14% from 2022 to 2032. Growth is much faster than the average for all occupations, including nursing. Throughout the SoCal region, 114,600 medical assistant job openings per year are expected over the next few decades and employment gaps continue to rise. Medical advances, technology, healthcare system expansions, new medical offices drive the need for medical assistant who possess knowledge and skills. Additionally, anticipated new hires are required to replace workers vacate existing jobs due to job advancement or, retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and offering non-credit course options in addition to for credit. Offering non-credit and credit options provides students with more flexible grading options. Non-credit options also provide incumbent workers and employers with educational and training resources. The non-credit option offers students the option of attaining skills and career advancement without increasing cost and completion time, while the credit option does not restrict students' academic growth and potential degree completion. h. Please list all courses to be included in the program and total units: If courses are new or need to be revised, please mark as such. Courses requiring revision are indicated with an (*) sign. New Courses: HSC 604NC (404NC) MEDICAL TERMINOLOGY (students take this course prior to entering the program.) [49.8 hours]
	MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] Existing Courses: CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours]
	MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] Existing Courses: CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours] or
	MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] Existing Courses: CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] Total Hours: 298.8 Document Department/Inter-Departmental discussions with signatures in preparation for Step 4
	MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] Existing Courses: CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] Total Hours: 298.8 Document Department/Inter-Departmental discussions with signatures in preparation for Step 4 Signature/Date, Program Initiator Signature/Date, Dept. Chair
3	MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] Existing Courses: CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] Total Hours: 298.8 Document Department/Inter-Departmental discussions with signatures in preparation for Step 4 Signature/Date, Program Initiator Susan White RN, MSN 8/25/2023 Susan White RN, MSN Dept Chair 8/25/2023
3	MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] Existing Courses: CIMA 401NC OFFICE SKILLS − MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] Total Hours: 298.8 Document Department/Inter-Departmental discussions with signatures in preparation for Step 4 Signature/Date, Program Initiator Susan White RN, MSN 8/25/2023 Signature/Date, Division Dean Other discipline faculty/chair (if applicable) or □ n/a
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	MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] Existing Courses: CIMA 401NC OFFICE SKILLS − MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] Total Hours: 298.8 Document Department/Inter-Departmental discussions with signatures in preparation for Step 4 Signature/Date, Program Initiator Susan White RN, MSN 8/25/2023 Signature/Date, Division Dean Sherrie Loewen, Ph.D. Articulation Officer: Review date (if applicable) Date Initials Curriculum Committee: Review date October 12, 2023
4	MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] Existing Courses: CIMA 401NC OFFICE SKILLS − MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] Total Hours: 298.8 Document Department/Inter-Departmental discussions with signatures in preparation for Step 4 Signature/Date, Program Initiator Susan White RN, MSN 8/25/2023 Signature/Date, Division Dean Sherrie Loewen, Ph.D. Articulation Officer: Review date (if applicable) Date Initials Date Initials

1	Idea for program. ADTs do NOT need to comple	te this process.						
	a. Program Name: Clinical Medical Assi	stant						
	b. Program Type: (use drop down menu or writ	te in) NonCredit Cert of Completion						
	c. Program TOP code: 1208.10	CIP: 51.0801						
	_	usan White; swhite16@saddleback.edu 9495824912						
	e. Proposed Pathway for new program: Health a							
	f. Summary description of the new program:	mu weiniess						
		oor adjustion (CE) cortificate program designed for students who have						
	experience working as a medical assistant. Stud communication, medical records, documentation surgery, ECG and spirometry procedures. Stude	eer education (CE) certificate program designed for students who have ents learn law, ethics, infection prevention, safety, HIPAA, physical exam, on, laboratory procedures, venipuncture, pharmacology, injections, minor officents should start in summer and finish in two semesters. High school students I assisting program in the fall. Program completion does not qualify students to Il Assistants (CCBMA) certification.						
	Program Student Learning Outcomes: Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills related to clinical medical assisting; Assists the physician to perform patient care examinations and procedures.							
	g. Brief Description of how the idea for the new							
2	LMI data indicates that projected industry dema much faster than the average for all occupation job openings per year are expected over the net technology, healthcare system expansions, new and demonstratable skills. Additionally, anticipa advancement or retirement. Saddleback College Advisory Committee (PAC) recommend curricula credit course options in addition to for credit. Ograding options. Non-credit options also provide The non-credit option offers students the option completion time, while the credit option does in h. Please list all courses to be included in the pas such. Courses requiring revision are indicated New Courses:	and for medical assistants will continue at 24% from 2022 to 2032. Growth is so, including nursing. Throughout the SoCal region, 114,600 medical assistant at few decades and employment gaps continue to rise. Medical advances, medical offices drive the need for medical assistants who possess knowledge ated new hires are required to replace workers vacating existing jobs due to jobe? Strategic Planning, Medical Assisting Department Chair, Faculty and Program are changes. The changes include course revisions, deletions and offering non-offering non-credit and credit options provides students with more flexible incumbent workers and employers with educational and training resources. In of attaining skills and career advancement without increasing cost and not restrict students' academic growth and potential degree completion rogram and total units: If courses are new or need to be revised, please mark if with an (*) sign. Students take this course prior to entering the program.) [49.8 hours] ALASSISTING* [49.8 hours] BOCEDURES* [83 hours] GICAL PROCEDURES [83 hours]						
		ION PROCEDURES [83 nours]						
	Total Hours: 431.6							
		scussions with signatures in preparation for Step 4						
	Signature/Date, Program Initiator	Signature/Date, Dept. Chair						
3	Susan White RN, MSN 8/25/2023	Susan White RN,MSN Dept Chair 8/25/2023						
	Signature/Date, Division Dean Sherrie Loewen, Ph. D.	Other discipline faculty/chair (if applicable) or \Box n/a						
	Articulation Officer: Review date (if applicable)	EWD Director: Review date (if applicable)						
4	Date Initials	Date Initials						
5	Curriculum Committee: Review date October 1							
	Consultation Council: Review date 7	Curriculum Chair posts cleared Notice of Intent on the Curriculum Website						
6	7	New Program Status link						

L	Idea for program. ADTs do NOT need to complete this process.
	a. Program Name: Comprehensive Medical Assistant
	b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion
	c. Program TOP code: 1208.00 CIP: 51.0801
	d. Contact information for Program Initiator: Susan White; swhite16@saddleback.edu 9495824912
	e. Proposed Pathway for new program: Health and Wellness
	f. Summary description of the new program:
2	The Comprehensive Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn: appointment scheduling, reception techniques, communication, medical records and electronic health records management, data entry, billing, coding, insurance reimbursement, laboratory and medication administration procedures including venipuncture, capillary puncture and injections, electrocardiography, spirometry, public relations, practice-building and basic computer skills. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC and start medical assisting in the fall. Program completion qualifies students to sit for the American Academy of Professional Coders (AAPC) and Certified Practice Coder (CPC) certification exams, but does not qualify students to sit for the California Certifying Board for Medical Assistants (CCBMA) certification. Program Student Learning Outcomes: Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills related to administrative and clinical medical assisting; Assists the physician to perform patient care examinations and procedures. g. Brief Description of how the idea for the new program came about: LMI data indicates that projected industry demand continues at 24% from 2022 to 2032, which is above average for all occupations including nursing. Over the next few decades 114,600 medical assistant job openings per year are expected in the Socal region. Employment gaps continue as medical and technological advances grow and healthcare systems expand and are being built. Additionally, new hires are required to replace workers vacating existing jobs due to job advancement or, retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and adding courses that can be taken as cred
	CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours]
	Total Hours: 630.8
	Document Department/Inter-Departmental discussions with signatures in preparation for Step 4
	Signature/Date, Program Initiator Signature/Date, Dept. Chair
3	Susan White RN, MSN 8/25/2023 Susan White RN, MSN Dept Chair 8/25/2023
	Signature/Date, Division Dean Other discipline faculty/chair (if applicable) or □ n/a
	Sherrie Loewen, Ph.D.
4	Articulation Officer: Review date (if applicable) EWD Director: Review date (if applicable)
E .	Date Initials Date Initials Curriculum Committees Review date October 13, 2023
5	Curriculum Committee: Review date October 12, 2023 Consultation Council: Review date 7 Curriculum Chair posts cleared Notice of Intent on the Curriculum Website
6	Consultation Council: Review date 7
	New Flogram Status mik

SADDLEBACK COLLEGE NEW CREDIT COURSES ACADEMIC YEAR 2025-2026

School/				
Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				Irng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled
				for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
				nv, 2 units/1 hr lec/3 hrs lab/0 hr lrng
				cntr, gr opt GR - Letter Grade or Pass/No
HW	KNES 604 (4)	674110.25	BEGINNING WEIGHT LIFTING	Pass, DE, non-repeatable
				nv, 2 units/1 hr lec/3 hrs lab/0 hr lrng cntr,
			INTERMEDIATE WEIGHT	rec prep KNES 4, gr opt GR - Letter Grade or
HW	KNES 605 (5)	674110.30	LIFTING	Pass/No Pass, DE, non-repeatable

SADDLEBACK COLLEGE NEW CREDIT COURSES ACADEMIC YEAR 2025-2026 3-26-24 Agenda Item 14 Page 94

				nv, 2 units/1 hr lec/3 hrs lab/0 hr lrng cntr,
				rec prep KNES 5, gr opt GR - Letter Grade or
HW	KNES 606 (6)	674170.15	ADVANCED WEIGHT LIFTING	Pass/No Pass, DE, non-repeatable

SADDLEBACK COLLEGE NEW NONCREDIT COURSES ACADEMIC YEAR 2024-2025

School/				
Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other
				noncredit enhanced funding, L=not eligible for
				enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				Irng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship,
				B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled
				for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
		+		val=validation
				nc, 0 unit/10 hrs lec/3 hrs lab/0 hr lrng cntr,
				coreq EMT 417NC, lim Current clinical
			EMERGENCY MEDICAL	placement requirements, gr opt NC -
HW	EMT 407NC	993000.00	TECHNICIAN PROCEDURES NC	Noncredit, DE, repeatable 1 time
1 1 V V	LIVIT TO/INC	223000.00	EMERGENCY MEDICAL	nc, 0 unit/0 hr lec/3 hrs lab/0 hr lrng cntr,
			TECHNICIAN CLINICAL	coreq EMT 407NC, gr opt NC - Noncredit,
L1\A/	ENAT A17NC	002001 00		
HW	EMT 417NC	993001.00	OBSERVATION NC	DE, repeatable 1 time

3-26-24 Agenda Item 15 Page 96

SADDLEBACK COLLEGE NEW NONCREDIT COURSES ACADEMIC YEAR 2024-2025

					nc, 0 unit/0 hr lec/0 hr lab/3 hrs lrng cntr,
		MATH		CALCULUS INSTRUCTIONAL	oe/oe, gr opt NC - Noncredit, repeatable up
SN	1	300NC	992982.00	SUPPORT LAB	to 99 times

SADDLEBACK COLLEGE NEW PROGRAM ACADEMIC YEAR 2024-2025

New <u>Emergency Medical Technician</u> Certificate of Completion

The Emergency Medical Technician Certificate of Completion is designed to develop students into proficient and compassionate prehospital emergency professionals. Coursework covers the cognitive, psychomotor, and affective aspects of Basic Life Support level prehospital care as identified in the National EMS Education Standards, including biochemistry, anatomy, physiology, pathophysiology, assessment and treatment interventions, operations, administration, safety, and well-being. Students must achieve a grade of "P" in EMT 407NC, and successfully complete all requirements for EMT 417NC, to be awarded a course completion certificate, which is required to take the National Registry EMT written examination and become certified as an EMT. The courses in this program also satisfy the Orange County EMT accreditation training requirements.

<u>Program Student Learning Outcomes</u> <u>Students who complete this program will be able to:</u>

- Demonstrate proficiency in the cognitive aspects of prehospital emergency medical care as specified in the National Emergency Medical Services Education Standards.
- Demonstrate proficiency in the psychomotor aspects of prehospital emergency medical care as specified in the National Emergency Medical Services Education Standards.
- Demonstrate proficiency in the affective aspects of prehospital emergency medical care as specified in the National Emergency Medical Services Education Standards.

Required Core

HSC 422NC*	Basic Life Support – CPR Am	<u>erican</u>
	Heart Association	<u> 16.6</u>
EMT 407NC*	Emergency Medical Technici	<u>an</u>
	Procedures NC	215.8
EMT 417NC*	Emergency Medical Technici	<u>an</u>
	Clinical Observation NC	49.8

Total Hours for the Certificate 282.2

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

SADDLEBACK COLLEGE NEW PROGRAM ACADEMIC YEAR 2024-2025

New <u>Public Health</u> <u>Associate in Science</u> for Transfer

The Associate in Science in Public Health for Transfer Degree (AS-T) is designed to prepare students with a general education in the principles, concepts and methodologies of Public Health. Public Health is a dynamic field that focuses on community-based efforts to prevent disease, prolong life, and promote healthy environments and lifestyles. Students discuss the role of community engagement in promoting public health and social justice. They will learn of the multiple determinants of health, including behavioral, sociological, economic, genetic, environmental, and other factors that impact human health and health disparities. Students will gain understanding of the biopsychosocial basis for health and healthy populations. Students study the risk factors and modes of transmission for infectious and chronic diseases and how these diseases affect both personal and public health. They will apply the basic concepts, methods, and tools of public health data collection, use, and analysis and explain why evidence-based approaches an essential part of public health practice.

Students will be prepared for careers in a variety of settings, including hospitals, state and local health departments, non-profit agencies, educational institutions, research organizations, health clinics, and international programs.

This degree is designed for seamless transfer to a California State University. Students graduating with an Associate in Science in Public Health for Transfer Degree are well positioned to complete a bachelor's degree in a similar major within the California State University system with 60 units of upper-division coursework. Students who complete the Public Health AS-T degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students must maintain a minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum 2.0 is required for CSU admission, some majors may require a higher GPA. Please consult a counselor for more information.

<u>Program Student Learning Outcomes</u> <u>Students who complete this program will be able to:</u>

- Appraise the guiding principles of public health as a discipline, including how public health differs from personal health.
- Propose public health interventions to improve the health of a population.
- Assess the burden of disease on the health of populations, including the impact of environmental exposures and use data to support evidence-based practices.
- <u>Identify the various determinants of health</u> and how it is impacted by policies.

SADDLEBACK COLLEGE NEW PROGRAM ACADEMIC YEAR 2024-2025

Associate (pursuant to	Degree	for	Transfer	requi	rements
(pursuant to	SB1440,	§6674	<u>(6)</u>		
1. Completio	<u>n of 60 sei</u>	neste	er units or	<u>90 quart</u>	<u>er units</u>
			sfer to the		
			oth of the f ental Gener		
a. <u>'</u>	Ine Inters	egme	entai Gener Eulum (IGE	TC) on t	<u>ation</u> bo
			University		
			dth Requi		
	GE-Breadt				
b. 4	1 minimu	m of	18 semes	ter unit	s or 27
9	quarter u	nits	in a maj	or or	<u>area of</u>
9	<u>emphasis,</u>	as	determ	<u>ined</u> b	oy the
			ege distric		c
2. Obtainme	nt of a mi	<u>nımı</u>	<u>ım grade p</u> rn a "C" (ont av	erage of
			uired for th		
of emph		<u>s i cq</u>	un eu ioi u	ie major	<u> Ul al Ca</u>
<u>or empir</u>	udidi.				
Required Co	re:				
HLTH 1	Contemp	orary	Health Iss	ues	_3
PH 1	Introduct	ion t	o Public He	alth	_3
BIO 20	Introduct	ion t	o Biology		4
Select one					
BUS 10*	Business	Statis	stics		_3
<u>or</u>					
MATH 10*	Introduct	ion t	o Statistics		_3
<u>or</u>					
PSYC 44*	Statistics	for tl	<u>ne Behavior</u>	<u>al</u>	
	Science	es			_3
List A: Selec					
<u>CHEM 3*</u>					
CHEM 1A*	General C	hem	istry		_5
BIO 11*	Human A	nato	my		4
BIO 12*	Human P	hysio	logy		4
List B: Comp					
PH 103	Health an	d So	<u>cial Justice</u>		_3
List C: Selec		10			
<u>HS 170</u>			her Drugs	<u>in Our</u>	
	Society				_3
PH 102			ion and Pro	motion	3
HLTH 3	Women's				_3
PSYC 5*		_	Aspects of I	<u>Iuman</u>	
	<u>Sexuali</u>	ty			_3

Total Units for the Major 23-24

*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

NE	W COURSE PROPOSAL	
Date: 1-1-24	Prepared & Submitted by:	Mike Bennet
Department: KNEA	Course Prefix & Number 600:	KNEA 606 (6)

Depa	artment: KNEA		Course Prefix & N	lumber 600:	KNEA 606	(6)
	Obtain original (blue	ink) signatures fro	m your Departme	nt Chair and	Division Dea	n prior to
		submitting	to the Curriculum	Office.	Λ	
Click	to enter date	Mike Bennett				
		Print Name		Signature, Fa	aculty Requesto	or
Click	to enter date	Mike Bennett	0	- 2	1)/>	>
		Print Name		Signature, D	epartment Cha	ir
Click	to enter date	Click here to enter Print Name	text	Signature,	nA	1
Click	to enter date	Dan Clauss	Clauss	Other relate	Jan V	air (if relevant)
				5.8.1		
thes	rse Title (60 Character se symbols: ? < > " \ / APTED SPORTS		e any of Short Ti	tle: ADAPTED	SPORTS	
Unit	:s: 1.0	Lec hrs:	0.5	La	b hrs: 1.5	
Cred	dit Status: 🛛 Credit	– Degree Applicable	e 🗆 Credit – Non-	-degree Appl	icable 🗆 No	on-Credit
	Code: 0.835.80 – pted Physical	Non-Credit Catego	ry: Click here to en		ccupational C ccupational	ode (SAM): E – Non-
1. An	iticipated first term of	offering:	☑ Fall ☐ Spring	Year 2025		
Int inc	· ·	e, behavioral, and/o	r physical disabilitie	s who need a	ssistance and	dodgeball. Designed fo l equipment adaptation dividual needs.
C-I	this course being align ID Code: n/a /es, see the Articulatio				☑ No	□ N/A
	ill course be cross-liste yes, which departmen		⊠ No scheduling, updatir	ng, and assess	sing the cours	se?
Ro	ason for cross-listing	n/a				

	not?
	We offer a 1.5-unit version of adapted sports in the fall and spring. We would like to offer it in the summer, but the times and activities being instructed with fit better as a one-unit course.
6.	Course Requisites: List all requisites*: n/a Prerequisite: none Co-requisite: none Limitation on enrollment: Click here to enter text. Recommended Prep: none *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☑ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Click here to enter text. *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Non-credit ☐ Proposed Grading System: ☐ Description of a standard letter grade or Pass/No Pass ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times?
10	. Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☒ No
11.	What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities. This course is currently offered in the fall and spring, so all staff, faculty, supplies and equipment are currently in place.
12.	If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. \square N/A

5. Justification of recommendation for new course: How was the need for this course identified? How will this

course meet student needs in ways that currently approved courses (including those from other departments) do

12A. Transfer: W	ould you reco	omm	end that this co	urse transfer	rto:	
CSU	\boxtimes	Yes	□ No	UC	Yes □ No	
Private		Yes	□ No			
	•	-	requirement a If so, complete		⊠ Yes □ No ng:	
Adapted Sports	116A	at	CSU Northridge	Click	Kinesiology Required for	
Course Title	Course No.		CSU Campus	UC Camp		ajor
Physical Activity and	PE4		Click	UC Davis	Physical Educa	tion
the Disabled		at			Required for	
Course Title	Course No.		CSU Campus	UC Camp	pus Program or Ma	ajor
Click	Click		Click	Click	Click	
Course Title	Course No.	at	CSU Campus	UC Camr	Required for Program or Ma	aior

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEW COURSE PROPOSAL							
Date	: 1-1-24	Prepared & Submitted by:	Mike Bennett				
Department:	Department: Click here to enter text. Course Prefix & Number 600: KNEA 608 (8)						

_[Department: Click here	e to enter text.	Course Prefix & N	umber 600:	KNEA 608 ((8)
	Obtain original (blu		om your Departmen		Division Dear	n prior to
ŀ		Januaria	, to the cumoulant	- C7	01	<u> </u>
- 1	Click to enter date	Mike Bennett			1/1/	1
		Print Name		Signature, Fa	culty Requesto) P
				2	N. A	v n
- 1 '	Click to enter date	Mike Bennett		61 1 5	- 	X#
		Print Name		Signature, Di	partment Chai	r
Ι,	Click to enter date	Click here to enter	rteyt			
	chek to effect date	Print Name		Signature,	11/2	
		Timeradile		_	d discipline Cha	air (if relevant)
		$\int_{-\infty}^{\infty}$		6	Jan No	(,
- (Click to enter date	Dan Clauss	Jan Claus	N.	your any	
L		Print Name		Signature, De	e an	
	Course Title (60 Characte		se any of Short Tit	le: ADAPT O	JTDOOR ED/F	REC
'	these symbols: $? <> " \setminus /$	1 /				
	ADAPTED OUTDOOR ED	UCATION AND RECR	REATION			
	Units: 1.0	Lec hrs	s: 0.5	La	b hrs: 1.5	
-		. 5	1			0 19
L	Credit Status: 🛛 Credi	t – Degree Applicabl	le 🗆 Credit – Non-	degree Appii	cable 🗆 No	n-Credit
	TOP Code: 0835.80 -	Non-Credit Catego	ory: Click here to ent	er text. O	ccupational Co	ode (SAM): E-Non-
	Adapted Physical			00	cupational	
1.	Anticipated first term o	of offering:	□ Spring	Year 2025		
	·	J				
2.	Catalog Description:					
	Introduction to outdoo	r recreation modifie	d and designed for s	tudents that	have particip	ated in therapy,
	rehabilitation, have chr		_			
		_				
	focuses on safety, outo		_			
	while participating in or	ne or more outdoor	activities, including b	out not limite	d to: stand uբ	o paddling, kayaking,
	sailing, surfing, hiking, r	ock climbing, and ar	chery.			
		<u>.</u>				
2	Is this course being alia	nod to a CID docario	ptor? □ Ye	·c	No	□ N/A
э.	Is this course being alig	neu to a c-ib descrip	ptor: Life	:s 🗵	INU	⊔ N/A
	C-ID Code: n/a	ion Officer for acciet	tanco with CID dass	rintors		
	If yes, see the Articulat	ion officer for assist	lance with C-1D desci	iptors.		
1	Mill agurage ha arraga list	tod2 □ V	⊠ No			
4.	Will course be cross-list		⊠ No	a and	ing the saves	•J
	If yes, which departme	iit is responsible for	scrieduling, updating	g, and assess	ing the cours	e:
	Peacon for cross listing	n/a				
	Reason for cross-listing	:: n/a				

	not?	
		rse that is very popular with our students in the fall and the spring. se and our 1.5-unit version covers too much time and activities to
6.	Course Requisites: List all requisites*: Prerequisite: none Co-requisite: none Limitation on enrollment: Click here to enter to Recommended Prep: none *Please attach justification for the recommended recommende	ext. quisites. Refer to the <u>Chancellor's Guidelines for Title 5 §55003</u>
7.	Will this be a standalone course? ☑ Yes Course will NOT be included in a degree which ones: Click here to enter text. *Paperwork for the program (new or revised) must	
8.	•	☑ Option of a standard letter grade or Pass/No Pass☐ Pass/Satisfactory Progress/No Pass (P/SP/NP)
9.	Additional skills that will be acquired by reporting the skills that will be acquired by	Yes eating this course must be included in the course outline. 3 □ Unlimited (Non-credit only) Vork Experience nsfer Institution (CSU & UC only) to meet lower division
10	Will this course be part of an approved famil☐ Yes If yes, identify family: Click here to @☒ No	•
11.	equipment, facilities.	ffer this class at Saddleback? e.g. staff, faculty, supplies/
	If degree-applicable, please complete the follow the Articulation Officer for assistance. N/A	wing information on articulation recommendations. Please contact

5. Justification of recommendation for new course: How was the need for this course identified? How will this

course meet student needs in ways that currently approved courses (including those from other departments) do

12A.	Transfer: Wo	ould you reco	mm	end that this o	course transter	to:		
	CSU	⊠ Y	/es	□No	UC	⊠ Yes	S □ No	
	Private	⊠ Y	⁄es	□No				
			-		at CSU or UC? ete the followin	g:	⊠ Yes [□No
Recreatio	n	RTM 107		San Diego	Click			Recreation Program
programi	ng and		at	State			Required for	
leadershi	р		a.				ricquired for	
Course Title		Course No.		CSU Campus	UC Camp	us	100	Program or Major
Hiking		1	at ·	Click	UC Berkele	ey .	Required for	PE
Course Title		Course No.	al ·	CSU Campus	UC Camp	us	Required for	Program or Major
Click		Click		Click	Click		Daguina d fan	Click
Course Title		Course No.	at	CSU Campus	UC Camp	us	Required for	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEW COURSE PROPOSAL						
Date: 12-31-23	Prepared & Submitted by:	Mike Bennett				
Department: KNEA	Course Prefix & Number 600:	KNEA 610 (10)				

D	epartment:	KNEA		Course Pre	etix & Number	600: KNEA 61	0 (10)	
	Olatain			f	- 4			
	Obtain oi	riginal (blu	e ink) signatures	from your Dep ing to the Curri		and Division De	an prior to	
_			Subillitt	ing to the curri	culum Office.	6 A	-	
CI	ick to enter da	ate	Mike Bennett			1 15	1/	
			Print Name		Signati	ire, Faculty Reque	stor	
	ال معلمة علما		Miles Damasta			5/1 1/	1	
	ick to enter da	ate	Mike Bennett Print Name		Signati	ire, Department Cl	nain	
			Timeriame		J.B.I.d.	, sopar anom or	l	
Cl	ick to enter da	ate	Click here to er	nter text		-A-A-		
			Print Name		Signate	ire, related discipline (hair lif relevant)	
					Other	related discipline	Zifali (ii lelevalit)	
C	ick to enter da	ate	Dan Clauss	Jan Club	55	1 Varily		
L			Print Name		Signati	ire, Dean		
	ourco Titlo /	SO Characto	r max and do no	tuco any of	Short Title: ADA	DT DANCE		
	nese symbols			t use any or	SHOIL HUE. ADA	PIDANCE		
	ADAPTED DA		• 17	100				
-	nits: 1		Lec	hrs: 0.5		Lab hrs: 1.5		
C	redit Status:	⊠ Credi	t – Degree Applic	able 🗆 Credit	– Non-degree	Applicable 🗆 🗅	Non-Credit	
	OP Code: 083 dapted Phys		Non-Credit Cat	egory: Click her	e to enter text.	Occupational Occupational	Code (SAM): E	– Non-
		c :				2025		
L.	Anticipated	first term o	f offering:	⊠ Fall □ Sp	ring Year	2025		
2.	Catalog Desc	rintion:						
	_	•	uces elements o	f dance such as	rhythm, coordi	nation, body and	l spatial aware n	ess.
			and creative exp		•	•	•	-
			thods of instruct	_		_		
			pes of dance incl					
	pai ticipate ii	1 Se veral ty	pes of dance inc	during but not in	miled to model	ii, swiiig, couiiti	y, saisa, ariu bai	ii ooiii.
)	le this course	a baing alig	nadta a C ID dae	erinter?	☐ Yes	⊠ No	□ N/A	
			ned to a C-ID des enter text.	criptor:	□ res	⊠ NO	LIN/A	
			ion Officer for as	sistance with C-	ID descriptors.			
	, ==, === **							
1.	Will course b			⊠ No				
	If yes, which	departme	nt is responsible	for scheduling,	updating, and a	issessing the cou	rse?	
	D		CIT III .					
	Reason for c	ross-listing:	: Click here to en	ter text.				

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
	Saddleback College offers numerous dance activity courses for students without disabilities. Many of our current students enrolled in Adapted Kinesiology have requested that a dance class be offered so that students with disabilities would have access to this type of instruction.
6.	Course Requisites: List all requisites*: none Prerequisite: none Co-requisite: none Limitation on enrollment: Click here to enter text. Recommended Prep: none *Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003
7.	Will this be a standalone course? ☑ Yes Course will NOT be included in a degree or certificate program. ☐ No Course WILL be included in a degree and/or certificate program. Which ones: Click here to enter text. *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed.
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times?
10.	Will this course be part of an approved family? ☐ Yes If yes, identify family: Click here to enter text. ☐ No
11.	What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities. In order to offer this class, a faculty with expertise in dance that meets minimum qualifications to teach adapted kinesiology will need to be hired. KNEA aides in a ratio of approximately 1 aide per 6 students will need to be hired. Funds for staffing this class are available. The class will be scheduled in PE 306 or 301 which currently is available for desired times/days. Both of these classrooms contain video, audio and

access to internet. The adapted program is in possession of equipment and supplies such as exercise balls, balance boards and canes that may be need for this class.

If degree-applicab the Articulation Of			nformation on artic	ulation recomm	endations. Please contact
12A. Transfer: \	Would vou recom	mend that this co	ourse transfer to		
CSU	⊠ Yes			es 🗆 No	
Private	⊠ Yes	s 🗆 No		30 E NO	
		or requirement a n. If so, complete		⊠ Yes [□ No
Aerobic Dance	KIN 135A	CSU	Click		Kinesiology
	a	^t Northridge		Required for	
Course Title	Course No.	CSU Campus	UC Campus	-	Program or Major
Contemporary	PE 7	Click	UC Berkeley		Physical Educ.
Dance	a	t		Required for	·
Course Title	Course No.	CSU Campus	UC Campus	- 1 - 1 - 1 - 1	Program or Major
Click	Click	Click	Click	11 1	Click
Course Title	Course No. a	CSU Campus	UC Campus	 Required for 	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural Science	Social Science	Humanities /Art	Lifelong Learning	Communi- cations	Math/ Quantitative	American Institutions	Cultural Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

NEW COURSE PROPOSAL					
Date: 12-31-23	Prepared & Submitted by:	Mike Bennett			
Department: KNEA	Course Prefix & Number 600:	KNEA 610 (10)			

Department: KNEA	Course Pre	TIX & Number o	UU: KNEA	1010(10)	
Obtain original (blue ink) signatures from your Depa submitting to the Curric		nd Division	Dean prior to	
Click to enter date	Mike Bennett Print Name		e, Faculty Rec	questor	
Click to enter date	Mike Bennett Print Name	Signatur	e, Departmer	of Chair	
Click to enter date	Click here to enter text Print Name	Signatur			
Click to enter date	Dan Clauss Dan Clauss Print Name	<u> </u>	Other related discipline Chair (if relevant) Signature, Dean		
Course Title (60 Chara these symbols: ? < > ' ADAPTED DANCE		hort Title: ADAP	T DANCE		
Units: 1.5	Lec hrs: 1.0		Lab hrs: 2.	0	
Credit Status: 🛛 Cr	edit – Degree Applicable 🔲 Credit	– Non-degree A	applicable	□ Non-Credit	
TOP Code: 0835.80 – Adapted Physical	Non-Credit Category: Click here	e to enter text.	Occupatio Occupatio	nal Code (SAM): E – No nal	
Anticipated first ter	m of offering: 🛛 Fall 🗆 Spr	ring Year 20	025		
movement vocabula physical disabilities.	croduces elements of dance such as reary, and creative expression. Designe Methods of instruction are modified al types of dance including but not lim	ed for individual to accommoda	s with any co	ognitive, behavioral, ar vels of abilities. Studer	
C-ID Code: Click her	aligned to a C-ID descriptor? e to enter text. ulation Officer for assistance with C-I	☐ Yes D descriptors.	⊠ No	□ N/A	
Will course be cross If yes, which depart	-listed? ☐ Yes ☒ No ment is responsible for scheduling, u	updating, and as	sessing the	course?	
Reason for cross-list	ting: Click here to enter text.				

5.	Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
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7.	Will this be a standalone course? ☑ Yes Course will NOT be included in a degree or certificate program. ☐ No Course W!LL be included in a degree and/or certificate program. Which ones: Click here to enter text. *Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed
8.	Proposed Grading System: ☐ Letter Grade Only ☐ Pass/No Pass only ☐ Pass/Satisfactory Progress/No Pass (P/SP/NP) ☐ Non-credit
9.	Will course be Repeatable? No Yes Additional skills that will be acquired by repeating this course must be included in the course outline. If yes, how many times?
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12. If degree-applicabl the Articulation Off				nformation on articu	ılation recomm	endations. Please contact
12A. Transfer: V	Vould vou reco	mm	end that this co	urse transfer to:		
CSU	⊠ Y		□No	_	s 🗆 No	
Private	⊠ Y		□No			
	•		requirement at . If so, complete		⊠ Yes □	□ No
Aerobic Dance	KIN 135A		CSU	Click		Kinesiology
		at	Northridge		Required for	4
Course Title	Course No.		CSU Campus	UC Campus	SI	Program or Major
Contemporary	PE 7		Click	UC Berkeley	- 1	Physical Educ.
Dance		at			Required for	
Course Title	Course No.		CSU Campus	UC Campus	-1 1	Program or Major
Click	Click	-4	Click	Click	De accione al Com	Click
Course Title	Course No.	at	CSU Campus	UC Campus	Required for	Program or Major

12B. General Education: Would you recommend that this course satisfy a GE requirement in any of the following GE patterns? Please consult with the Articulation Officer before completing this section.

	Natural	Social	Humanities	Lifelong	Communi-	Math/	American	Cultural
	Science	Science	/Art	Learning	cations	Quantitative	Institutions	Diversity
AA/AS/GE Degree								
CSU G.E.								
UC Transfer/GE								
IGETC								

SADDLEBACK COLLEGE NEW CREDIT COURSE ACADEMIC YEAR 2025-2026

School/				
	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other
				noncredit enhanced funding, L=not eligible for
				enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				Irng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship,
				B=advanced occupational, C=clearly occupational,
				D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled
				for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign
				programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
				nc, 2 units/2 hrs lec/0 hr lab/0 hr lrng cntr,
				prereq Clearance from the current
				placement process., coreq MATH 3B, gr opt
SM	MATH 204S	993002.00	SUPPORT FOR MATH 3B	PN - Pass/No Pass, DE, non-repeatable