

Las Positas College
Curriculum Committee Meeting
10/07/2024
6.0 Second Reading/Voting Packet

6.1 Course Modifications

- AJ 60 Criminal Law
 - a. Course Outline of Record **Fall 2025**
 - b. Credit for Industry Recognized Training **Fall 2024**
- AJ 61 Evidence
 - a. Course Outline of Record **Fall 2025**
 - b. Credit for Industry Recognized Training **Fall 2024**
- COMM C1000 Introduction to Public Speaking
 - a. Course Outline of Record **Fall 2025**
- CS 3 / CNT 7402 Red Hat Linux Administration II
 - a. Course Outline of Record **Fall 2025**
- ENGL C1000 Academic Reading and Writing
 - a. Course Outline of Record **Fall 2025**
- ENGL C1001 Critical Thinking and Writing
 - a. Course Outline of Record **Fall 2025**
- MUS 38 Applied Lessons
 - a. Course Outline of Record **Fall 2025**
- POLS C1000 American Government and Politics
 - a. Course Outline of Record **Fall 2025**
- PSYC C1000 Introduction to Psychology
 - a. Course Outline of Record **Fall 2025**
- STAT C1000 Introduction to Statistics
 - a. Course Outline of Record **Fall 2025**



Course Modification: AJ 60 - Criminal Law

Course Modification: AJ 60 - Criminal Law (Launched - Implemented 09-09-2024)

compared with

AJ 60 - Criminal Law (Active - Implemented 01-01-2019)

Cover

Subject AJ

Course Number 60

Course Title Criminal Law

Effective Term ~~Spring~~ ~~Fall~~ ~~2019~~ 2025

TOP Code 2105.00 - Administration of Justice*

Basic Skills Status N - Not Basic Skills

SAM Priority Code C - Clearly Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

Historical development, philosophy of law and constitutional provisions; definitions, classification of crime and their application to the system of administration of justice; frequently used Penal and other code sections; case law, methodology and concepts of law as a social force , emphasizing the importance of fairness and justice in the application and interpretation of criminal law, ensuring that legal principles are applied equitably to all individuals, regardless of their background or circumstances.

Material fees apply to this course?

This course is part of a new program No

Enter program name

This course is part of an existing program(s) No

Course Equivalency

Is this course part of a family No

Is this course shared with Chabot? No

Is there an equivalent course at Chabot? Yes

1. Course ADMJ 60

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category Y - Not Applicable, Credit course

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture Yes

Min Units 3.000

Max Units 0.000

Lab No

Min Units

Max Units

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab No

TOTALS

Calculations

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

Number of times a course can be taken for credit. 1

Justification for Repeatability

Course Grading Letter Grade Only

Cross Listing

This course is part of the following cross listing

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning ~~No~~ Yes

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST No

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training **No** **Yes**

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

[California Commission on Peace Officer Standards and Training \(POST\) Basic Certificate. No recency requirement. Courses \(including this one\) for which a student will earn credit:](#)

[AJ50 Intro to Administration of Justice](#)

[AJ60 Criminal Law](#)

[AJ61 Evidence](#)

[AJ70 Community Relations](#)

[AJ63 Criminal Investigation](#)

[AJ66 Juvenile Procedures](#)

[AJ55 Intro to Correctional Science](#)

[AJ68 Police Ethics & Leadership](#)

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) No

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term

Discipline Placement

Minimum Qualification

1. Minimum Qualification Administration of Justice
Interdisciplinary
Condition

Administration of Justice

(Police science, corrections, law enforcement)

Measurable Objectives

Objectives

Upon completion of this course, the student should be able to:

1. **Group Objective Title Text**
Explain the cultural evolution of law
2. **Group Objective Title Text**
Discuss issues pertaining to the philosophical and historical development of law

3. **Group Objective Title Text**
Research assigned legal cases and analyze and prepare a case brief
4. **Group Title** Demonstrate basic legal research skill by synthesizing the facts of a given crime, researching the appropriate codes and statutes, and reducing the crime to reportable code(s), statute(s) and subsection(s)
5. **Group Title** Satisfactorily complete the six parts of the legal case brief
6. **Group Title** Use basic English grammatical rules in writing legal briefs;
7. **Group Title** Discuss the classification of crimes, the principle of Corpus Delicti, and the capacity to commit a crime

Course Content

Lecture Content

1. Philosophical and historical development
 1. General and specific sources of law
 2. Development of common law
 3. The concept of Stare Decisis
 4. Pre-emption
 5. Repeal
 6. Mala in Se vs. Mala prohibits crime
 7. Crimes without victims
 8. Federal constitutional provisions
 9. Police power
 10. Substantive vs. procedural law
2. The nature of criminal law
 1. Definition of crime and criminal
 2. Conflicts between statutes
 3. Distinction between crimes and torts
 4. Criminal and civil liability
 5. Judicial review
3. Case law
 1. Orientation to case citations
 2. Outline of the legal brief
 3. Use of the law library
 4. Attorney general opinions
4. Classification of crimes
 1. Distinction between felonies, misdemeanors, and infractions
 2. Punishments
 3. Prior convictions
 4. Lesser and included offenses
 5. Double jeopardy
5. Corpus Delicti – Elements of crime
 1. Role of corpus delicti
 2. Act and intent – negligence
 3. Proximate cause
 4. General intent

5. Specific intent
6. Transferred intent
6. Capacity to commit crime
 1. Exemptions to criminal liability
 2. Diminished capacity
 3. Capital crimes
 4. Malice
 5. Motive
 6. Intoxication
 7. Parties to a crime
 8. Attempts
 9. Conspiracy
7. Overview of specific crimes
 1. Crimes against the person and property
 2. Crimes against public decency, morality and the public peace
 1. Historical development
 2. Constitutionally related issues
 3. Community standards
8. Organization and operation of the correctional system
 1. Local, state and federal systems
 2. Probation and parole
9. Research into specific case law and crimes
 1. Research methods and proper citations
 2. Preparation of a legal brief
 3. Issues involved in form, accuracy, and style

Lab Content

Work Experience Content

Methods of Instruction

Check all that apply:

- Discussion
Comments
-
- Guest Lecturers
Comments
-
- Lecture
Comments
-

Other Yes

1. **Explain**
Group work in writing and critiquing briefs
2. **Explain**

Videotaped presentation of criminal cases for student analysis

3. Explain

Case studies of specific crimes and court decisions

Equity Based Curriculum

- [_ Catalog Description](#)
[Address](#)
[The catalog description was updated to emphasize the importance of fairness and justice in the application and interpretation of criminal law, ensuring that legal principles are applied equitably to all individuals, regardless of their background or circumstances.](#)

Typical Assignments

Typical Assignments

1. Assignment Type

Add Assignment

1. Homework assignments answering chapter study questions
2. Research assignment of court decisions applicable to a specific crime.
3. Construction of a legal brief from a contemporary or historical case study
4. Group research project and report on a particular crime

Student Learning Outcomes

Learning Outcomes

1. Outcome Text

Upon completion of AJ 60, the student will be able to identify the elements of some common offenses as codified in the California Penal Code.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

2. Outcome Text

Upon completion of AJ 60, the student will be able to identify the origins and foundational concepts of civil and criminal law and explain how laws are developed and modified.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

3. Outcome Text

Upon completion of AJ 60, the student will describe the differences between specific, general, and transferred intent crimes.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

Catalog View

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Exams/Tests
Frequency
 Midterm and final exam.
- Quizzes
Frequency
 Periodic chapter and unannounced quizzes
- Class Participation
Frequency
 Oral reports on legal research
- Other (Please Explain)
Frequency
 One individual written brief, oral and written presentation of group research project

Other No

Please Explain

Legacy Frequency

Distance Education

Does (or will) this course have a DE component? Yes

Curriculum Committee Approval Date

Effective Term

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

[Yes](#)

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. [Yes](#)

I have consulted with my Dean regarding the creation of a DE addendum for this course. [Yes](#)

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

- **Fully Online (FO):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.*

Explain why this course should be offered in Distance Education mode.

Student feedback has indicated a DE mode of course delivery would be beneficial. The on-line environment can support the course objectives and SLOs.

Explain how the decision was made to offer this course in a Distance Education mode.

The decision was made after discussion with colleagues, the Public Safety Programs Manager, and hearing from students.

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency. Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

- **Fully Online (FO):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.*

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Utilizing headers/styles for text formatting to make web pages accessible for screen readers.
- Formatting and coding to make tables accessible for screen readers.
- Exploratory links.
- Proper color contrast.

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that

instructor expectations surrounding interaction and participation are present. The choices here represent those expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

- [Instructor response time.](#)
- [Grade turnaround time.](#)
- [Student participation.](#)
- [Instructor participation.](#)
- [Student rights and responsibilities.](#)
- [Student behavior in a DE course.](#)
- [Academic Integrity.](#)

Other No

Explain

Measurable Objectives Compared to a Traditional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. Yes

The content identified in the course outline of record can be presented effectively and with the same degree of rigor.

Yes

A student can achieve the same goals and objectives identified in the course outline of record. Yes

The same assignments in the course outline of record can be completed by the student and graded by the instructor.

Yes

The same assessments and level of student accountability can be achieved. Yes

If there are any topics you did not choose, use the text box below to explain why. No

Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Email:** *The instructor will initiate interaction with students to determine that they are accessing and comprehending course material and are participating regularly in course activities.*

Frequency

Each student will be emailed a minimum of once every four weeks.

- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*

Frequency

Participate in a minimum of one discussion board per week, and provide feedback to each student on a weekly basis.

- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*

Frequency

Feedback on all assignments and assessments.

- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*

Frequency

A minimum of one announcement each week.

- **Web conferencing:** *The instructor will use web conferencing to interact with students in real time.*

Frequency

Virtual office hours will be held each week.

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Email:** *Students will be encouraged to email each other to ask questions about the course, including assignments.*

Frequency

Once a week.

- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*

Frequency

Participate in a minimum of one discussion board per week, including a minimum of two replies to other student postings.

Student-Content Interaction

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions on course content posed by the instructor.*

Frequency

A minimum of once per week.

- **Research Assignments:** *Students will use the Internet and library resources to research questions, problems, events, etc.*

Frequency

Each student will complete a short, analytical research paper once during the semester.

- **Quizzes, tests/exams:** *Quizzes will be used to make sure students completed assigned material and understood it.*

Frequency

There will be a quiz for each completed module (16), a midterm, and a comprehensive final exam.

- **Lecture:** *Students will attend or access synchronous or asynchronous lectures on course content.*

Frequency

Weekly.

- **Field Trips:** *Students will attend live or virtual field trips.*

Frequency

At least one "court watch" virtual field trip.

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks No

Manuals/Periodicals No

Software No

Other No

Textbook

1. **Author(s)** D. D. Hunt, D. Rutledge
Title California Criminal Law Concepts
Edition ~~2018~~ 23rd
Publisher Pearson Learning
ISBN-13 9780137942404
Year ~~2018~~ 2022
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) No
Or Equivalent No
2. **Author(s)** Norman M. Garland
Title Criminal Law for the Criminal Justice Professional
Edition
Publisher McGraw Hill
ISBN-13 9781266437991
Year 2021
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
3. **Author(s)** State of California
Title California Penal Code
Edition ~~2018~~ 2024
Publisher Thomson Reuters
ISBN-13
Year ~~2018~~ 2024
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No

OER

Manual

Software

Other Learning Materials

Other Materials Required of Students

v

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component Yes

Transferability

CSU transfer Yes

- Transfers to CSU

Comments

New Request **Yes** [No](#)Already Approved **No** [Yes](#)

Effective Semester

Cal-GETC **No** [Yes](#)

- [_ 4 - Social and Behavioral Sciences](#)

[Comments](#) _[New Request](#) _ [No](#)[Already approved substantial change](#) _ [No](#)[Already approved unsubstantial change](#) _ [Yes](#)[Effective Semester](#) _**UC transfer** Yes

- Transfers to UC

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change **No** [Yes](#)

Effective Semester

C-ID proposal Yes

C-ID

Las Positas College GE Yes

- IV. Social and Behavioral Sciences

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change ~~No~~ Yes

Effective Semester

CSU GE Yes

- D - Social Science

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change No

Effective Semester

CSU American Institutions No**IGETC** Yes

- 4 - Social and Behavioral Sciences

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change No

Effective Semester

Other articulation requests/comments No**Course Articulation**

Submit for Course-to-Course Articulation (new requests only) No

Course Articulation

Supporting Documents

Attached File

Codes and Dates

Course Codes

Originator ~~Farte~~ McQuiston , ~~Mark~~ Michael

Origination Date

~~07 09 / 02 04 / 2021~~ 2024

Proposal Type

Course Modification

Parent Course[AJ 60 - Criminal Law](#)

No Previous Course

Entry of Special Dates

- Board of Trustees

~~06/19/2018~~

- State Approval

~~06/19/2018~~

- CC Approval

~~04/30/2018~~**Instructional Services**Effective Term ~~Spring~~ [Fall](#) ~~2019~~ [2025](#)**Implementation Date**~~01 09 / 01 09 / 2019~~
[2024](#)**UC Approval Date****CSU Approval Date****Course CB Codes****CB00: State ID**

CCC000359431

CB03: TOP Code

210500 - Administration of Justice

CIP Code**CB04: Credit Status**

D - Credit - Degree Applicable

CB05: Transfer Status

A - Transferable to both UC and CSU.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

C - Clearly Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status**CB13: Special Class Status**

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course Category[Y - Not Applicable, Credit course](#)

CB23: Funding Agency Category

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

Y. Not Applicable

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status



Course Modification: AJ 61 - Evidence

Course Modification: AJ 61 - Evidence (Launched - Implemented 09-09-2024)

compared with

AJ 61 - Evidence (Active - Implemented 01-01-2019)

Cover

Subject AJ

Course Number 61

Course Title Evidence

Effective Term ~~Spring~~ ~~Fall~~ ~~2019~~ 2025

TOP Code 2105.00 - Administration of Justice*

Basic Skills Status N - Not Basic Skills

SAM Priority Code C - Clearly Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies . Students will explore the critical role evidence plays in ensuring justice is served equitably, without bias or prejudice .

Material fees apply to this course?

This course is part of a new program No

Enter program name

This course is part of an existing program(s) No

Course Equivalency

Is this course part of a family No

Is this course shared with Chabot? No

Is there an equivalent course at Chabot? Yes

1. Course ADMJ 61

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category Y - Not Applicable, Credit course

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture Yes

Min Units 3.000

Max Units 0.000

Lab No

Min Units

Max Units

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab No

TOTALS

Calculations

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

Number of times a course can be taken for credit. 1

Justification for Repeatability

Course Grading Letter Grade Only

Cross Listing

This course is part of the following cross listing

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning Yes

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST Yes

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training ~~No~~ Yes

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

California Commission on Peace Officer Standards and Training (POST) Basic Certificate. No recency requirement.

Courses (including this one) for which a student will earn credit:

AJ50 Intro to Administration of Justice

AJ60 Criminal Law

AJ61 Evidence

AJ70 Community Relations

AJ63 Criminal Investigation

AJ66 Juvenile Procedures

AJ55 Intro to Correctional Science

AJ68 Police Ethics & Leadership

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) Yes

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

See attached

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term

Discipline Placement

Minimum Qualification

1. Minimum Qualification Administration of Justice
Interdisciplinary
Condition

Administration of Justice

(Police science, corrections, law enforcement)

Measurable Objectives

Objectives

Upon completion of this course, the student should be able to:

1. **Group Title** Explain the rules of evidence
2. **Group Title** Evaluate the various kinds of evidence
3. **Group Title** Explain the rules covering the admissibility of evidence in court

4. **Group Title** Evaluate the various kinds of evidence available in a given case in order to determine its admissibility in court
5. **Group Title** Discuss the skills needed in handling case material so that evidence admissibility will not be destroyed by improper techniques or procedures
6. **Group Title** Explain how to relate legal evidence to the corpus delicti.

Course Content

Lecture Content

1. Evolution of evidence
 1. Nature of evidence
 2. Proof and burden of proof
 3. Reasons for rules of evidence
 4. The evidence code
 5. Application of rules of evidence
 6. Doctrine of judicial notice
 7. Presumption
2. Detention and arrest
 1. Constitutional authority
 2. Procedures and probable cause
 3. Evolution of case law
3. Search and seizure
 1. History and development – case law
 2. The exclusionary rule – definition
 3. Nature of search and seizure
 4. Search warrants
 5. Search and seizure incidental to arrest
 6. Consent search
 7. Search of houses, vehicles, and other locations
4. Discovery
 1. Reporting and discovering procedure
 2. Right of discovery
 3. Role of the investigator
 4. Pre-trial discovery
 5. Right of discovery through preliminary hearing
 6. Prosecution's right to discovery
 7. Unavailability of original notes
5. Types of Evidence
 1. Real, direct, and circumstantial evidence
 2. Prejudice
 3. Similar or related acts or circumstances
6. The competency of witnesses
 1. Grounds for qualification and disqualification
 2. Analysis of statutory grounds
7. Privileged communication
 1. Basic statutes

2. Attorney and client
3. Husband and wife
4. Physician or psychotherapist and patient
5. Clergyman and confessor
6. News media
8. Self-incrimination and testimonial compulsion
 1. Basic statutes – evidence code
 2. Nature and scope of privilege
 3. Distinction between defendant and witness privilege
 4. Granting immunity
 5. Scope of compulsion to testify
 6. Non-testimonial compulsion
 7. Reasonable body examination and brutal body examination
9. The opinion rule
 1. Basic statutes – evidence code
 2. Impeachment
 3. Corroboration
 4. Refreshing recollection of memory
 5. Past recollection recorded
10. Hearsay
 1. Definition
 2. Dying declaration
 3. Spontaneous or contemporaneous statements
 4. Statements against interest
 5. Mental state
 6. Business and official records
 7. Family history
11. Confessions and admissions
 1. Basic statutes – evidence code
 2. Statement of constitutional rights
 3. Miranda warning
 4. Case law affecting interviewing
12. Documentary evidence
 1. Basic statutes – evidence code
 2. Best evidence rule
 3. Recordings and official writings
13. Photographic evidence
 1. Photographs as evidence
 2. First rule of admissibility – relevancy
 3. Second rule of admissibility – accurate representation
 4. Identification of a photograph
 5. Posed, gruesome, or nude photographs
 6. Motion pictures as evidence
14. Introducing evidence at trial
 1. Proper handling of evidence and maintaining chain of evidence

2. Connecting evidence with issues of trial
3. Defense tactics to discredit evidence

Lab Content

Work Experience Content

Methods of Instruction

Check all that apply:

- Discussion
Comments
-
- Guest Lecturers
Comments
-
- Lecture
Comments
-

Other Yes

1. **Explain**
Presentation of case studies
2. **Explain**
Transparencies, slides, films, and videotape

Equity Based Curriculum

- [_ Catalog Description Address _](#)
The catalog description was updated to emphasizes the fair and impartial collection, analysis, and presentation of evidence, ensuring that all individuals, regardless of background, receive equal treatment within the legal system.

Typical Assignments

Typical Assignments

1. **Assignment Type** [Writing](#)
Add Assignment
 1. Homework assignments answering chapter study questions
 2. Brief written assignment discussing problems in maintaining a secure chain of evidence
 3. Brief written critique of case study presented in class
 4. Reviewing a mock crime scene and completing an investigative report

Student Learning Outcomes

Learning Outcomes

1. Outcome Text

~~Upon completion of AJ 61, the student will be able to describe~~ Describe the proper methods of handling evidence to ensure evidence admissibility will not be
_ annulled through the use of improper collection techniques or storage procedures.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

2. Outcome Text

~~Upon completion of AJ 61, the student will be able to identify~~ Identify the rules of evidence pursuant to the California Evidence Code and how they impact the
_ gathering, cataloging and storage of evidence by the police.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

3. Outcome Text

~~Upon completion of AJ 61, the student will explain~~ Explain the differences between Federal Rules of Evidence and the California Evidence Code, and explain the
_ basic rules of search and seizure, the Exclusionary Rule and the "Fruits of the Poisonous Tree" doctrine.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

Catalog View

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Exams/Tests

Frequency

Midterm and Final Exam

- Quizzes

Frequency

Chapter quizzes at instructor's discretion

- Research Projects

Frequency

Case studies on court decisions on evidence at instructor's discretion

- Class Participation

Frequency

Small group exercises periodic through the semester

- Other (Please Explain)

Frequency

Brief written reports and critiques of problems and cases presented in class - Minimum of two.

Other No

Please Explain

Legacy Frequency

Distance Education

Does (or will) this course have a DE component? Yes

Curriculum Committee Approval Date

Effective Term

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

Yes

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. Yes

I have consulted with my Dean regarding the creation of a DE addendum for this course. Yes

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

- **Fully Online (FO):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.*

Explain why this course should be offered in Distance Education mode.

In discussing with the Public Safety Programs Manager, we felt that there has to be a way to offer the course in case of an emergency, so that students in the program are not prolonging their academic career due to an emergency beyond their control.

The on-line environment can support the course objectives and SLOs.

Explain how the decision was made to offer this course in a Distance Education mode.

The decision was made after hearing from students, and discussions with the Public Safety Programs Manager.

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency. Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

- **Fully Online (FO):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.*

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Utilizing headers/styles for text formatting to make web pages accessible for screen readers.
- Formatting and coding to make tables accessible for screen readers.
- Exploratory links.
- Proper color contrast.

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that instructor expectations surrounding interaction and participation are present. The choices here represent those expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

Other No

Explain

Measurable Objectives Compared to a Traditional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. Yes

The content identified in the course outline of record can be presented effectively and with the same degree of rigor.

Yes

A student can achieve the same goals and objectives identified in the course outline of record. Yes

The same assignments in the course outline of record can be completed by the student and graded by the instructor.

Yes

The same assessments and level of student accountability can be achieved. Yes

If there are any topics you did not choose, use the text box below to explain why. No

Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Email:** *The instructor will initiate interaction with students to determine that they are accessing and comprehending course material and are participating regularly in course activities.*

Frequency

Each student will be emailed a minimum of once every four weeks.

- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*

Frequency

Participate in a minimum of three discussion boards during the semester, and provide feedback to each student for each.

- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*

Frequency

Weekly feedback on all assignments and assessments.

- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*

Frequency

A minimum of one announcement each month.

- **Web conferencing:** *The instructor will use web conferencing to interact with students in real time.*

Frequency

Weekly.

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Email:** *Students will be encouraged to email each other to ask questions about the course, including assignments.*

Frequency

Once a week.

- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*

Frequency

Participate in a minimum of three discussion boards during the semester, including a minimum of three replies to other student postings.

Student-Content Interaction

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions on course content posed by the instructor.*

Frequency

A minimum of three discussion boards during the semester.

- **Written papers:** *Papers will be written on various topics.*

Frequency

One Term Paper each semester.

- **Quizzes, tests/exams:** *Quizzes will be used to make sure students completed assigned material and understood it.*

Frequency

A minimum of fifteen (15) quizzes, a mid-term exam and a comprehensive final exam.

- **Lecture:** *Students will attend or access synchronous or asynchronous lectures on course content.*

Frequency

Weekly.

- **Video:** *Video will be used to demonstrate procedures and to help students visualize concepts.*

Frequency

Weekly.

- **Case studies:** *Students will evaluate real-world problems, situations, etc.*

Frequency

Weekly.

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks No

Manuals/Periodicals No

Software No

Other No

Textbook

1. Author(s) [Robert Norman](#) [N. Donley Garland](#)

Title Criminal Evidence

Edition ~~1st~~ 9thPublisher ~~Pearson~~ McGraw HillISBN-13 9781264296804Year ~~2018~~ 2024

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

2. Author(s) Thomson West

Title California Evidence Code

Edition ~~2018~~ 2021

Publisher Thomson Reuters

ISBN-13

Year ~~2018~~ 2021

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

3. Author(s)
- ~~Marjie~~
- Derek T. Britz
- Regensburger

Title Criminal Evidence : From Crime Scene to CourtroomEdition ~~2nd~~ Third EditionPublisher ~~Pearson~~ Aspen

ISBN-13

Year ~~2016~~ 2022

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

OER

Manual

Software

Other Learning Materials

Other Materials Required of Students

v

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component Yes

Transferability

CSU transfer Yes

- Transfers to CSU

CommentsNew Request ~~Yes~~ NoAlready Approved ~~No~~ Yes

Effective Semester

Cal-GETC No

- Transfers to CSU

CommentsNew Request ~~Yes~~ No

Already approved substantial change No

Already approved unsubstantial change ~~No~~ Yes

Effective Semester

UC transfer No

- Transfers to CSU

CommentsNew Request ~~Yes~~ No

Already approved substantial change No

Already approved unsubstantial change ~~No~~ Yes

Effective Semester

C-ID proposal YesC-ID [AJ 124](#)**Las Positas College GE** ~~No~~ Yes

- Transfers to CSU

CommentsNew Request ~~Yes~~ No

Already approved substantial change No

Already approved unsubstantial change ~~No~~ Yes

Effective Semester

CSU GE No

- Transfers to CSU

CommentsNew Request ~~Yes~~ No

Already approved substantial change No

Already approved unsubstantial change ~~No~~ Yes

Effective Semester

CSU American Institutions No

- Transfers to CSU

CommentsNew Request ~~Yes~~ No

Already approved substantial change No

Already approved unsubstantial change ~~No~~ Yes

Effective Semester

IGETC No

- Transfers to CSU

Comments

New Request **Yes** [No](#)

Already approved substantial change No

Already approved unsubstantial change **No** [Yes](#)

Effective Semester

Other articulation requests/comments No**Course Articulation**

Submit for Course-to-Course Articulation (new requests only) No

Course Articulation

Supporting Documents

Attached File

[CPL for JST](#)**Codes and Dates**

Course Codes

Originator **Tarte** [McQuiston](#) , **Mark** [Michael](#)

Origination Date

~~07/09/2021~~ [04/2024](#)

Proposal Type

Course Modification

Parent Course

[AJ 61 - Evidence](#)

No Previous Course

Entry of Special Dates

- Board of Trustees

~~06/19/2018~~

- State Approval

~~06/19/2018~~

- CC Approval

~~04/30/2018~~

Instructional Services

Effective Term **Spring** [Fall](#) ~~2019~~ [2025](#)

Implementation Date

~~01/09/2019~~[2024](#)

UC Approval Date**CSU Approval Date****Course CB Codes****CB00: State ID**

CCC000349435

CB03: TOP Code

210500 - Administration of Justice

CIP Code**CB04: Credit Status**

D - Credit - Degree Applicable

CB05: Transfer Status

B - Transferable to CSU only.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

C - Clearly Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status**CB13: Special Class Status**

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course Category[Y - Not Applicable, Credit course](#)**CB23: Funding Agency Category**

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

Y. Not Applicable

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status



Course Modification: COMM C1000 - Introduction to Public Speaking

Course Modification: COMM C1000 - Introduction to Public Speaking (Launched - Implemented 09-20-2024)

compared with

CMST 1 - Fundamentals of Public Speaking (Active - Implemented 08-15-2019)

Cover

Subject ~~CMST~~ COMM

Course Number ~~+~~ C1000

Course Title ~~Fundamentals~~ Introduction ~~of to~~ Public Speaking

Effective Term Fall ~~2019~~ 2025

TOP Code 1506.00 - Speech Communication

Basic Skills Status N - Not Basic Skills

SAM Priority Code E - Non-Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

~~Theory~~ In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society . ~~Discovery~~ Students discover , ~~development~~ develop , and ~~criticism~~ critically ~~of~~ analyze ideas in public discourse through research, reasoning, organization, composition, ~~presentation;~~ delivery to a live audience and evaluation of various types of speeches , including informative and persuasive speeches ;~~includes developing the faculties of critical listening and problem solving~~ .

Material fees apply to this course?

This course is part of a new program No

Enter program name

This course is part of an existing program(s) No

Course Equivalency

Is this course part of a family No

Is this course shared with Chabot? No

Is there an equivalent course at Chabot? Yes

1. Course COMM ~~+~~ C1000

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category [Y - Not Applicable, Credit course](#)

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture Yes

Min Units 3.000

Max Units 0.000

Lab No

Min Units

Max Units

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab No

TOTALS

Calculations

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Number of times a course can be taken for credit. 1

Justification for Repeatability

Course Grading Optional

Cross Listing

This course is part of the following cross listing

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning No

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST No

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training No

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) No

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term

Discipline Placement**Minimum Qualification**

1. **Minimum Qualification** Communication Studies
Interdisciplinary
Condition

Communication Studies

(Speech Communication)

Measurable Objectives**Objectives**

Upon completion of this course, the student should be able to:

1. **Group Objective Title Text**
Apply rhetorical theories to create and analyze public speeches in a variety of contexts including historical and/or contemporary.
2. **Objective Text** _
Formulate and implement effective research strategies to gather information and ideas from primary and secondary sources, evaluating them for credibility, accuracy, and relevancy.
3. **Objective Text** _
Employ sound reasoning and construct compelling arguments in support of a guiding thesis and organizational pattern appropriate for the audience, occasion, and purpose.
4. **Objective Text** _
Demonstrate rhetorical sensitivity to diversity, equity, inclusion, accessibility, and belonging and adhere to ethical communication practices which include truthfulness, accuracy, honesty, and reason.
5. **Objective Text** _

- Compose and deliver a variety of speeches, including Informative and Persuasive speeches, to a live audience (one to many) using effective delivery practices.
6. **Objective Text** Employ effective listening practices.
 7. **Objective Text** Discuss the theoretical foundations of rhetoric and the Aristotelian proofs of ethos, pathos, and logos.
 8. **Objective Text** Describe, define, discuss and explain the basic components of the human communication process ; .
 9. **Group Objective Title Text Analyze** Demonstrate their critical communication situation thinking, audience, both occasion, as speakers and purpose; as listeners and selection provide of constructive subject criticism matter; to peers.
 10. **Group Objective Title Text** Demonstrate that they are careful and critical thinkers and communicators, both as speakers and as listeners;
Group Title - Formulate through research, analysis, and organization of material; presentation of the message including management of communication apprehension; and evaluation of the effectiveness of their communication;
 11. **Group Title** - Explain their relationship and ethical responsibilities to others involved in the communication transaction;
 12. **Group Title** - Define and describe the various public speaking genres;
 13. **Group Title** - Demonstrate a sensitivity to the role of culture and gender in the public speaking process;
 14. **Group Title** - Create an organized presentation for oral delivery for a multiple of public speaking genres;
 15. **Group Title** - Demonstrate effective language usage, verbal and nonverbal delivery skills, and visual aid usage in public speaking presentations.

Course Content

Lecture Content

1. **Principles** Foundational rhetorical theories, including the canons of rhetoric and Aristotelian proofs, as well as relevant principles of human communication .
 1. **Ethos, Pathos and Logos**
 1. **Sender**
 2. **Message**
 3. **Receiver**
 4. **Noise**

2. Coping Transactional with speech anxiety
 1. Causes Model of speech Communication

3. Critical anxiety analysis of historical and contemporary public discourse.
 1. Self evaluation
 2. Different Evaluation ways of to others
 3. Evaluation help of reduce content, speech organization, anxiety and delivery

4. Ethical communication practices as senders and receivers.

5. Effective listening and principles of constructive feedback.
 1. Listening skills
 1. Four different types of listening
 1. Appreciative Types
 2. Comprehensive
 3. Empathic
 4. Critical
 2. Incorporate listening activities to develop critical listening skills
 3. Causes of poor listening
 4. Ways to improve listening
 2. Critical Rhetorical analysis sensitivity of to audience, diverse environment, and public discourse audiences.

1. ~~Appropriateness of topic selection and delivery~~
2. ~~Effects of situational audience analysis~~
 1. ~~Size~~
 2. ~~Physical setting~~
 3. ~~Disposition toward the topic~~
 4. ~~Disposition toward the speaker~~
 5. ~~Disposition toward the occasion~~
3. ~~Description of demographic audience analysis~~
3. ~~Ethical speaking and diversity~~
 1. Topic and language appropriateness
 2. Speaker's responsibilities (preparation, sound ethical goals, and honesty)
 3. Cultural awareness and public discourse
4. ~~Theory~~ Adaptation to audiences, rhetorical situations, and ~~techniques~~ purposes.
 1. Appropriateness of ~~public speaking in society~~
 1. ~~Topic~~ topic selection
 1. ~~Purpose~~
 2. ~~Audience occasion~~
 2. ~~Organizing~~ and ~~supporting~~ delivery
 3. ~~Effects~~ your of ~~message~~ situational audience analysis

4. Demographic audience analysis
2. Types of speeches (for example, speeches to inform, persuade, entertain).
3. Outline and compose effective speeches based on purpose and appropriate subject matter, topic, thesis, and organizational patterns.
 1. Possible structural patterns of organization
 2. Importance of speech organization
4. Research strategies for locating and critically evaluating ideas and information from primary and secondary sources.
 1. Fundamentals of library research techniques
 2. ~~Possible structural patterns of organization~~
 3. Different types of evidence (examples, statistics, and testimony)
5. Use of credible evidence and sound reasoning to support a variety of claims, including appropriate written and oral citations.
 1. Evidence evaluation and citation
 2. ~~Importance~~ How to incorporate evidence and reasoning into the speech making process
6. Effective practice and delivery skills using various modes of ~~speech~~ delivery.
7. Effective ~~organization~~
5. ~~The use of language~~
 1. ~~Importance of using language effectively, accurately,~~ verbal and clearly

2. **Appropriate nonverbal language practices use**

6. **Delivery**
while delivering a speech.

1. Elements of good delivery
2. Different methods of delivery (manuscript, memory, impromptu, and extemporaneously)
3. Emphasis on the speaker's voice and nonverbal behavior

7. **Thinking** Techniques for managing communication apprehension.

1. Causes of speech anxiety
2. Different ways to help reduce speech anxiety

8. Delivery of a variety of student-composed speeches, including Informative and speaking Persuasive critically (Reasoning) speeches.

1. **Introduction into critical thinking**
2. **How to incorporate evidence and reasoning into the speech making process**
3. **Ways to build credibility:**

6. **Presentational aids**

1. **Different kinds of visual aids**
2. **How to incorporate visual aids into public speaking effectively**

2. **Types of public speaking**

1. **Informative speeches**

1. ~~Different types of informative speech~~
 2. ~~Informative speech guidelines~~
 3. ~~Differences between informative and persuasion~~
 4. ~~Organizational patterns for informative speaking~~
-
2. ~~Persuasive speeches~~
 1. ~~Three different types of questions involving persuasive speaking (fact, value, and policy)~~
 2. ~~Challenges surrounding persuasion and the listener process~~
 3. ~~Organizational patterns for persuasive speaking~~
 3. ~~Situational speeches (Toasts, Ceremonials, Impromptu)~~
 1. ~~Different types of speeches and occasions~~
 2. ~~Tips and suggestions on effectively delivering situational speeches~~
 3. ~~Organizational patterns for situational speeches~~
-
3. ~~Evaluation of communication effectiveness~~
 1. ~~Self-evaluation~~
 2. ~~Evaluation of others~~
 3. ~~Evaluation of content, organization, and delivery~~

Lab Content

Work Experience Content

Methods of Instruction

Check all that apply:

- Classroom Activity

Comments

In-class group activities (peer-to-peer teaching)

- Critique

Comments

Critiques of speeches

- Demonstration

Comments

Demonstrations/presentations

- Discussion

Comments

Group discussions

- Guest Lecturers

Comments

Live examples of public speaking

- Lecture

Comments

[Instructor delivery of course content](#)

- [_ Observation](#)

Comments [_](#)

[Critique of live presentations](#)

- [_ Student Presentations](#)

Comments [_](#)

[At least 4 speech presentations in front of a live audience evaluated by the instructor](#)

Other **Yes** [No](#)

1. **Explain** -
[Speech presentations in front of a live audience](#)
2. **Explain** -
[Speech outlines and bibliographies](#)
3. **Explain** -
[Communication activities](#)

Equity Based Curriculum

- [_ Measurable Objectives](#)
Address [_](#)
[Within this section of the course outline of record hold the objective "Demonstrate rhetorical sensitivity to diversity, equity, inclusion, accessibility, and belonging and adhere to ethical communication practices which include truthfulness, accuracy, honesty, and reason." Students are evaluated on their ability to recognize and adapt as to be inclusive of an entire audience.](#)
- [_ Catalog Description](#)
Address [_](#)
[The catalog description addresses and recognizes the diverse nature of student populations. Addressing this creates an understanding and commitment to serving all student populations.](#)

Typical Assignments

Typical Assignments

1. Assignment Type [Project](#)
Add Assignment

1. Informative [Introductory speech](#) [Speech](#) :

1. In a [timed brief 3 minute](#) speech, [you students](#) will ~~teach your classmates and instructor about~~ [present](#) a [useful speech](#). or [The meaningful topics process; can](#) [concept be a story](#), or [subject](#). ~~Significance of the informative topic will be important in assigning a grade. Presentational aids, outside research, and an outline~~ [event](#) will ~~that~~ [be has](#) [required helped](#) for [shape](#) your [their](#) [informative presentation life](#) .

1. Persuasive
2. [Assignment speech Type](#) [description: - Project](#)
[Add Assignment](#) _

1. ~~In a timed speech, you will persuade your audience to take action about a problem that exists and is pertinent to us. You will be graded on the significance of topic, organization, delivery, use of research, and your use of time:~~

1. Impromptu Speech:

1. With two minutes of prep time, you will tell a 3 - 4 minute story about an event that has helped shape your life, something you have heard or read about, or a story designed to illustrate a moral. You may use no notecards, and you must have a clear organizational structure.

3. [Assignment Type](#) _ [Reading](#)
[Add Assignment](#) _

1. [Written](#) [Students will read relevant material to find appropriate topics for ythe Informative and Persuasive presentation. Topics will be scrutinized by the instructor and approval will be given to topics that fit the goals of the](#) [assignment](#) ~~-description:~~ _

4. [Assignment Type](#) _ [Reading](#)
[Add Assignment](#) _

1. [Research for Informative and Persuasion Speeches](#). Students will find research from quality sources. They will then find the relevant information to include into the speech performances. Sources will be cited orally during the speeches.
-
5. [Assignment Type](#) _ [Writing](#)
[Add Assignment](#) _
 1. Outlines will accompany the Informative Speech and the Persuasion Speech. ~~All outlines are due on the day you give your speech. Your outline~~ [Outlines](#) should be written in complete sentences and include a bibliography in MLA [or APA](#) style format. ~~The outline must be typed and a finished product.~~

 1. ~~Written assignment description:~~
 1. Write a 2 - 3 page critique of ~~your~~ [the](#) Informative Speech presentation. Include specific comments concerning organization, content, and delivery. Your paper should be ~~typed, double spaced, and~~ _ free of punctuation and grammatical errors.
-
6. [Assignment Type](#) _ [Project](#)
[Add Assignment](#) _
 1. [Informative speech:](#)
 1. [In a timed speech at least 5 minutes in length, you will teach your classmates and instructor about a useful or meaningful process, concept, or subject. Significance of the informative topic will be important in assigning a grade. Presentational aids, outside research, and an outline will be required for your informative presentation.](#)
-
7. [Assignment Type](#) _ [Project](#)
[Add Assignment](#) _
 1. [Persuasive speech description:](#)
 2. [In a timed speech at least 6 minutes in length, you will persuade your audience to take action about a problem that exists and is pertinent to us. You will be graded on the significance of topic, organization, delivery, use of research, and your use of time.](#)

8. [Assignment Type](#) - [Writing](#)
[Add Assignment](#) -

1. [Students will provide peer critiques of the other presentations in class. Students may also critique themselves. These critiques should be in essay form and free of grammar errors.](#)

9. [Assignment Type](#) - [Other](#)
[Add Assignment](#) -

1. Group work activity or group discussion activity

1. Throughout the semester there will be group activities which reinforce concepts delivered in classroom discussion. These activities and brief presentations will count toward class participation.

Student Learning Outcomes

Learning Outcomes

1. Outcome Text

~~Upon completion of CMST 1, the student should be able to deliver~~ [Deliver](#) a speech with effective content, organization, and delivery.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

1. ~~Requisite Type~~ - Recommended Course Preparation
~~Subject~~ - ENG (English)
~~Requisite Course~~ - ENG 1A - Critical Reading and Composition (Historical)
~~Non-Course Requirements~~ -
~~Min-Grade~~ - C
~~Comments~~ -
~~Requisite Validation~~ - Skills Analysis
~~Skills Analysis~~
~~Requisite Course Objective(s)~~

- - Critically read texts and materials from a variety of academic and cultural contexts; demonstrating in writing and discussion the ability to:
Degree of Importance - Recommended
- - Summarize a thesis and main points;
Degree of Importance - Recommended
- - Analyze main ideas;
Degree of Importance - Recommended
- - Evaluate the validity and logic of the text's reasoning and support;
Degree of Importance - Recommended
- - Relate ideas and information in the text to his/her own experience as well as other texts;
Degree of Importance - Not Necessary
- - Create a coherent position or argument based on reading;
Degree of Importance - Recommended
- - Write multiple-paragraph papers that:
Degree of Importance - Recommended
- - Accurately and appropriately respond to a given assignment;
Degree of Importance - Recommended
- - Develop a relevant, focused thesis;
Degree of Importance - Recommended
- - Are well-organized and coherently move from coordinating to subordinating points;
Degree of Importance - Recommended
- - Are well-developed with sufficient and relevant evidence;
Degree of Importance - Not Necessary
- - Synthesize facts and ideas originating outside his/her direct experience to develop and support a thesis;
Degree of Importance - Recommended
- - Demonstrate stylistic choices in tone, syntax, and diction;
Degree of Importance - Recommended
- - Use standard American English correctly;
Degree of Importance - Not Necessary
- - Research a specific topic using the Internet, databases, journals, and books demonstrating an ability to:
Degree of Importance - Recommended
- - Review sources for relevant evidence and arguments;
Degree of Importance - Recommended
- - Integrate researched material into his/her own writing with appropriate context, explanation, punctuation, and citation;
Degree of Importance - Recommended
- - Document sources in an academically responsible way:
Degree of Importance - Recommended

Catalog View

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Exams/Tests
Frequency
One midterm and a final exam
- Papers
Frequency
minimum of 2 outlines
- Oral Presentation
Frequency
minimum of 4
- Class Participation
Frequency
weekly

Other No Yes

Please Explain

A minimum of three faculty-supervised, faculty-evaluated, oral presentations in front of a live audience (one to many), including an Informative speech of at least five minutes and a Persuasive speech of at least six minutes in length; speech outlines and works cited/references; critiques of speeches.

Legacy Frequency

Distance Education

Does (or will) this course have a DE component? Yes

Curriculum Committee Approval Date

Effective Term

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

Yes

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. Yes

I have consulted with my Dean regarding the creation of a DE addendum for this course. Yes

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

- **Fully Online (FO):** Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.
- **Partially Online:** Also known as hybrid: Instruction involving regular and effective online interaction for some portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning

management system, and through the use of other required materials. Any portion of a class that is delivered online follows a separate approval and meets the regular and effective contact regulation. The schedule of classes indicates dates, times and locations of in-person meetings.

Explain why this course should be offered in Distance Education mode.

~~Explain how the decision was made to offer this course in a Distance Education mode: -~~

~~1-~~ This course should be offered to be in line with what most other campuses are doing. We would like to be current and offer this class so more students have a chance to take it.

~~2~~

Explain how the decision was made to offer this course in a Distance Education mode .

We came to this conclusion in a department meeting.

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency. Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Utilizing headers/styles for text formatting to make web pages accessible for screen readers.
- Formatting and coding to make tables accessible for screen readers.
- Exploratory links.
- Proper color contrast.
- - [Modifying assignment time limits for students with accommodations.](#)

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that instructor expectations surrounding interaction and participation are present. The choices here represent those expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

- - [Instructor response time.](#)
- - [Grade turnaround time.](#)

- [_ Student participation.](#)
- [_ Instructor participation.](#)
- [_ Student rights and responsibilities.](#)
- [_ Student behavior in a DE course.](#)
- [_ Academic Integrity.](#)

Other No

Explain

Measurable Objectives Compared to a Traditional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. ~~No~~ [Yes](#)

The content identified in the course outline of record can be presented effectively and with the same degree of rigor.

~~No~~ [Yes](#)

A student can achieve the same goals and objectives identified in the course outline of record. ~~No~~ [Yes](#)

The same assignments in the course outline of record can be completed by the student and graded by the instructor.

~~No~~ [Yes](#)

The same assessments and level of student accountability can be achieved. ~~No~~ [Yes](#)

If there are any topics you did not choose, use the text box below to explain why. No

Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Email:** *The instructor will initiate interaction with students to determine that they are accessing and comprehending course material and are participating regularly in course activities.*

Frequency

The instructor will initiate interaction with students to determine that they are accessing and comprehending course material. The instructor will also participate regularly in course activities. Students will be encouraged by the instructor to email questions about the content, structure, grading, etc., of the course. Replies will be made as soon as possible.

- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*

Frequency

The instructor will regularly participate in discussions about academic content and will constantly provide worthwhile feedback, and will facilitate all of the discussions. For example, the instructor will monitor all the discussions and give 5-10 individual responses to discussion posts per week.

- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*

Frequency

The instructor will provide regular substantive and academic feedback to students on their assignments and other assessments. Students will know why they earned the grade they received and what they can do to improve. For writing assignments and assessments, the instructor will utilize grading rubrics.

- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*

Frequency

Regular academic announcements will be

_ posted to the class. For example, the instructor will post at least one academic announcement per week. To a lesser extent, the instructor will post announcements including information on when assignments are due, changes in the syllabus, exam schedules, etc.

- **Web conferencing:** *The instructor will use web conferencing to interact with students in real time.*

Frequency

The instructor will use webconferencing to interact with students in real-time. The instructor will use webconferencing to conduct virtual office hours and to deliver content live to students.

- **Blogs:** *Blogs will be used as an interactive writing tool for the instructor and students to publicly discuss and give feedback on topics relating to the course.*

Frequency

Blogs will be used as an interactive writing tool for the instructor and students to publicly discuss and give feedback on topics relating to the course.

- **Social networking:** *A social networking tool will be used to disseminate academic information and allow for student comments.*

Frequency

A social networking tool will be used to disseminate academic information and allow for student comments.

- **Telephone:** *The telephone will be used to interact with students individually to answer questions, review student work, etc.*

Frequency

The telephone will be used to interact with students individually to answer questions, review student work, etc.

- **Face-to-face meetings (partially online courses only):** *Students will come to campus during face-to-face sessions (office hours, etc.) to discuss any facet of the course.*

Frequency

Students will come to campus during face-to-face office hours to discuss any facet of the course. (hybrid courses only)

- **Chat:** *The instructor will use chat to interact with students, textually and/or graphically, in realtime.*

Frequency

The instructor will use chat to interact with students, textually and/or graphically, in real-time. The instructor will use a chatroom to conduct virtual office hours.

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact

between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Email:** *Students will be encouraged to email each other to ask questions about the course, including assignments.*

Frequency

Students will be encouraged to email each other to ask questions about the course, including assignments.

- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*

Frequency

Students will post to the discussion board in each module, answering questions posed by the instructor. They will also reply to each others' postings. An example class discussion assignment is: Please provide constructive feedback to the persuasion speech. Be sure to write two things that the speaker did well and write two things the speaker did not do well.

- **Group work:** *Students will work in teams to complete group projects. The projects will then be shared with the rest of the class.*

Frequency

Students will work in teams to complete a group project. This project will then be shared with the rest of the class in the discussion board. An example assignment is: In your group, prepare a PowerPoint presentation on a topic of your choosing.

- **Blogs:** *Students will use blogs to discuss topics in the course.*

Frequency

Students will use blogs to discuss topics in the course. They will also use blogs in a writing assignment in which groups collaborate to write a paper. An example assignment is: Please post to the blog potential topics you will use for your assignment.

- **Chat:** *Students will use the class chatroom to discuss assignments and course material in realtime.*

Frequency

As additions are made to the group discussion board, students will use the class chatroom to discuss their group project in real-time.

- **Peer-editing/critiquing:** *Students will complete peer-editing assignments.*

Frequency

~~Students will complete a peer-editing assignment.~~ They will edit another student's paper and give feedback directly on the document. An example assignment is: Please provide constructive feedback directly to the submitted term paper document. Students will use this feedback as a final edit before submitting their final draft.

- **Social networking:** *A social network tool will be used so students can communicate on course topics.*

Frequency

A social network tool will be used so everyone can communicate on any topic.

- **Wikis:** *Students will use wikis to work collaboratively.*

Frequency

Students will use wikis to work collaboratively on a project or paper. An example assignment is: For your final group presentation, use the wiki to add and edit content.

- **Web conferencing:** *Students will interact in real time with each other to discuss coursework and assignments.*

Frequency

Students will interact in real time with each other to discuss course work.

Student-Content Interaction

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions on course content posed by the instructor.*

Frequency

Each module will contain at least one class discussion relating to the topic(s) of the module. Students will be required not only to post their opinions, ideas, and experiences, but they will also be required to reply to their classmates' posts. The instructor will pose questions relating to the textbook, online presentations, web sites, etc. An example assignment is: Please share information about yourself. This could include hobbies, music tastes, favorite foods, etc. You are then required to find someone who shares a common interest and respond to that post indicating as much.

- **Group work:** *Students will collaborate in private groups to solve problems, become experts on certain topics, etc. They will then present their findings to the class.*

Frequency

There will be at least one group project during the semester. Students will collaborate in private groups to solve problems, become experts on certain topics, etc. They will then present their findings to the class in the class discussion board. These presentations will be in the form of writing, online presentations, or web sites. An example assignment is: Together with your group, you are assigned to choose a topic related to communication. You will then develop a presentation that will be shared in the discussion board. Students will then provide feedback to your written presentation.

- **Written papers:** *Papers will be written on various topics.*

Frequency

~~Papers will be written on various topics.~~ Prior to students submitting their work, papers will be checked by an anti plagiarism service to ensure that no plagiarism is involved. There will be short papers on: creating a series of potential opening to your presentation.

There will be a term paper on the proper use of research in academic projects.

- **Research Assignments:** *Students will use the Internet and library resources to research questions, problems, events, etc.*

Frequency

Students will use the Internet to research questions, problems, events, etc. Prior to students submitting papers, those papers will be checked by an anti-plagiarism service to ensure that no plagiarism is involved.

An example research assignment is: Please use the library databases to locate academic research on your topic. You must find a minimum of 5 sources.

- **Quizzes, tests/exams:** *Quizzes will be used to make sure students completed assigned material and understood it.*

Frequency

~~Quizzes will be used in each module to make sure students completed the assigned reading and understood it.~~ These quizzes will be "openbook", but the questions will be randomized so different students get different questions.

Tests and exams will include short answer and essay questions that will require higher-order thinking, along with supporting factual knowledge. The questions will be randomized so different students get different questions. Time limits will be set. A typical exam question is: Extemporaneous speaking is a style of speaking that involves_____.

- **Practice quizzes, tests/exams:** *Practice quizzes will be given periodically throughout the course so students will be able to gauge their understanding of the content.*

Frequency

~~Practice quizzes will be given periodically throughout the course so students will be able to gauge their understanding of the content.~~ Specifically, these ungraded practice quizzes will be given prior to the midterm and final exam. These quizzes will include only objective questions so they can be graded by the computer, enabling students to gain immediate feedback.

- **Lecture:** *Students will attend or access synchronous or asynchronous lectures on course content.*

Frequency

Written lecture material will be divided into short, readable ("chunked") sections with links to subsequent pages, if necessary. For example, four mini-lectures, each with two short paragraphs per page, will be posted on the topic of: Research.

PowerPoint presentations converted into videos will last up to 5 minutes in duration but no longer than 10 minutes. Each module will contain one such presentation that covers the main points of the module. These will be close captioned. An example presentation will cover: The multiple parts of delivery, including but not limited to nonverbal and verbal delivery.

- **Video:** *Video will be used to demonstrate procedures and to help students visualize concepts.*

Frequency

Video will be used to demonstrate procedures and to help students visualize concepts. These clips increase the modalities of learning offered to students and meet the needs of those who learn best by seeing and hearing content. The instructor will use videos in multiple ways such as: 1. Pose a question at the beginning of the video to give students an idea of what to expect, what to look for, and what might be worth thinking about; 2. Present videos in an outline-like structure using short, descriptive links to different segments that include running times of each segment; 3. Include a short quiz or practice quiz at the end of each video; 4. Use the video as a springboard to a whole- class discussion; and 5. Assign multiple short videos, then have students identify, compare, and contrast the concepts presented in each. All videos will be close captioned.

- **Brainstorming:** *Brainstorming will be used to promote creative thinking.*

Frequency

Brainstorming will be used to promote creative thinking via free association of ideas at the beginning of specific lessons. This will be done in the discussion board. An example brainstorming activity will be: Brainstorm different methods for opening/beginning your presentation. Come up with at least 5 different options.

- **Blogs:** *Students will use blogs to discuss course content.*

Frequency

Students will use blogs to discuss topics in the course. An example assignment is: Please use the blog to submit a list of potential topics that can be used in this class.

- **Debates:** *Debates will be used to expand upon both sides of an argument.*

Frequency

Debates will be used to expand upon both sides of an argument. Assigned students present their arguments, and fellow students respond to them and to each other. Each reply will acknowledge a point made by a student and will respectfully refute it, citing factual sources. Debates will take place in the discussion board. An example debate is: Each pair of students will be assigned a "This or That" topic. You will post your arguments in the discussion board. An example topic will be Coke Vs. Pepsi.

- **Student presentations:** *Students will prepare and present on a topic being studied.*

Frequency

Students will present at least 4 speeches during the course of the semester.

- **Other:**

Frequency

Students will prepare, and present, a mini-lecture on a topic being studied. These presentations can be in the form of online presentations or web sites and will be posted in the discussion board for other students to view, question, and discuss. An example activity is: Deliver an Informative presentation not to exceed 7 minutes in length.

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks ~~No~~ Yes

Manuals/Periodicals No

Software No

Other No

Textbook

1. **Author(s)** Kathleen German
Title Principles of Public Speaking
Edition 20th
Publisher Routledge
ISBN-13
Year 2020
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
2. **Author(s)** Kory Floyd
Title Public Speaking Matters
Edition 3rd
Publisher McGraw-Hill
ISBN-13
Year 2022
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
3. **Author(s)** William M. Keith, Christian O. Lundberg
Title Public Speaking: Choices and Responsibility

Edition ~~2nd~~ 4th

Publisher Cengage

ISBN-13 9780357798973

Year ~~2017~~ 2024

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

4. Author(s) Jaffe, Clella,

Title Public Speaking: Concepts and Skills for a Diverse Society

Edition 8th

Publisher Wadsworth

ISBN-13 9780357122396

Year 2015

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

= The content in a Public Speaking textbook does not change enough for there to be a need for a more recent publication date.

Or Equivalent No

5. Author(s) Lucas, Stephen E.,

Title The Art of Public Speaking

Edition ~~12th~~ 13th

Publisher McGraw-Hill

ISBN-13 9781265455644

Year ~~2014~~ 2023

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

6. Author(s) O'Hair, Dan, Rob Stewart, and Hannah Rubenstein,

Title A Speaker's Guidebook: Text and Reference

Edition ~~6th~~ 8th

Publisher Bedford/St. Martin's

ISBN-13 978-1319201739

Year ~~2014~~ 2021

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

=

Or Equivalent No

7. Author(s) Sprague, Jo and Douglas Stuart,

Title The Speaker's Handbook

Edition ~~11th~~ 12th

Publisher Wadsworth

ISBN-13 9781337558679

Year ~~2015~~ 2019

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

= The content in a Public Speaking textbook does not change enough for there to be a need for a more recent publication date.

Or Equivalent No

8. Author(s) Steven A. Beebe, Susan J. Beebe

Title Public Speaking: An Audience Centered Approach

Edition ~~10th~~ 11th

Publisher Pearson

ISBN-13

Year ~~2018~~ 2021

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

OER

1. Author(s) _ Cunhill, M
Title _ Fundamentals of Public Speaking
Edition _ Latest
Publisher _ Lumen Learning
URL _
Year _ 2024
Rationale for textbook older than 7 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ No
2. Author(s) _ Magge Mapes
Title _ Speak Out, Call In: Public Speaking as Advocacy
Edition _ 1st
Publisher _ LibreTexts
URL _
Year _ 2019
Rationale for textbook older than 7 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ No
3. Author(s) _ Barton and Tucker
Title _ Exploring Public Speaking
Edition _ 4th
Publisher _ LibreTexts
URL _
Year _ 2019
Rationale for textbook older than 7 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ No

Manual

Software

Other Learning Materials

Other Materials Required of Students

v

1. Enter Required Material
Presentation software
2. Enter Required Material
Access to word processing
3. Enter Required Material

Access to the Internet

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component Yes

Transferability

CSU transfer Yes

- Transfers to CSU

Comments

New Request ~~Yes~~ NoAlready Approved ~~No~~ Yes

Effective Semester

Cal-GETC ~~No~~ Yes

- _ 1C - Oral Communication

Comments _New Request _ YesAlready approved substantial change _ NoAlready approved unsubstantial change _ NoEffective Semester _**UC transfer** Yes

- Transfers to UC

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change ~~No~~ Yes

Effective Semester

C-ID proposal YesC-ID COMM 110**Las Positas College GE** Yes

- IB. Communications and Analytical Thinking

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change ~~No~~ Yes

Effective Semester

CSU GE Yes

- A1 - Oral Communication
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change No
Effective Semester

CSU American Institutions No**IGETC** Yes

- 1C - Oral Communication
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change No
Effective Semester

Other articulation requests/comments No**Course Articulation**

Submit for Course-to-Course Articulation (new requests only) No

Course Articulation

Supporting Documents

Attached File

Codes and Dates

Course Codes

Originator Dobson, James

Origination Date

~~09/10/16/2018~~ 2024

Proposal Type

Course Modification

Parent Course

[CMST 1 - Fundamentals of Public Speaking](#)

No Previous Course

Entry of Special Dates

- Board of Trustees
~~12/12/2018~~
- State Approval
01/24/2019

- CC Approval

~~11/19/2018~~

Instructional Services

Effective Term Fall ~~2019~~ 2025

Implementation Date

~~08 09 / 15 20 / 2019~~
2024

UC Approval Date**CSU Approval Date****Course CB Codes****CB00: State ID**

CCC000361026

CB03: TOP Code

150600 - Speech Communication

CIP Code**CB04: Credit Status**

D - Credit - Degree Applicable

CB05: Transfer Status

A - Transferable to both UC and CSU.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

E - Non-Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status**CB13: Special Class Status**

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course Category

Y - Not Applicable, Credit course

CB23: Funding Agency Category

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

Y. Not Applicable

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status



Course Modification: CS 3 - Red Hat Linux Administration II

Course Modification: CS 3 - Red Hat Linux Administration II (Launched - Implemented 07-16-2024)

compared with

CS 3 - Red Hat Linux Administration II (Active - Implemented 08-15-2021)

Cover

Subject CS

Course Number 3

Course Title Red Hat Linux Administration II

Effective Term Fall ~~2021~~ 2025

~~Justification for course proposal~~ -

TOP Code 0708.00 - Computer Infrastructure and Support*

Basic Skills Status N - Not Basic Skills

SAM Priority Code C - Clearly Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

This course focuses on the key tasks needed to become a full time Linux Administrator and to validate those skills via the Red Hat Certified System Administrator exam. This course goes deeper into Enterprise Linux administration including filesystems and partitioning, logical volumes, SELinux, fire-walling, BASH script development and troubleshooting. - _ Students ~~who may have receive completed credit or are enrolled in for~~ CNT 7402 ~~may or CS 3, but~~ not ~~receive credit both~~ .

Material fees apply to this course?

This course is part of a new program No

Enter program name

This course is part of an existing program(s) No

Course Equivalency

Is this course part of a family No

Is this course shared with Chabot? No

Is there an equivalent course at Chabot? No

1. Course 0 0

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category [Y - Not Applicable, Credit course](#)

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture Yes

Min Units 2.500

Max Units 0.000

Lab Yes

Min Units 0.500

Max Units 0.000

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab No

TOTALS

Calculations

Lecture Hours 45

Lab Hours 27

Inside of Class Hours 72

Outside of Class Hours 90

Number of times a course can be taken for credit. 1

Justification for Repeatability

Course Grading Optional

Cross Listing

This course is part of the following cross listing

[Red Hat Linux Administration II:](#)

[CNT 7402 - Red Hat Linux Administration II\(Pending synchronization \)](#)

[CS 3 - Red Hat Linux Administration II\(Pending Approval \)](#)

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning No

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST No

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training No

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) No

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term

Discipline Placement

Minimum Qualification

1. **Minimum Qualification** Computer [Service Technology](#)
[Interdisciplinary](#) _
[Condition](#) _ or
2. [Minimum Qualification](#) _ [Computer](#) Science
Interdisciplinary
Condition

Computer **Science** [Service Technology](#)

Measurable Objectives

Objectives

Upon completion of this course, the student should be able to:

1. **Group Title** Automate sequences of commands by writing a simple shell script
2. **Group Title** Set up, in multiple ways, a command or group of commands which will run automatically at some point in time :
3. **Group Title** Optimize system performance by selecting a tuning profile managed by the tuned daemon

4. **Group Title** Describe ACLs and file-system mount options, **View** [view](#) and interpret ACLs with ls and getfacl, **Describe** [describe](#) the ACL mask and ACL permission precedence, **Identify** [identify](#) where Red Hat Enterprise Linux uses ACLs by default :
5. **Group Title** Explain how SELinux protects resources, **Change** [change](#) the current SELinux mode of a system, **Set** [set](#) the default SELinux mode of a system :
6. **Group Title** Create and modify storage partitions, format them with file systems, and mount them for use :
7. **Group Title** Describe logical volume management components and concepts, **Implement** [implement](#) LVM storage, **Display** [display](#) LVM component information :
8. **Group Title** Manage multiple storage layers using Stratis local storage management :
9. **Group Title** Identify NFS share information, **Create** [create](#) a directory to use as a mount point, **Mount** [mount](#) an NFS share using the mount command or by configuring the /etc/fstab file, **Unmount** [unmount](#) an NFS share using the umount command, **Configure** [configure](#) an NFS client to use NFSv4 using the new nfsconf tool :
10. **Group Title** Describe the Red Hat Enterprise Linux boot process, **Set** [set](#) the default target used when booting, **Boot** [boot](#) a system to a non-default target :
11. **Group Title** Explain the concept of firewalls and accept or reject network connections to system services using **firewall'd** [firewalld](#) rules :
12. **Group Title** Install Red Hat Enterprise Linux on a server :

Course Content

Lecture Content

1. Improving Command Line Productivity
 1. Writing simple Bash scripts
 2. Running commands more efficiently with loops
 3. Matching **Text** [text](#) in **Command** [command](#) **Output** [output](#) with **Regular** [regular](#) **Expressions** [expressions](#)
2. Scheduling Future Tasks
 1. Scheduling a deferred user job
 2. Scheduling recurring user jobs
 3. Scheduling recurring system jobs
 4. Managing temporary files
3. Tuning System Performance
 1. Adjusting tuning profiles
 2. Influencing process scheduling
4. Controlling Access to Files with ACLs
 1. Interpreting file ACLs
 2. Securing files with ACLs
5. Managing SELinux Security
 1. Changing the SELinux enforcement mode
 2. Controlling SELinux file contexts
 3. Adjusting SELinux policy with Booleans
 4. Investigating and resolving SELinux issues
6. Managing Basic Storage
 1. Adding partitions, file systems, and persistent mounts

2. Managing swap space
7. Managing Logical Volumes
 1. Creating logical volumes
 2. Extending logical volumes
8. Implementing Advanced Storage Features
 1. Managing layered storage with Stratis
 2. Compressing and deduplicating storage with VDO
9. Accessing Network-Attached Storage
 1. Mounting network-attached storage with NFS
 2. Automounting network-attached storage
10. Controlling the Boot Process
 1. Selecting the boot target
 2. Resetting the root password
 3. Repairing file system issues at boot
11. Managing Network Security
 1. Firewall overview
 2. Managing server firewalls
 3. Controlling SELinux port labeling
12. Installing Red Hat Enterprise Linux
 1. Installing Red Hat Enterprise Linux
 2. Automating installation with Kickstart
 3. Installing and configuring virtual machines

Lab Content

1. [Improving Command Line Productivity](#)
 1. [Writing simple Bash scripts](#)
 2. [Running commands more efficiently with loops](#)
 3. [Matching text in command output with regular expressions](#)
2. [Scheduling Future Tasks](#)
 1. [Scheduling a deferred user job](#)
 2. [Scheduling recurring user jobs](#)
 3. [Scheduling recurring system jobs](#)
 4. [Managing temporary files](#)

3. [Managing SELinux Security](#)

1. [Changing the SELinux enforcement mode](#)
2. [Controlling SELinux file contexts](#)
3. [Adjusting SELinux policy with Booleans](#)
4. [Investigating and resolving SELinux issues](#)

4. [Managing Basic Storage](#)

1. [Adding partitions, file systems and persistent mounts](#)
2. [Managing swap space](#)

5. [Managing Logical Volumes](#)

1. [Creating logical volumes](#)
2. [Extending logical volumes](#)

6. [Controlling the Boot Process](#)

1. [Selecting the boot target](#)
2. [Resetting the root password](#)
3. [Repairing file system issues at boot](#)

7. [Managing Network Security](#)

1. [Firewall overview](#)
2. [Managing server firewalls](#)

3. [Controlling SELinux port labeling](#)

Work Experience Content

Methods of Instruction

Check all that apply:

- Audio-visual Activity
Comments
-
- Classroom Activity
Comments
-
- Demonstration
Comments
-
- Discussion
Comments
-
- Lab
Comments
-
- Lecture
Comments
-
- Projects
Comments
-

Other No

Equity Based Curriculum

- [_ DE Course Interaction](#)
[Address](#) [_](#)
[Technology required for this course does not require "state of the art" devices.](#)
- [_ Methods of Instruction](#)
[Address](#) [_](#)
[Material can be delivered in a variety of ways to accommodate a range of different learning styles. Students will learn the material through lecture, interactive assignments, individually, and in groups.](#)
- [_ Assignments](#)
[Address](#) [_](#)
[Assignments will include real-world problems so students can see how the material relates to their personal lives and links to career and industry.](#)
- [_ Methods of Evaluation](#)

Address _

There will be a mix of ways for students to receive feedback on their understanding of the material, including homework, class work, quizzes, and exams. That way students will have multiple opportunities for feedback and assessment.

Typical Assignments

Typical Assignments

1. Assignment Type

Add Assignment

1. Create a Bash script that can filter and get relevant information from different hosts.
2. Configure systemd-tmpfiles in order to change how quickly it removes temporary files from /tmp, and also to periodically purge files from another directory.
3. Apply a specific tuning profile and adjust the scheduling priority of an existing process with high CPU usage.
4. Set up a collaborative directory for users in two groups, combining the set GID permission and default ACL entries to provide correct access permissions.
5. Solve an SELinux access denial problem. System administrators are having trouble getting a new web server to deliver content to clients when SELinux is in enforcing mode.
6. Reset the root password on a system, recover from a misconfiguration, and set the default boot target.

Student Learning Outcomes

Learning Outcomes

1. Outcome Text

~~Upon completion of CS-3, students will be able to automate~~ Automate Linux administrative -
_ tasks using BASH scripts.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

2. Outcome Text

~~Upon completion of CS-3, students will be able to protect~~ Protect a Linux server using -
_ SELINUX.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

3. Outcome Text

~~Upon completion of CS-3, students will be able to describe~~ Describe and manage storage -
_ devices, logical volumes, and storage layers within a Linux system.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

1. Requisite Type Recommended Course Preparation

Subject [CS CNT](#) (Computer [Science](#) [Networking Technology](#).)

Requisite Course [CS CNT 41 7401](#) - [Introduction Red to Hat Linux /LPI Linux+ Administration Certification I](#) ([Historical](#) [Active](#))

Non Course Requirements

Min Grade C

Comments

Requisite Validation Skills Analysis

Skills Analysis

Requisite Course Objective(s)

- Outline the key features, advantages and uses of the Linux/UNIX operating system
Degree of Importance [Required](#) [Recommended](#)
- Install and configure a basic desktop Linux/UNIX OS
Degree of Importance Recommended
- Explain the differences between the Linux Files systems EXT2, EXT3 and EXT4 and how they compare with NTFS and FAT
Degree of Importance Recommended
- Identify the default permissions created on files and directories, and apply special file and directory permissions
Degree of Importance Recommended
- Use basic shell programming, perform text manipulations, and use Linux/UNIX programming tools
Degree of Importance Recommended
- Describe common types of CPU's, memory, disk drives, system boards, and peripheral devices and how the computer uses UEFI or BIOS to start the computers boot process
Degree of Importance Recommended
- Outline the major steps necessary to configure boot loaders, dual booting, the init daemon and runlevels
Degree of Importance Recommended
- Install and use X Windows, window managers, and desktop environments
Degree of Importance Recommended
- Configure system and network settings
Degree of Importance [Recommended](#) [Required](#)
- Configure TCP-IP for Linux/UNIX/UNIX on LANs
Degree of Importance Recommended
- Describe and evaluate file sharing options
Degree of Importance Recommended
- [_ Managing local Users and Groups](#)
Degree of Importance [_ Recommended](#)
- [_ Monitoring and managing Linux processes](#)
Degree of Importance [_ Recommended](#)

- [_ Configuring and securing SSH](#)
[Degree of Importance](#) [_ Recommended](#)
- [_ Installing and updating software packages](#)
[Degree of Importance](#) [_ Recommended](#)

Catalog View **[Recommended Course Preparation:](#)** [CNT 7401 \(same as CS 41\) with a minimum grade of C](#) _

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Exams/Tests
Frequency
Mid-Term and Final Exam
- Quizzes
Frequency
Weekly
- Projects
Frequency
Weekly
- Group Projects
Frequency
Weekly
- Class Participation
Frequency
Weekly

Other No

Please Explain

Legacy Frequency

Distance Education

Does (or will) this course have a DE component? Yes

Curriculum Committee Approval Date

Effective Term

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

[Yes](#)

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. [Yes](#)

I have consulted with my Dean regarding the creation of a DE addendum for this course. [Yes](#)

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

- **Fully Online (FO):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.*
- **Partially Online:** *Also known as hybrid: Instruction involving regular and effective online interaction for some portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system, and through the use of other required materials. Any portion of a class that is delivered online follows a separate approval and meets the regular and effective contact regulation. The schedule of classes indicates dates, times and locations of in-person meetings.*

Explain why this course should be offered in Distance Education mode.

As the Linux is a distributed operating system, being able to operate ~~on-line~~ online (partially or completely) is a necessity for the student.

Explain how the decision was made to offer this course in a Distance Education mode.

As the CS - _ 41 prerequisite is also an approved distance education offering, and this is a follow- ~~on~~ up course, it only makes sense for both to be offered in a DE environment _

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency. Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Utilizing headers/styles for text formatting to make web pages accessible for screen readers.
- Formatting and coding to make tables accessible for screen readers.
- Exploratory links.
- Proper color contrast.

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that

instructor expectations surrounding interaction and participation are present. The choices here represent those expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

Other No

Explain

Measurable Objectives Compared to a Traditional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. Yes

The content identified in the course outline of record can be presented effectively and with the same degree of rigor.

Yes

A student can achieve the same goals and objectives identified in the course outline of record. Yes

The same assignments in the course outline of record can be completed by the student and graded by the instructor.

Yes

The same assessments and level of student accountability can be achieved. Yes

If there are any topics you did not choose, use the text box below to explain why. No

Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Email:** *The instructor will initiate interaction with students to determine that they are accessing and comprehending course material and are participating regularly in course activities.*

Frequency

Weekly. Email will be returned within 24 hours of student submissions.

- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*

Frequency

Daily

- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*

Frequency

Weekly: Each assignment will be graded and commented on to give the student necessary feedback

- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*

Frequency

Bi-Weekly (Twice a week)

- **Web conferencing:** *The instructor will use web conferencing to interact with students in real time.*

Frequency

Weekly: During office hours and face-to-face instruction

- **Social networking:** *A social networking tool will be used to disseminate academic information and allow for student comments.*

Frequency

Bi-Weekly (Twice a week)

- **Face-to-face meetings (partially online courses only):** *Students will come to campus during face-to-face sessions (office hours, etc.) to discuss any facet of the course.*

Frequency

Bi-Weekly (Twice per week) or more.

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*

Frequency

Weekly

- **Group work:** *Students will work in teams to complete group projects. The projects will then be shared with the rest of the class.*

Frequency

Weekly

- **Social networking:** *A social network tool will be used so students can communicate on course topics.*

Frequency

Daily

- **Web conferencing:** *Students will interact in real time with each other to discuss coursework and assignments.*

Frequency

Daily

Student-Content Interaction

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions on course content posed by the instructor.*
Frequency
Weekly
- **Quizzes, tests/exams:** *Quizzes will be used to make sure students completed assigned material and understood it.*
Frequency
Weekly
- **Lecture:** *Students will attend or access synchronous or asynchronous lectures on course content.*
Frequency
Weekly
- **Video:** *Video will be used to demonstrate procedures and to help students visualize concepts.*
Frequency
Bi-Weekly (Twice a week)
- **Projects:** *Students will complete projects that demonstrate their mastery of outcomes of the course.*
Frequency
Weekly

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks No

Manuals/Periodicals No

Software Yes

Other No

Textbook

1. **Author(s)** ~~Asghar Ghori~~
Title - ~~RHCSA Red Hat Enterprise Linux 8: Training and Exam Preparation Guide (EX200)~~
Edition - ~~1st~~
Publisher - ~~Endeavor Technologies~~
ISBN-13 -
Year - ~~2020~~
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) -
Or Equivalent - ~~No~~
2. **Author(s)** - Sander van Vugt
Title Red Hat RHCSA ~~8 9~~ Cert Guide: EX200 ~~(Certification Guide)~~
Edition 1st
Publisher Pearson
ISBN-13
Year ~~2020~~ 2023
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
3. **Author(s)** Michael Jang , Alessandro Orsaria
Title RHCSA ~~/RHCE~~ Red Hat Enterprise Linux ~~8 9~~ Certification Study Guide ~~,8th Edition~~
Edition 8th

Publisher McGraw-Hill

ISBN-13

Year ~~2020~~ 2023

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

OER

Manual

Software

1. Title Red Hat Enterprise Linux

Edition/Version ~~8~~ 9

Publisher/Manufacturer Red Hat

Description

DVD Installation image obtained from RHEL Developer's Subscription

Or Equivalent No

Other Learning Materials

Other Materials Required of Students

v

1. Enter Required Material

Students require access to a computer connected to the Internet, with word processing and browser software, and an email address

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component Yes

Transferability

CSU transfer Yes

- Transfers to CSU

Comments

New Request ~~No~~ Yes

Already Approved ~~Yes~~ No

Effective Semester

Cal-GETC No

- Transfers to CSU

Comments

New Request **No** [Yes](#)

Already approved substantial change No

Already approved unsubstantial change **Yes** [No](#)

Effective Semester

UC transfer No

- Transfers to CSU

Comments

New Request **No** [Yes](#)

Already approved substantial change No

Already approved unsubstantial change **Yes** [No](#)

Effective Semester

C-ID proposal No

C-ID

Las Positas College GE No

- Transfers to CSU

Comments

New Request **No** [Yes](#)

Already approved substantial change No

Already approved unsubstantial change **Yes** [No](#)

Effective Semester

CSU GE No

- Transfers to CSU

Comments

New Request **No** [Yes](#)

Already approved substantial change No

Already approved unsubstantial change **Yes** [No](#)

Effective Semester

CSU American Institutions No

- Transfers to CSU

Comments

New Request **No** [Yes](#)

Already approved substantial change No

Already approved unsubstantial change **Yes** [No](#)

Effective Semester

IGETC No

- Transfers to CSU

Comments

New Request **No** [Yes](#)

Already approved substantial change No

Already approved unsubstantial change **Yes** [No](#)

Effective Semester

Other articulation requests/comments No

Course Articulation

Submit for Course-to-Course Articulation (new requests only) No

Course Articulation

Supporting Documents

Attached File

Codes and Dates

Course Codes

Originator ~~Komanetsky~~ Moreno , ~~Bill~~ Carlos

Origination Date

~~07 04 / 20 15 / 2020~~ 2024

Proposal Type

~~New~~ Course ~~Course~~ Modification

Parent Course

No Previous Course

Entry of Special Dates

- ~~Board of Trustees~~
~~01/19/2021~~
- ~~State Approval~~
~~01/19/2021~~
- ~~CC Approval~~
~~12/07/2020~~

Instructional Services

Effective Term Fall ~~2021~~ 2025

Implementation Date

~~08 07 / 15 16 / 2021~~
2024

UC Approval Date

CSU Approval Date

Course CB Codes

CB00: State ID

CCC000621879

CB03: TOP Code

070800 - Computer Infrastructure and Support

CIP Code

CB04: Credit Status

D - Credit - Degree Applicable

CB05: Transfer Status

B - Transferable to CSU only.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

C - Clearly Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status

CB13: Special Class Status

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course Category

Y - Not Applicable, Credit course

CB23: Funding Agency Category

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

Y. Not Applicable

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status



Course Modification: ENGL C1000 - Academic Reading and Writing

Course Modification: ENGL C1000 - Academic Reading and Writing (Launched - Implemented 09-20-2024)

compared with

ENG 1A - Critical Reading and Composition (Active - Implemented 08-21-2024)

Cover

Subject ~~ENG~~ ENGL

Course Number ~~1A~~ C1000

Course Title ~~Critical~~ Academic Reading and ~~Composition~~ Writing

Effective Term Fall ~~2024~~ 2025

TOP Code 1501.00 - English

Basic Skills Status N - Not Basic Skills

SAM Priority Code E - Non-Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. Integrated approach to reading,

writing, and critical thinking intended to develop ability to read and write complex, college-level prose.

Examination of ideas in relation to individual's worldview and contexts from which these ideas arise. Some research required.

Material fees apply to this course?

This course is part of a new program No

Enter program name

This course is part of an existing program(s) No

Course Equivalency

Is this course part of a family No

Is this course shared with Chabot? No

Is there an equivalent course at Chabot? Yes

1. Course ENGL ~~1A~~ C1000

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category [Y - Not Applicable, Credit course](#)

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture Yes

Min Units 3.000

Max Units 0.000

Lab No

Min Units

Max Units

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab Yes

TOTALS

Calculations

Lecture Hours	54
<u>Lab Hours</u>	<u>18</u>
Inside of Class Hours	54 <u>72</u>
Outside of Class Hours	108

Number of times a course can be taken for credit. 1

Justification for Repeatability

Course Grading Letter Grade Only

Cross Listing

This course is part of the following cross listing

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning No

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST No

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training No

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) No

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term

Discipline Placement

Minimum Qualification

1. Minimum Qualification English
Interdisciplinary
Condition

English

Measurable Objectives

Objectives

Upon completion of this course, the student should be able to:

1. **Objective Text** Read analytically to understand and respond to diverse academic texts.
2. **Objective Text** Compose thesis-driven academic writing that demonstrates analysis and synthesis of sources as appropriate to the rhetorical situation.
3. **Objective Text** Demonstrate strategies for planning, outlining, drafting, revising, editing, and proofreading written work.
4. **Group Title** Critically read texts and materials from a variety of academic and cultural contexts, demonstrating in writing and discussion the ability to:

1. **Objective Text**

- Summarize a thesis and main points;
2. **Objective Text**
Analyze main ideas;
 3. **Objective Text**
Evaluate the validity and logic of the text's reasoning and support;
 4. **Objective Text**
Relate ideas and information in the text to their own experience as well as other texts;
 5. **Objective Text**
Create a coherent position or argument based on reading;
5. **Group Title** Write multiple-paragraph papers that:
1. **Objective Text**
Accurately and appropriately respond to a given assignment;
 2. **Objective Text**
Develop a relevant, focused thesis;
 3. **Objective Text**
Are well-organized and coherently move from coordinating to subordinating points;
 4. **Objective Text**
Are well-developed with sufficient and relevant evidence;
 5. **Objective Text**
Synthesize facts and ideas originating outside their direct experience to develop and support a thesis;
 6. **Objective Text**
Demonstrate stylistic choices in tone, syntax, and diction;
 7. **Objective Text**
Use language--including edited American English and Englishes informed by one's positionality--style, and voice to write clear, engaging prose with an authentic voice.
6. **Group Title** Research a specific topic using the Internet, databases, journals, and books demonstrating an ability to:
1. **Objective Text**
Review sources for relevant evidence and arguments;
 2. **Objective Text**
Integrate researched material into their own writing with appropriate context, explanation, punctuation, and citation;
 3. **Objective Text**
Document sources in an academically responsible way.

Course Content

Lecture Content

1. [Read, analyze, and evaluate diverse texts, primarily non-fiction, for rhetorical strategies and styles.](#)
2. [Apply a variety of rhetorical strategies in academic writing, including well-organized essays with effective theses and support.](#)

3. Develop varied and flexible strategies for generating, drafting, revising, editing, and proofreading formal writing.
4. Analyze rhetorical choices in students' own and peers' writing and effectively provide and incorporate feedback.
5. Write in various genres and modalities, including low stakes, analytical, argumentative, collaborative, reflective writing, synthesis, literature review, and other forms.
6. Exhibit acceptable college-level control of mechanics, organization, development, and coherence.
7. Identify, evaluate, and effectively integrate material from source texts through paraphrasing, summarizing, and quoting using appropriate documentation conventions
8. Compose a minimum of 5,000 words of formal writing across major assignments.
 1. At least 4000 words in revised final draft form

9. Critical Reading

1. Instruction in summary:

1. Identifying main ideas and support points of diverse, complex nonfiction texts
 2. Paraphrasing author's ideas and maintaining neutrality, avoiding analysis, and avoiding wording and sentence structure of the original
 3. Negotiating difference between 1) individual student's interpretation of text's main ideas and meaning and 2) main ideas and meaning that writer most likely intended
 4. Using summary as a tool to improve understanding and to precede use of text for another purpose, for example class discussion or a research paper
 5. Writing more succinct summaries, to introduce a text in a student essay, highlight main ideas of text as they pertain to student's position or argument, and provide context for student's analysis of text
2. Detailed critical analysis and assessment of at least five short works as well as one or more book-length works (with an emphasis on nonfiction texts showing a diversity of perspectives)

1. Evaluation of validity and logic of text's reasoning and support
2. Identification of and beginning discussion of point of view, purpose, question at issue, information, interpretation and inference, concepts, assumptions, implications and consequences
3. Discovery, through discussion and later through writing, of how ideas in a work might be elaborated upon, illustrated, modified, and synthesized with one's own and others' views

10. Writing

1. Writing assignments totaling 5,000 final draft words. Instructor will assign at least ~~4~~ 3 essays. One of the essays, a documented research paper, might instead be a detailed research proposal and annotated bibliography. - Instructor will additionally assign ~~5~~ 4,000 words of ~~more~~ informal writing, ~~for~~ including example one timed/in-class writing; other types of informal writing might include essay drafts, summaries, and reading responses. – Training in the process of writing will include:
 1. Pre-writing strategies appropriate to more complex writing assignments
 2. Development of theses that make an assertion and do not merely state a fact or the status quo
 3. Support of theses with evidence, detail, and reasoning
 4. Introductory inductive and deductive reasoning
 5. Writing to a specific audience
 6. Explanation of the varying purposes of research writing: pursuing a line of inquiry as opposed to making an argument, for example.
 7. Careful paraphrasing of passages and longer sections of sources, avoiding wording and sentence structure of original
 8. Strategies for critical revision and editing
 9. Directed peer review
 10. Using language, style, and voice to write clear, engaging prose with an authentic voice

11. Deconstructing the dichotomy between academic and personal writing and discussing features of each from a linguistic justice perspective
12. Assessing the best use of language, style, and voice for a variety of writing assignments and rhetorical contexts
13. Using edited American English, Englishes informed by one's own positionality, and code-meshed Englishes

11. Introduction to research

1. Explanation of the varying purposes of research: supporting a line of inquiry as opposed to supporting an argument, for example
2. Learning the components of and organizing the research process
 1. Library skills: orientation to the library and to the specific ~~1A~~ course/project, covering:
 1. Value of different types of sources (reference book, book, anthology, journal article, other periodical article, website, other) and of current sources to student's research project
 2. Use of library technology to locate sources
 3. Location and use of various library services (NoodleBib, reference desk, interlibrary loan, etc.)
 2. Notetaking
 1. Selecting relevant and uniquely worded direct quotes
 2. Selecting passages and sections of texts to paraphrase or summarize
 3. Summarizing and evaluating research sources
 4. Recording all source information and page numbers of quotes, paraphrases, and summaries

3. Accurate citation of sources

1. Citation of all direct quotes and ideas that come from an outside source
2. Discussion of how MLA compares to other common citation methods (APA, Chicago, etc.) and recognition of the different demands and styles of those systems
3. Using MLA's system for parenthetical citation within the body of the text
4. Understanding when a given piece of information is "common knowledge" and does not need to be cited
5. Creating an accurate Works Cited list in MLA style

Lab Content

- A. Write a rough draft of an essay, and review for grammar errors
- B. Create a Works Cited page using MLA format
- C. Use Internet to find and evaluate research sources

Work Experience Content

Methods of Instruction

Check all that apply:

- - ~~Audio-visual Activity~~
~~Comments -~~
~~viewing, analysis, and evaluation~~
- Demonstration
Comments
whether in-class or online
- Lecture
Comments
short lectures might be on theme of class to build schema, organizational strategies, avoidance of plagiarism, grammar issue, etc.
- Written Exercises

Comments

Students might do guided in-class writing, whether to do pre-writing, a draft introduction or P.I.E. paragraph, or a revision of a section for better transitions or textual integration. Before or after doing this in-class writing, students might review examples of student writing that model writing exercise in question.

Other Yes

1. **Explain**
Pre-reading and pre-writing activities
2. **Explain**
~~Group or individual oral presentations~~
3. **Explain** -
~~Instructor conferences~~
4. **Explain** -
Peer responses to multiple drafts
5. **Explain**
5000 words of final draft writing with an additional ~~5000~~ 4000 words of informal writing.
6. **Explain**
Reading at least one full-length work in addition to at least five shorter works (required). Emphasis is nonfiction, and at least one full-length work should be nonfiction.
7. **Explain**
Summary and paraphrase exercises

Equity Based Curriculum

- DE Course Interaction
Address
Students will read texts that show a variety of perspectives from authors of various backgrounds. Students will take part in student-to-student online discussions in which students will share and be exposed to a variety of perspectives. DE courses in Canvas will be accessible to students with disabilities.
- Measurable Objectives
Address
Students will critically read texts and materials from a variety of academic and cultural contexts. In their writing, they will explore language beyond edited American English, including Englishes informed by their own positionality and code-meshed Englishes.
- Course Content
Address
Students will read texts that show a variety of perspectives from authors of various backgrounds. Discussion of writing will include how to assess rhetorical situations to select the best language, style and voice for a variety of situations and to a variety of audiences, not just academic writing to an academic audience, which is deeply rooted in Eurocentric systems.
- Methods of Instruction
Address
Instructors will use a variety of methods to teach students from a variety of backgrounds.
- Assignments
Address

Assignments will challenge students to think beyond writing "standard" American English and its focus on correctness, and to fully consider rhetorical situations, including the writer's audience, purpose, and genre best suited to their communication.

- Methods of Evaluation

Address

Instructors will provide a variety of types of assessments to give students options to demonstrate their ability to meet a course outcome or objective.

- Typical Texts

Address

Instructors will adopt and/or teach a variety of texts that represent a diversity of voices and perspectives.

Typical Assignments

Typical Assignments

1. Assignment Type [Reading](#)
Add Assignment

1. [Reading](#)

1. Read Paul Wachtel's "Talking About Racism: How Our Dialogue Gets Short-Circuited," in *Rereading America*. Annotate carefully as you read, both to note your reactions and identify the main stages of his argument. Write an objective summary of the essay, being sure to mention the author, article title, and main idea in the first sentence of your summary. As you paraphrase the stages of Wachtel's argument, be careful not to accidentally plagiarize and use his words without quotation marks.
2. Discuss the following quiz questions with your group, and write down your answers. You may use your book, a dictionary, and any notes. Please explain all answers in your own words rather than quoting from the text. Each question is worth three points. You have half an hour to complete the quiz. . . Question #3: Robin Lakoff lists a number of practices that fall under the term "political correctness." What do these practices have in common with one another? Why have they gotten grouped together as "politically correct"?
3. Internet Source Evaluation assignment: The following lesson is designed to introduce you to techniques that help you identify the authors of web pages, evaluate the credentials of these authors, and evaluate the content on the pages themselves for bias and reliability. Read Section R2, in Diana Hacker's *A Writer's Reference*, "Evaluating Sources" AND "Evaluating Web Pages: Techniques to Apply and Questions to Ask," written by the librarians at U.C. Berkeley, available at <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>. Using the criteria enumerated by Hacker and the U.C. librarians, assess the value and potential bias of the

following websites by reflecting on each site's authors, sponsorship, purpose, and currency. -

2.

2. [Assignment Type](#) _ Writing
[Add Assignment](#) _

1. We have discussed the "Edited American English" construct, developing your own writer's voice, and the purpose of prologues in writing. You read "They Say If You Talk Pidgin, You No Can," by Native Hawaiian writer Lee Tonouchi. Imagine that you are Tonouchi, who believes that his dialect is just as effective, powerful, and scholarly as "Edited American English," and you are preparing to present your work to an audience who may still expect you to write in "Standard English." Write a prologue that explains your rhetorical choices.
2. We have read essays by Horace Mann, Jean Anyon, John Taylor Gatto, and Mike Rose that describe in shocking detail what too often goes wrong in the schoolroom. However, these essays also outline, whether indirectly or directly, what incredible potential students reveal when the classroom is functioning well. In this essay, please reflect on what you think the "proper goals of public education in a democracy should be," as Horace Mann put it (qtd. in Colombo 152). As you reason through your essay, you must draw on at least one of the articles we read and on your own personal experience of and/or knowledge of California's educational system in support of your thesis.
3. For this lab assignment you will need: Paper #1 and rubric; an electronic copy of Paper #1; A *Writer's Reference* handbook.
 1. Review all the sentence-level corrections on your paper. You can get an overview by looking at the "comments" section in your rubric beside Sentence Skills, Word Choice, Punctuation, Mechanics and Format.
 2. Start with Sentence Skills. Let's say the first item listed in the comments is "G1b."
 1. Read this section in Hacker.
 2. Type (in your own words) the general rule that is discussed in G1b.
 3. Then go through your paper and find the first G1b error, copy and paste the entire sentence that contains the error, and retype the sentence, correcting the error. -

1. [Research](#)

3. [Assignment Type](#) _ [Other](#)
[Add Assignment](#) _

1. For this assignment, you should choose one issue or topic regarding language use. You may choose any topic that we have discussed in class, or any other topic related to language (if you pick a topic not covered in our course, you must check with me to make sure the topic is appropriate). Possible topics include English as a second language/non-native speaker English, Ebonics, Spanglish, hate speech, political correctness, and prescriptive versus descriptive grammar. For your assignment, you will research this issue, find three articles that we have not discussed in class, and write an annotated bibliography listing these sources. You will also choose one source to examine more closely and write a brief report about it.
2. While living a life as a homeless person, Lars Eighner tells of his adventures in "On Dumpster Diving," often criticizing American culture. His picture of being indigent doesn't always ring true to the average American's concept of who the homeless are and what each is like. Use Eighner's essay as the foundation for developing your own commentary on homelessness in America. Besides citing Eighner, include at least three additional sources in your paper. Follow MLA format. Include: standard MLA essay margins and page information; in-text source citations; Works Cited page (separate page following the body of the paper).
3. Your *Allyn & Bacon Guide to Writing* explains that exploratory research must be open to the complexities of your given research problem and seek a diversity of options about it. Reviewing a diversity of sources including a reference source, a book, a scholarly journal article, a magazine or newspaper article, and a video, write either an exploratory research essay or an annotated bibliography. Both are essentially descriptions of your research journey, but they follow different formats. The essay will narrate the inquiry process you followed as you researched your topic and have a Works Cited list at the end; the annotated bibliography will have annotations in a Works Cited list and begin with a critical preface.
4. For your lab assignment this week, begin work on your Works Cited list. Select the journal article you have found to support your research paper and use NoodleBib to create a Works Cited entry for it in MLA format. Remember, when identifying the type of source in NoodleBib, that your journal article was originally published in print form—it does not exist only on the Internet. Remember also that NoodleBib will help you find the correct URL for the library database you used.

Student Learning Outcomes

Learning Outcomes

1. Outcome Text

Upon Read completion of English 1A, the student will be able analytically to identify the main ideas understand and supporting respond arguments to of diverse a academic college- level texts. text:

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ **Read Critically** : Locate, interpret and analyze various types of written texts
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ **Reason** : Differentiate between facts, inferences, assumptions, and conclusions; use logic, as well as quantitative and qualitative data, to make inferences.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ **Respond appropriately** : Respond appropriately to challenging situations, developing their capacity for self-assessment, improvement, and resilience.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ Determine which technology will effectively and efficiently produce the desired results

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

2. Outcome Text

Upon Compose completion thesis-driven academic writing that demonstrates analysis and synthesis of English sources 1A, as appropriate to the student rhetorical situation.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ **Write Effectively** : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ **Reason** : Differentiate between facts, inferences, assumptions, and conclusions; use logic, as well as quantitative and qualitative data, to make inferences.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ **Make Decisions** : Formulate alternative solutions, processes, or decisions and identify potential consequences in selecting the appropriate solution, process, or decision.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ Determine which technology will be effectively able and efficiently produce the desired results

This SLO maps to research the following Program Student Learning Outcomes (PSLOs), please check all that apply:

3. Outcome Text _

Demonstrate strategies for planning, outlining, drafting, revising, editing, and proofreading written work.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ **Write Effectively** : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ **Make Decisions** : Formulate alternative solutions, processes, or decisions and identify potential consequences in selecting the appropriate solution, process, or decision.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ _ **Develop Ideas** : Develop and implement original ideas or perspectives using curiosity, imagination, and reflection;
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _

Respond appropriately : Respond appropriately to challenging situations, developing their capacity for self-assessment, improvement, and resilience.

- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Determine which technology will effectively and efficiently produce the desired results
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Use appropriate technology to acquire, organize, analyze, and communicate

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

4. Outcome Text

Identify the main ideas and supporting arguments of a college-level text.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Read Critically : Locate, interpret and analyze various types of written texts

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

5. Outcome Text

Research a topic using credible sources and document sources in an academically responsible way.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Gather and Evaluate Information : Gather information from multiple sources (verbal, written, graphic, symbolic and numerical)and evaluate information for accuracy, credibility, and usefulness.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Determine which technology will effectively and efficiently produce the desired results
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Use appropriate technology to acquire, organize, analyze, and communicate

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

6. Outcome Text

~~Upon completion of English 1A, the student will be able to use~~ Use effective and correct sentence structures to convey ideas.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Write Effectively : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Determine which technology will effectively and efficiently produce the desired results

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

7. Outcome Text

~~Upon completion of English 1A, the student will be able to write~~ Write an academic essay using textual evidence to support a thesis.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) **Write Effectively** : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) Determine which technology will effectively and efficiently produce the desired results

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

1. Requisite Type ~~Enrollment Limitation~~ Prerequisite
 Subject
 Requisite Course
 Non Course Requirements
~~–Eligibility for college-level composition as determined by college assessment or other appropriate method~~
 Min Grade
 Comments Placement as determined by the college's multiple measures assessment process
 Requisite Validation CCN/C-ID Requirement
 Skills Analysis
 Requisite Course Objective(s)

Catalog View ~~Enrollment Limitation~~ Prerequisite : ~~Eligibility for college-level composition~~ Placement as determined by the college's multiple measures assessment ~~or other appropriate method:~~ process

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Exams/Tests
Frequency
 One in-class timed textual integration writing assignment, one midterm, one in-class timed writing final exam
- Quizzes
Frequency
 Weekly
- Research Projects
Frequency
 End of semester
- Portfolios

Frequency

End of semester

- Papers

Frequency~~4~~ 3 or more

- Oral Presentation

Frequency

Once

- Group Projects

Frequency

Once

- Class Participation

Frequency

Weekly

- Class Work

Frequency

Daily

- Home Work

Frequency

Daily

- Lab Activities

Frequency

Weekly

Other ~~No~~ Yes**Please Explain**

Methods of formative and summative evaluation used to observe or measure students' achievement of course outcomes and objectives will include primarily academic writing, which may include timed/in-class writing. Methods of evaluation are at the discretion of local faculty.

Legacy Frequency

Distance Education

Does (or will) this course have a DE component? Yes

Curriculum Committee Approval Date

Effective Term

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

Yes

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. Yes

I have consulted with my Dean regarding the creation of a DE addendum for this course. Yes

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

Explain why this course should be offered in Distance Education mode.

Explain how the decision was made to offer this course in a Distance Education mode.

Already approved.

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency. Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Formatting and coding to make tables accessible for screen readers.

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that instructor expectations surrounding interaction and participation are present. The choices here represent those expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

Other No

Explain

Measurable Objectives Compared to a Traditional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. No

The content identified in the course outline of record can be presented effectively and with the same degree of rigor.

No

A student can achieve the same goals and objectives identified in the course outline of record. No

The same assignments in the course outline of record can be completed by the student and graded by the instructor.

No

The same assessments and level of student accountability can be achieved. No

If there are any topics you did not choose, use the text box below to explain why. No Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Email:** *The instructor will initiate interaction with students to determine that they are accessing and comprehending course material and are participating regularly in course activities.*

Frequency

The instructor will initiate interaction with students to determine that they are accessing and comprehending the course, and participating regularly. Students will be encouraged to email the instructor with any questions about the course/their progress, and emails will be answered as soon as possible.

- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*

Frequency

The instructor will facilitate discussions in the class discussion board. While it's impossible to reply to every student posting, the Instructor will read each one and reply to selected postings. Replies will be substantive.

- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*

Frequency

The instructor will make substantive comments on assignments and student submissions.

- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*

Frequency

Announcements will be posted to the class regularly, and may include information on due dates, upcoming assignments, and syllabus changes.

- **Web conferencing:** *The instructor will use web conferencing to interact with students in real time.*

Frequency

Webconferencing may be used to deliver content to students in real time, or to conduct office hours.

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be

achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*

Frequency

Students will post to the discussion board, answering questions posed by the instructor or by classmates. They will also reply to each others' postings.

- **Peer-editing/critiquing:** *Students will complete peer-editing assignments.*

Frequency

Students will be required to submit essays for classmates to critique, and also to provide critique for others. They will use questions provided by the instructor, and may use online editing tools to provide feedback directly on the document

Student-Content Interaction

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions on course content posed by the instructor.*

Frequency _

Weekly

- **Written papers:** *Papers will be written on various topics.*

Frequency _

Formal essays at least three times per semester, as well as an additional in-class/timed writing.

- **Research Assignments:** *Students will use the Internet and library resources to research questions, problems, events, etc.*

Frequency _

at least one per semester

- **Quizzes, tests/exams:** *Quizzes will be used to make sure students completed assigned material and understood it.*

Frequency _

as needed or determined by the instructor

- **Lecture:** *Students will attend or access synchronous or asynchronous lectures on course content.*

Frequency _

weekly

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks No

Manuals/Periodicals No

Software No

Other ~~No~~ Yes

Textbook

1. **Author(s)** Eric Weiner
Title The Geography of Bliss: One Grump's Search for the Happiest Places in the World
Edition 8th
Publisher Bedford/St. Martin's
ISBN-13
Year 2008
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
 relevant topic
Or Equivalent No
2. **Author(s)** Jonathan Foer
Title Eating Animals
Edition 1st
Publisher Back Bay Books-Little, Brown-Hachette
ISBN-13
Year 2009
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
 relevant topic
Or Equivalent No
3. **Author(s)** J.D. Vance
Title Hillbilly Elegy: A Memoir of a Family and Culture in Crisis
Edition reprint
Publisher HarperCollins
ISBN-13
Year 2016
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
4. **Author(s)** John Ramage, John Bean, June Johnson
Title The Allyn & Bacon Guide to Writing
Edition 8th
Publisher Pearson
ISBN-13
Year 2018
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
5. **Author(s)** Sonia Nazario
Title Enrique's Journey: The Story of a Boy's Dangerous Odyssey to Reunite with His Mother
Edition reprint
Publisher Random House Trade Paperbacks
ISBN-13
Year 2007
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
 relevant topic

Or Equivalent No

6. **Author(s)** Ta-Nehisi Coates
Title Between the World and Me
Edition 1
Publisher Spiegel & Grau-Penguin Random House
ISBN-13
Year 2015
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

7. **Author(s)** Pam Altman, Lisa Metge-Egan, Paige Wilson, Mari Caro
Title The Sentence Combining Workbook
Edition 5
Publisher Cengage
ISBN-13
Year 2019
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

8. **Author(s)** Gary Colombo, Uzzie T Cannon, Robert Cullen, Bonnie Lisle
Title Rereading America: Cultural Contexts for Critical Thinking and Writing
Edition 12th
Publisher Bedford/St. Martin's
ISBN-13
Year 2021
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

9. **Author(s)** Diana Hacker, Nancy Sommers
Title A Writer's Reference
Edition 10th
Publisher Bedford/St. Martin's
ISBN-13
Year 2020
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

good reference

Or Equivalent No

10. **Author(s)** Gerald Graff, Cathy Birkenstein
Title They Say, I Say: The Moves That Matter in Academic Writing
Edition 5th
Publisher W. W. Norton & Company
ISBN-13
Year 2021
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

-

Or Equivalent No

OER

Manual

Software

Other Learning Materials

1. **Other** _
An anthology, or appropriate Open Educational Resources (OER) containing culturally diverse college-level essays, articles, or other texts.
2. **Other** _
A college-level handbook on writing and documentation or evidence of similar writing pedagogy.
3. **Other** _
Course texts may include book-length works.
4. **Other** _
Texts used by individual institutions and even individual sections will vary. The list of representative texts must include at least one text with a publication date within seven (7) years of the course outline approval date.

Other Materials Required of Students

v

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component Yes

Transferability

CSU transfer Yes

- Transfers to CSU

Comments

New Request Yes

Already Approved No

Effective Semester

Cal-GETC No**UC transfer** Yes

- Transfers to UC

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change No

Effective Semester

C-ID proposal Yes

C-ID

Las Positas College GE Yes

- IA. English Composition
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change No
Effective Semester

CSU GE Yes

- A2 - Written Communication
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change No
Effective Semester

CSU American Institutions No**IGETC** Yes

- 1A - English Composition
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change No
Effective Semester

Other articulation requests/comments No**Course Articulation**

Submit for Course-to-Course Articulation (new requests only) No

Course Articulation

Supporting Documents

Attached File

Codes and Dates

Course Codes

Originator Nash, Martin

Origination Date

~~11 09 / 03 09 / 2023~~ 2024**Proposal Type**

Course Modification

Parent Course

[ENG 1A - Critical Reading and Composition](#)

No Previous Course

Entry of Special Dates

- Board of Trustees

~~01/16/2024~~

- State Approval

~~01/31/2024~~

- CC Approval

~~12/06/2023~~

Instructional Services

Effective Term Fall ~~2024~~ [2025](#)

Implementation Date

~~08 09 / 14 20~~ /2024

UC Approval Date**CSU Approval Date****Course CB Codes****CB00: State ID**

CCC000365449

CB03: TOP Code

150100 - English

CIP Code**CB04: Credit Status**

D - Credit - Degree Applicable

CB05: Transfer Status

A - Transferable to both UC and CSU.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

E - Non-Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status**CB13: Special Class Status**

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course Category

[Y - Not Applicable, Credit course](#)

CB23: Funding Agency Category

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

A. Course meets any of the following:

1. CSU General Education Breadth Area A2: Written Communication
2. CSU General Education Breadth Area A3: Critical Thinking
3. UC IGETC Area 1A: English Composition
4. UC IGETC Area 1B: Critical Thinking-English Composition
5. Course has a general education certification or articulation agreement that ensures the course fulfills English composition requirements at an accredited four year institution
6. Course fulfills local general education requirements for English Composition as outlined in Title 5 Section 55063

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status



Course Modification: ENGL C1001 - Critical Thinking and Writing

Course Modification: ENGL C1001 - Critical Thinking and Writing (Launched - Implemented 09-20-2024)

compared with

ENG 7 - Critical Thinking and Writing Across Disciplines (Active - Implemented 08-21-2024)

Cover

Subject ~~ENG~~ ENGL

Course Number ~~7~~ C1001

Course Title Critical Thinking and Writing ~~-Across Disciplines~~

Effective Term Fall ~~2024~~ 2025

TOP Code 1501.00 - English

Basic Skills Status N - Not Basic Skills

SAM Priority Code E - Non-Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 College Reading and Writing (C-ID ENGL 100) or similar first-year college writing course. Develops critical thinking, reading and writing skills as they apply to the textual analysis of primary and secondary book-length works from a range of academic and cultural contexts. Emphasis on the techniques and principles of effective written argument in research-based writing across disciplines.

Material fees apply to this course?

This course is part of a new program No

Enter program name

This course is part of an existing program(s) ~~No~~ Yes

Course Equivalency

Is this course part of a family No

Is this course shared with Chabot? No

Is there an equivalent course at Chabot? Yes

1. Course ENGL ~~7~~ C1001

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category Y - Not Applicable, Credit course

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture Yes

Min Units 3.000

Max Units 0.000

Lab No

Min Units

Max Units

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab No

TOTALS

Calculations

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

Number of times a course can be taken for credit. 1

Justification for Repeatability

Course Grading Letter Grade Only

Cross Listing

This course is part of the following cross listing

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning No

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST No

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training No

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) No

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term**Discipline Placement**

Minimum Qualification

1. Minimum Qualification English
Interdisciplinary
Condition

English**Measurable Objectives**

Objectives

Upon completion of this course, the student should be able to:

1. **Objective Text** Define, recognize, and utilize forms of critical reasoning, including deductive and inductive reasoning, in a variety of rhetorical contexts.
2. **Objective Text** Reflect critically on one's own thought processes to identify and avoid cognitive biases and common fallacies of language and thought.
3. **Objective Text** Employ critical reading and research strategies to locate and evaluate complex texts representative of diverse experiences, perspectives, and forms of authority.
4. **Objective Text** Evaluate and document evidence to construct arguments in a variety of rhetorical situations, distinguishing knowledge from belief and fact from judgment.
5. **Objective Text**

Draft written arguments to respond appropriately to texts, with attention to intended audience, purpose, and social context, and revise for clarity, cogency, persuasiveness, and soundness.

6. **Group Title** Employ critical thinking skills in class discussion and written essays:
 1. **Objective Text**
Read and interpret book-length works from a range of academic, cultural and disciplinary contexts
 2. **Objective Text**
Understand the relationship between meaning and language manipulation and between language and logic
 3. **Objective Text**
Identify unstated premises and hidden assumptions which arise from the social, historical, moral, cultural, psychological, or aesthetic contexts in which the primary texts and the critical writings which apply them exist
 4. **Objective Text**
Evaluate the pattern of reasoning present in an argument and related critical evaluation, including induction and deduction
 5. **Objective Text**
Identify logical fallacies, including false cause, personal attack, and appeal to pity, in the arguments of works in different disciplines
 6. **Objective Text**
Recognize the similarities and differences between the intentions, biases, assumptions, and arguments of an author and his/her critics
 7. **Objective Text**
Distinguish between fact, inference, and judgment, recognizing that many reasonable inferences can be derived from the same facts
 8. **Objective Text**
Draw and justify inferences about a work, the intention of the author, or the effect of the text based on purpose, context, audience, etc.
 9. **Objective Text**
Evaluate cross-disciplinary arguments in terms of fairness, accuracy and completeness

7. **Group Title** Employ composition skills
 1. **Objective Text**
Explore a line of inquiry and limit the topic appropriately
 2. **Objective Text**
Establish and state clearly a unifying thesis or proposition
 3. **Objective Text**
Select examples, details, and other evidence to support or validate the thesis and other generalizations
 4. **Objective Text**
Use detail, example, and evidence to develop and elaborate upon subtopics
 5. **Objective Text**
Use principles of inductive and deductive logic to support and develop ideas
 6. **Objective Text**
Avoid logical fallacies in the presentation of an argument
 7. **Objective Text**

- Organize main parts of the essay and create a clear sequence
8. **Objective Text**
Write coherently
 9. **Objective Text**
Use precise diction that communicates unambiguously
 10. **Objective Text**
Use language, style, and voice to write clear, engaging prose with an authentic voice.
 - a. Assess the rhetorical situation and audience needs.
 - b. Deconstruct dichotomy between academic and personal writing and discuss features of each from a linguistic justice perspective.
 - c. Assess the best use of language, style, and voice for a variety of writing assignments and rhetorical contexts.
 - d. Use edited American English, Englishes informed by one's positionality, and code-meshed Englishes.
 11. **Objective Text**
Format all major essays according to MLA guidelines
8. **Group Title** Use appropriate research techniques to produce an acceptable research paper
1. **Objective Text**
Identify appropriate library resources for research
 2. **Objective Text**
Show an understanding of the purpose of research
 3. **Objective Text**
Use research honestly and legitimately
 4. **Objective Text**
Identify and evaluate sources
 5. **Objective Text**
Evaluate researched data for accuracy, sampling, validity, and reliability
 6. **Objective Text**
Identify diverse discipline-specific research methods, including kinds of questions posed in different academic fields
 7. **Objective Text**
Formulate a productive research question
 8. **Objective Text**
Write and use summaries, paraphrases and direct quotations correctly
 9. **Objective Text**
Efficiently gather and record information
 10. **Objective Text**
Organize information
 11. **Objective Text**
Integrate source material into a paper through the conventions of direct and indirect quoting
 12. **Objective Text**
Correctly utilize MLA documentation for in-text citations and works cited page

Course Content

Lecture Content

1. Develop writing and reading skills for logical reasoning and argumentation using primarily nonfiction texts. Minimum 5,000 words of writing which may include a combination of drafts, written peer response, and other forms of writing that inform students' inquiry-driven research and writing process. Students should revise and receive feedback from their instructor on at least one extended argument.
2. Instruction focused on critical thinking and evaluating the arguments made in texts, both written and cultural. Lessons on critical thinking, reading, and interpretation will include the following:
 1. Reading two full book-length works (one or both nonfiction) and at least five minor pieces of writing;
 2. Reading texts (primarily nonfiction) reflecting diversity of subject matter, cultural perspective and gender perspective, national or geographic background, time period, structure and theme;
 3. Distinguishing between fact and inference;
 4. Identifying logical inferences;
 5. Identifying logical fallacies;
 6. Recognizing denotative and connotative language;
 7. Evaluating diction;
 8. Exploring rhetorical uses of writing;
 9. Identifying stylistic choices in a text;
3. Instruction focused on writing strong argumentative and evaluative essays, including:
 1. Constructing sound arguments;
 2. Avoiding logical fallacies;
 3. Supplying sufficient support for claims;
 4. Refuting objections;
 5. Writing with grace and style;
 6. Understanding the connection between thinking, reading and writing, and using each as a reinforcement for the other;
 7. Completing writing assignments totaling 5,000 final draft words;

4. Instruction focused on incorporating researched materials into writing, including:

1. Research strategies;
2. Evaluation of outside sources;
3. Proper integration and documentation of researched materials into student papers.

Lab Content

Work Experience Content

Methods of Instruction

Check all that apply:

- Audio-visual Activity
Comments
 Multi-media materials, oral presentations
- Discussion
Comments
[Discussion of assigned readings](#)
- Lecture
Comments
[Lectures to provide information on concepts such as logical fallacies](#)
- Written Exercises
Comments
 Writing assignments, totaling 5,000 final draft words, including a research paper

Other Yes

1. **Explain**
 Group work and collaborative learning
2. **Explain**
~~Instructor conferences~~
3. **Explain** -
 Peer responses to multiple drafts
4. **Explain**
 Reading two full-length works in addition to five shorter works

Equity Based Curriculum

- [DE Course Interaction](#)

Address _

Students will read texts that show a variety of perspectives from authors of various backgrounds. Students will take part in student-to-student online discussions in which students will share and be exposed to a variety of perspectives. DE courses in Canvas will be accessible to students with disabilities.

• Measurable Objectives**Address** _

Students will critically read texts and materials from a variety of academic and cultural contexts. In their writing, they will explore language beyond edited American English, including Englishes informed by their own positionality and code-meshed Englishes.

• Course Content**Address** _

Students will read texts that show a variety of perspectives from authors of various backgrounds. Discussion of writing will include how to assess rhetorical situations to select the best language, style and voice for a variety of situations and to a variety of audiences, not just academic writing to an academic audience, which is deeply rooted in Eurocentric systems.

• Methods of Instruction**Address** _

Instructors will use a variety of methods to teach students from a variety of backgrounds.

• Assignments**Address** _

Assignments will challenge students to think beyond writing "standard" American English and its focus on correctness, and to fully consider rhetorical situations, including the writer's audience, purpose, and genre best suited to their communication.

• Methods of Evaluation**Address** _

Instructors will provide a variety of types of assessments to give students options to demonstrate their ability to meet a course outcome or objective.

• Typical Texts**Address**

Faculty Instructors are will encouraged adopt to and/or select from teach a diverse-range variety of texts that represent a diversity of voices and perspectives .

Typical Assignments

Typical Assignments

1. Assignment Type Writing
Add Assignment

1. **Reading response assignments:**

1. **Read Browne's Chapter 8, "How Good is the Evidence?" Use Browne's guidelines to analyze Cromer's review of Galileo;**
2. **Read Chapters 1-6 in Dreams of Trespass. Write a short response describing how Mernissi uses the concept of "hadud," or "boundaries," in these chapters;**

3. ~~For homework, read Camille Paglia's "On Date Rape." In class, work in a group of three to four students to identify three logical fallacies in her essay. Do these fallacies hurt her argument, in your opinion? Explain your response using specific examples from the text;~~

2. Essays embodying analytical arguments:

1. In *The Eagle's Shadow*, Mark Hertsgaard argues that the rest of the world both admires and resents America. In each chapter, he discusses an aspect of this argument; aspects include American religion, journalism, wealth, and religion, among others. Choose one chapter and evaluate Hertsgaard's argument in that chapter. Do you find his argument persuasive? Why or why not? You should demonstrate your point through discussions of the text and of any outside examples that you would like to include.
2. In "White Privilege and Male Privilege," Peggy McIntosh argues that being white or male affords an American a number of unearned privileges. Write an essay examining one type of privilege that you might enjoy; male privilege, white privilege, heterosexual privilege, native-English speaker privilege, or able-bodied privilege are some obvious examples. You may choose one of these or any other form of privilege that benefits you. Write an essay explaining what impact that privilege has had on your life, and how your life might differ from the life of someone who does not have that privilege.
3. We have discussed the "Edited American English" construct, developing your own writer's voice and the purpose of prologues in writing. You read "They Say if You Talk Pidgin, You No Can," by Native Hawaiian writer Lee Tonouchi. Imagine that you are Tonouchi, who believes that his dialect is just as effective, powerful, and scholarly as "Edited American English," and preparing to present your work for an audience who may still expect you to write in "Standard English." Write a prologue that explains your rhetorical choices.

2. [Assignment Type](#) - [Reading](#)
[Add Assignment](#) -

1. [Read Browne's Chapter 8, "How Good is the Evidence?" Use Browne's guidelines to analyze Cromer's review of Galileo;](#)
2. [Read Chapters 1-6 in Dreams of Trespass. Write a short response describing how Mernissi uses the concept of "hadud," or "boundaries," in these chapters;](#)
3. [For homework, read Camille Paglia's "On Date Rape." In class, work in a group of three to four students to identify three logical fallacies in her essay. Do these fallacies hurt her argument, in your opinion? Explain your response using specific examples from the text](#)

3. [Assignment Type](#) _ [Research](#)
[Add Assignment](#) _

1. At least one researched paper that posits a logically supported argument and is based on a synthesis and analysis:

1. Choose one issue discussed in Michael Moore's *Dude, Where's My Country*. Research this issue to determine whether you agree or disagree with Moore concerning this topic. Possible topics include the PATRIOT Act, American oil usage, the Iraq war, or the war on terror. Demonstrate your argument using discussions of Moore's text and of the researched materials.

Student Learning Outcomes

Learning Outcomes

1. Outcome Text

Upon Define, completion recognize, and utilize forms of English critical 7 reasoning, including deductive and inductive reasoning, in a variety of rhetorical contexts.

This SLO maps to the student following Institutional Learning Outcomes (ILOs), please check all that apply:

- [CLO\(ILO\) to SLO Map Top ILO Grouping\(Delta\)](#) _
 _ _ [Read Critically](#) : Locate, interpret and analyze various types of written texts
- [CLO\(ILO\) to SLO Map Top ILO Grouping\(Delta\)](#) _
 _ _ [Write Effectively](#) : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- [CLO\(ILO\) to SLO Map Top ILO Grouping\(Delta\)](#) _
 _ _ [Recognize and Define](#) : Demonstrate observation skills when they identify and clearly define a problem to be solved, task to be performed, or decision to be made.
- [CLO\(ILO\) to SLO Map Top ILO Grouping\(Delta\)](#) _
 _ _ [Reason](#) : Differentiate between facts, inferences, assumptions, and conclusions; use logic, as well as quantitative and qualitative data, to make inferences.
- [CLO\(ILO\) to SLO Map Top ILO Grouping\(Delta\)](#) _
 _ _ [Make Decisions](#) : Formulate alternative solutions, processes, or decisions and identify potential consequences in selecting the appropriate solution, process, or decision.
- [CLO\(ILO\) to SLO Map Top ILO Grouping\(Delta\)](#) _
 _ _ [Identify Values](#) : Identify and evaluate aesthetic and cultural values from diverse disciplines;
- [CLO\(ILO\) to SLO Map Top ILO Grouping\(Delta\)](#) _
 _ _ [Intercultural Values](#) : Recognize the commonality and differences between human experiences across cultures and communities, whether defined by race, ethnicity, gender,

religion, class, sexual orientation, legal status, or ability, and interact positively with others across cultural and communal divides?

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ Determine which technology will be effectively able and efficiently produce the desired results

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

2. Outcome Text _

Reflect critically on one's own thought processes to identify and avoid cognitive biases and common fallacies of language and thought.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ **Recognize and Define** : Demonstrate observation skills when they identify and clearly define a problem to be solved, task to be performed, or decision to be made.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ **Gather and Evaluate Information** : Gather information from multiple sources (verbal, written, graphic, symbolic and numerical)and evaluate information for accuracy, credibility, and usefulness.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ **Reason** : Differentiate between facts, inferences, assumptions, and conclusions; use logic, as well as quantitative and qualitative data, to make inferences.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ **Identify Values** : Identify and evaluate aesthetic and cultural values from diverse disciplines;
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ **Interpret Influences** : Distinguish and interpret the effects of artistic and/or philosophical influences across a range of contexts and cultural heritages;

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

3. Outcome Text _

Employ critical reading and research strategies to locate and evaluate complex texts representative of diverse experiences, perspectives, and forms of authority

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ **Read Critically** : Locate, interpret and analyze various types of written texts
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ **Gather and Evaluate Information** : Gather information from multiple sources (verbal, written, graphic, symbolic and numerical)and evaluate information for accuracy, credibility, and usefulness.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _
_ **Reason** : Differentiate between facts, inferences, assumptions, and conclusions; use logic, as well as quantitative and qualitative data, to make inferences.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) _

Respond appropriately : Respond appropriately to challenging situations, developing their capacity for self-assessment, improvement, and resilience.

- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Determine which technology will effectively and efficiently produce the desired results
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Use critical thinking skills to identify and apply appropriate technology to achieve objectives

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

4. Outcome Text

Evaluate and document evidence to construct arguments in a variety of rhetorical situations, distinguishing knowledge from belief and fact from judgment.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Read Critically : Locate, interpret and analyze various types of written texts
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Gather and Evaluate Information : Gather information from multiple sources (verbal, written, graphic, symbolic and numerical)and evaluate information for accuracy, credibility, and usefulness.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Reason : Differentiate between facts, inferences, assumptions, and conclusions; use logic, as well as quantitative and qualitative data, to make inferences.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Identify Values : Identify and evaluate aesthetic and cultural values from diverse disciplines;
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Respond appropriately : Respond appropriately to challenging situations, developing their capacity for self-assessment, improvement, and resilience.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Determine which technology will effectively and efficiently produce the desired results
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Use critical thinking skills to identify and apply appropriate technology to achieve objectives

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

5. Outcome Text

Craft written arguments to respond appropriately to texts, with attention to intended audience, purpose, and social context, and revise for clarity, cogency, persuasiveness, and soundness.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta)
 - Write Effectively : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta)

- - **Recognize and Define** : Demonstrate observation skills when they identify and clearly define a problem to be solved, task to be performed, or decision to be made.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - - **Make Decisions** : Formulate alternative solutions, processes, or decisions and identify potential consequences in selecting the appropriate solution, process, or decision.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - - **Develop Ideas** : Develop and implement original ideas or perspectives using curiosity, imagination, and reflection;
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - - **Identify Values** : Identify and evaluate aesthetic and cultural values from diverse disciplines;
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - - **Respond appropriately** : Respond appropriately to challenging situations, developing their capacity for self-assessment, improvement, and resilience.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - - **Ethics** : Recognize the ethical dimensions of their decisions and accept responsibility for the consequences of their actions
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - - **Conflict Resolution** : Identify conflict and work towards mutual agreement, respecting the rights, work, and contributions of others
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - Determine which technology will effectively and efficiently produce the desired results
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - Use appropriate technology to acquire, organize, analyze, and communicate

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

6. **Outcome Text** -

Evaluate the logic and validity of a nonfiction college-level text's reasoning and support.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - - **Read Critically** : Locate, interpret and analyze various types of written texts

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

7. **Outcome Text**

~~Upon completion of English 7, the student will be able to use~~ Use grammar, vocabulary, and style appropriate for academic essays.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
 - - **Write Effectively** : Communicate thoughts, ideas and information through effective and contextually appropriate writing.

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

8. **Outcome Text**

~~Upon completion of English 7, the student will be able to write~~ Write a research paper using credible sources and correct documentation.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
- Write Effectively : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
- Gather and Evaluate Information : Gather information from multiple sources (verbal, written, graphic, symbolic and numerical)and evaluate information for accuracy, credibility, and usefulness.

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

9. Outcome Text

~~Upon completion of English 7, the student will be able to write~~ Write an academic essay synthesizing multiple texts and using logic to support a thesis.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
- Write Effectively : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
- Develop Ideas : Develop and implement original ideas or perspectives using curiosity, imagination, and reflection;
- CLO(ILO) to SLO Map Top ILO Grouping(Delta) -
- Determine which technology will effectively and efficiently produce the desired results

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

1. **Non Course Requirements** -
Min Grade -
Group Title -
Sequential - No
Non-sequential - No

1. Requisite Type Prerequisite
Subject **ENG ENGL** (English)
Requisite Course **ENG 1A - Critical Reading and Composition(Historical)**
Non Course Requirements
Min Grade C
Comments College-level composition (ENGL C1000/C-ID ENGL 100) or equivalent
Requisite Validation **Skills** CCN/C-ID **Analysis** Requirement
Skills Analysis

Requisite Course Objective(s)

- - Critically read texts and materials from a variety of academic and cultural contexts; demonstrating in writing and discussion the ability to:
Degree of Importance - Required
- - Summarize a thesis and main points;
Degree of Importance - Required
- - Analyze main ideas;
Degree of Importance - Required
- - Evaluate the validity and logic of the text's reasoning and support;
Degree of Importance - Required
- - Relate ideas and information in the text to his/her own experience as well as other texts;
Degree of Importance - Required
- - Create a coherent position or argument based on reading;
Degree of Importance - Required
- - Write multiple-paragraph papers that:
Degree of Importance - Required
- - Accurately and appropriately respond to a given assignment;
Degree of Importance - Required
- - Develop a relevant, focused thesis;
Degree of Importance - Required
- - Are well-organized and coherently move from coordinating to subordinating points;
Degree of Importance - Required
- - Are well-developed with sufficient and relevant evidence;
Degree of Importance - Required
- - Synthesize facts and ideas originating outside his/her direct experience to develop and support a thesis;
Degree of Importance - Required
- - Demonstrate stylistic choices in tone, syntax, and diction;
Degree of Importance - Required
- - Use standard American English correctly;
Degree of Importance - Required
- - Research a specific topic using the Internet, databases, journals, and books demonstrating an ability to:
Degree of Importance - Required
- - Review sources for relevant evidence and arguments;
Degree of Importance - Required
- - Integrate researched material into his/her own writing with appropriate context; explanation, punctuation, and citation;
Degree of Importance - Required
- - Document sources in an academically responsible way.
Degree of Importance - Required

2. **Requisite Type** - Prerequisite
Subject - ENG (English)

Requisite Course - ENG-1AEX--Critical-Reading-and-Composition-Expanded(Historical)

Non-Course Requirements -

Min-Grade - C

Comments -

Requisite Validation - Skills-Analysis

Skills-Analysis

Requisite Course Objective(s)

- - Critically read texts and materials from a variety of academic and cultural contexts; demonstrating in writing and discussion the ability to:
Degree of Importance - Required
- - Summarize a thesis and main points;
Degree of Importance - Required
- - Analyze main ideas;
Degree of Importance - Required
- - Evaluate the validity and logic of the text's reasoning and support;
Degree of Importance - Required
- - Relate ideas and information in the text to his/her own experience as well as other texts;
Degree of Importance - Required
- - Create a coherent position or argument based on reading;
Degree of Importance - Required
- - Write multiple-paragraph papers that:
Degree of Importance - Required
- - Accurately and appropriately respond to a given assignment;
Degree of Importance - Required
- - Develop a relevant, focused thesis;
Degree of Importance - Required
- - Are well-organized and coherently move from coordinating to subordinating points;
Degree of Importance - Required
- - Are well-developed with sufficient and relevant evidence;
Degree of Importance - Required
- - Synthesize facts and ideas originating outside his/her direct experience to develop and support a thesis;
Degree of Importance - Required
- - Demonstrate stylistic choices in tone, syntax, and diction;
Degree of Importance - Required
- - Use standard American English correctly;
Degree of Importance - Required
- - Research a specific topic using the Internet, databases, journals, and books demonstrating an ability to:
Degree of Importance - Required
- - Review sources for relevant evidence and arguments;
Degree of Importance - Required

- - ~~Integrate researched material into his/her own writing with appropriate context, explanation, punctuation, and citation;~~
Degree of Importance - Required
- - ~~Document sources in an academically responsible way.~~
Degree of Importance - Required

Catalog View **Prerequisite:** ~~ENG 1A~~ with a minimum grade of C ; College-level composition (ENGL C1000/C-ID ENGL 100) or ~~ENG 1AEX with a minimum grade of C~~ equivalent

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Other (Please Explain)
Frequency

Methods of evaluation used to observe or measure students' achievement of course outcomes are at the discretion of local faculty but must include at least one extended argument through draft and revision. Additional assessments could include, but are not limited to, peer evaluations, discussions, metacognitive reflections, presentations, quizzes, exams, projects, etc.

Informal writing assignments might include summaries, prewriting, book reviews, in-class essays, or informal annotated bibliographies. Informal writing exercises like these may not count towards the 5,000 required words of final draft writing.

Daily

Reading responses, class discussion, and quizzes or exams to demonstrate comprehension and analysis of reading materials.

Daily

Essays and research paper graded A-F, according to performance, 3-6 per semester. Evaluation of students' achievement of the course objectives will be based on both critical thinking and writing skills, specifically the following:

Clarity and effectiveness of writing and the degree to which it successfully incorporates principles of composition and of logical reasoning taught in the course;

Clarity of understanding of assigned literature and other readings and the degree to which students are successful in using logical reasoning principles and sound exemplification to support an argument about the works considered.

Other No

Please Explain

Legacy Frequency

Distance Education

Does (or will) this course have a DE component? Yes

Curriculum Committee Approval Date

Effective Term

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

Yes

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. Yes

I have consulted with my Dean regarding the creation of a DE addendum for this course. Yes

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

Explain why this course should be offered in Distance Education mode.

Explain how the decision was made to offer this course in a Distance Education mode.

already approved

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency.

Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Formatting and coding to make tables accessible for screen readers.

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that instructor expectations surrounding interaction and participation are present. The choices here represent those

expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

- [Instructor response time.](#)
- [Grade turnaround time.](#)
- [Student participation.](#)
- [Instructor participation.](#)
- [Student rights and responsibilities.](#)
- [Student behavior in a DE course.](#)
- [Academic Integrity.](#)

Other No

Explain

Measurable Objectives Compared to a Traditional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. No

The content identified in the course outline of record can be presented effectively and with the same degree of rigor.

No

A student can achieve the same goals and objectives identified in the course outline of record. No

The same assignments in the course outline of record can be completed by the student and graded by the instructor.

No

The same assessments and level of student accountability can be achieved. No

If there are any topics you did not choose, use the text box below to explain why. No

Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Email:** *The instructor will initiate interaction with students to determine that they are accessing and comprehending course material and are participating regularly in course activities.*
Frequency
as needed
- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*
Frequency
weekly

- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*
Frequency *weekly*
- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*
Frequency *as needed*
- **Web conferencing:** *The instructor will use web conferencing to interact with students in real time.*
Frequency *as needed*
- **Telephone:** *The telephone will be used to interact with students individually to answer questions, review student work, etc.*
Frequency *as needed*

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Email:** *Students will be encouraged to email each other to ask questions about the course, including assignments.*
Frequency *as needed*
- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*
Frequency *weekly*
- **Group work:** *Students will work in teams to complete group projects. The projects will then be shared with the rest of the class.*
Frequency *once a semester if assigned by instructor*
- **Peer-editing/critiquing:** *Students will complete peer-editing assignments.*
Frequency *at least twice per semester*

Student-Content Interaction

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- **Class discussion board:** Students will post to the discussion board, answering questions on course content posed by the instructor.
Frequency weekly
- **Written papers:** Papers will be written on various topics.
Frequency 3-6 major papers
- **Research Assignments:** Students will use the Internet and library resources to research questions, problems, events, etc.
Frequency minimum of one per semester
- **Lecture:** Students will attend or access synchronous or asynchronous lectures on course content.
Frequency as needed

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks No Yes

Manuals/Periodicals No

Software No

Other No Yes

Textbook

1. **Author(s)** Galen Foresman and Peter S. Fosi
Title The Critical Thinking Toolkit
Edition
Publisher Wiley-Blackwell
ISBN-13
Year 2016
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) Classic
Or Equivalent No
2. **Author(s)** Wayne Booth et al.
Title The Craft of Research
Edition
Publisher U of Chicago
ISBN-13
Year 2024
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
3. **Author(s)** Sylvan Barnet
Title Current Issues and Enduring Questions
Edition
Publisher Bedford/St. Martin
ISBN-13
Year 2022

- Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)** _
Or Equivalent _ No
4. **Author(s)** _ Richard Paul and Linda Elder
Title _ Critical Thinking
Edition _
Publisher _ The Foundation of Critical Thinking
ISBN-13 _
Year _ 2022
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ No
5. **Author(s)** _ Annette Rottenberg
Title _ The Elements of Argument
Edition _
Publisher _ Bedford/St. Martins
ISBN-13 _
Year _ 2022
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ No
6. **Author(s)** _ Richard Bullock et al.
Title _ The Little Seagull Handbook
Edition _ 5th
Publisher _ W.W. Norton & Company
ISBN-13 _
Year _ 2024
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ No
7. **Author(s)** Michael J. Sandel
Title Justice: What's the Right Think to Do?
Edition 1
Publisher Farrar, Straus and Giroux
ISBN-13
Year 2010
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
 This book is a non-fiction, critical thinking text.
Or Equivalent No
8. **Author(s)** Cromer, Alan, Alan Cromer
Title Uncommon Sense: The Heretical Nature of Science
Edition
Publisher Oxford University Press
ISBN-13
Year 1993
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
 classic work that is infrequently republished
Or Equivalent No
9. **Author(s)** McNeill Browne, Stuart M Keeley
Title Asking The Right Questions: A Guide to Critical Thinking

Edition 12th

Publisher Pearson

ISBN-13

Year 2021

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

-

Or Equivalent No

10. **Author(s)** Freud, Sigmund, Sigmund Freud

Title Civilization and Its Discontents

Edition

Publisher W. W. Norton & Company

ISBN-13

Year 1989

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

classic work that is infrequently republished

Or Equivalent No

11. **Author(s)** Diana Hacker

Title A Writer's Reference

Edition 10th

Publisher Bedford/St. Martin's

ISBN-13

Year 2021

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

-

Or Equivalent No

12. **Author(s)** Mernissi, Fatima, Fatima Mernissi

Title Dreams of Trespass: Tales of a Harem Girlhood

Edition

Publisher Perseus Books

ISBN-13

Year 1994

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

classic work that is infrequently republished

Or Equivalent No

13. **Author(s)** Nietzsche, Friedrich,

Title Thus Spake Zarathustra

Edition

Publisher Dover Publications

ISBN-13

Year 1999

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

-

Or Equivalent No

14. **Author(s)** Paul Richard, Linda Elder

Title The Miniature Guide to Critical Thinking: Concepts and Tools

Edition 7th

Publisher Foundation for Critical Thinking

ISBN-13

Year 2014

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Not updated frequently, but a respected critical thinking text.

Or Equivalent No

15. **Author(s)** Annette T Rottenberg, Donna Haisty Winchell

Title Elements of Argument

Edition 13th

Publisher Bedford/Saint Martin's

ISBN-13

Year 2021

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

-

Or Equivalent No

OER

1. **Author(s)** _ [Anna Mills](#)

Title _ [How Arguments Work: A Guide to Writing and Analyzing Texts in College](#)

Edition _ [Current](#)

Publisher _ [OER Libretexts](#)

URL

_ [https://human.libretexts.org/Bookshelves/Composition/Advanced_Composition/How Arguments Work - A Guide to Writing and Analyzing Texts in College \(Mills\)](https://human.libretexts.org/Bookshelves/Composition/Advanced_Composition/How_Arguments_Work_-_A_Guide_to_Writing_and_Analyzing_Texts_in_College_(Mills))

Year _ [2022](#)

Rationale for textbook older than 7 years. (Most recent edition, considered classic, etc.) _

Or Equivalent _ [No](#)

Manual

Software

Other Learning Materials

1. **Other** _ [Materials shall be primarily non-fiction, are expected to represent culturally diverse perspectives, and will vary by individual institutions and sections. A writing handbook must be included. Open Educational Resources \(OER\) materials are encouraged.](#)

Other Materials Required of Students

v

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component **Yes**

Transferability

CSU transfer **Yes**

- Transfers to CSU

Comments

New Request **Yes** [No](#)

Already Approved **No** [Yes](#)

Effective Semester

Cal-GETC **No** [Yes](#)

- [_ 1B - Critical Thinking Composition](#)

[Comments](#) _

[New Request](#) _ [No](#)

[Already approved substantial change](#) _ [No](#)

[Already approved unsubstantial change](#) _ [Yes](#)

[Effective Semester](#) _

UC transfer **Yes**

- Transfers to UC

Comments

New Request **No**

Already approved substantial change **No**

Already approved unsubstantial change **No** [Yes](#)

Effective Semester

C-ID proposal **Yes**

C-ID [ENGL 105](#)

Las Positas College GE **Yes**

- IC. Writing and Critical Thinking

Comments

New Request **No**

Already approved substantial change **No**

Already approved unsubstantial change **No**

Effective Semester

CSU GE **Yes**

- A3 - Critical Thinking

Comments

New Request **No**

Already approved substantial change **No**

Already approved unsubstantial change **No**

Effective Semester

- C2 - Humanities (Literature, Philosophy, Languages Other than English)

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change No

Effective Semester

CSU American Institutions No

IGETC Yes

- 1B - Critical Thinking - English Composition

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change No

Effective Semester

- 3B - Humanities

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change No

Effective Semester

Other articulation requests/comments No

Course Articulation

Submit for Course-to-Course Articulation (new requests only) No

Course Articulation

Supporting Documents

Attached File

Codes and Dates

Course Codes

Originator ~~Swanson-Garoupa~~ [Nash](#) , ~~Meghan~~ [Martin](#)

Origination Date

~~11 09 / 11 09 / 2022~~ [2024](#)

Proposal Type

Course Modification

Parent Course

[ENG 7 - Critical Thinking and Writing Across Disciplines](#)

No Previous Course

Entry of Special Dates

- Board of Trustees

~~11/14/2023~~

- State Approval

~~01/31/2024~~

- CC Approval

~~10/06/2023~~

Instructional Services

Effective Term Fall ~~2024~~ 2025

Implementation Date

~~08~~ 09/20/2024

UC Approval Date

CSU Approval Date

Course CB Codes

CB00: State ID

CCC000364371

CB03: TOP Code

150100 - English

CIP Code

CB04: Credit Status

D - Credit - Degree Applicable

CB05: Transfer Status

A - Transferable to both UC and CSU.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

E - Non-Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status

CB13: Special Class Status

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course Category

Y - Not Applicable, Credit course

CB23: Funding Agency Category

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

A. Course meets any of the following:

1. CSU General Education Breadth Area A2: Written Communication
2. CSU General Education Breadth Area A3: Critical Thinking

3. UC IGETC Area 1A: English Composition
4. UC IGETC Area 1B: Critical Thinking-English Composition
5. Course has a general education certification or articulation agreement that ensures the course fulfills English composition requirements at an accredited four year institution
6. Course fulfills local general education requirements for English Composition as outlined in Title 5 Section 55063

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status



Course Modification: MUS 38 - Applied Lessons

Course Modification: MUS 38 - Applied Lessons (Launched - Implemented 09-11-2024)
 compared with
 MUS 38 - Applied Lessons (Active - Implemented 01-01-2020)

Cover

Subject MUS

Course Number 38

Course Title Applied Lessons

Effective Term ~~Spring~~ ~~Fall~~ ~~2020~~ 2025

TOP Code 1004.00 - Music

Basic Skills Status N - Not Basic Skills

SAM Priority Code E - Non-Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

Individualized study of the appropriate techniques and repertoire for the specific instrument, voice, or voice composition being studied. The emphasis is on the progressive development of skills needed for solo performance or composition. Achievement is evaluated through a juried performance. Enrollment subject to a standardized audition demonstrating basic competencies in technique and musicianship in their a student's major performance or composition medium. Concurrent enrollment in one music theory class (MUS 8A, MUS 8B, MUS 10A or MUS 10B) and one performing ensemble (MUS ~~12, MUS 14~~ 11, MUS 15, MUS 16, MUS 17A, MUS 41, MUS 44, MUS 45, MUS ~~46A, MUS 46B~~; 46 or MUS 48) .

Material fees apply to this course? No

This course is part of a new program No

Enter program name

This course is part of an existing program(s) No Yes

1. Program Music - Associate in Arts Degree for Transfer (Active) - Fall 2023

Course Equivalency

Is this course part of a family No

Is this course shared with Chabot? No

Is there an equivalent course at Chabot? Yes

1. Course MUSA 40

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category [Y - Not Applicable, Credit course](#)

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture ~~Yes~~ [No](#)

Min Units 0.000

Max Units 0.000

Lab Yes

Min Units 1.000

Max Units 0.000

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab No

TOTALS

Calculations

Lecture Hours	
Lab Hours	54
Inside of Class Hours	54

Number of times a course can be taken for credit. 4

Justification for Repeatability

Repetition is necessary to meet the major requirements for the CSU or UC for completion of a Bachelor's degree. This course fulfills part of the music transfer degree, and requires continued skills improvement in successive semesters.

Course Grading ~~Optional~~ [Letter Grade Only](#)

Cross Listing

This course is part of the following cross listing

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning No

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST No

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training No

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) No

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term

Discipline Placement

Minimum Qualification

1. Minimum Qualification Music
Interdisciplinary
Condition

Music

Measurable Objectives

Objectives

Upon completion of this course, the student should be able to:

1. **Group Objective Title Text**
Define and demonstrate basic musical symbols and terminology ;
2. **Group Objective Title Text**
Gain increased proficiency on the instrument of choice , voice, or composition
3. **Group Objective Title Text**
Present a recital consisting of repertoire learned from memory , or a portfolio of original compositions

4. **Group Objective Title Text**
Demonstrate advanced techniques resulting in improved tone quality and interpretation ;
5. **Group Objective Title Text**
Perform several scales (major, minor, chromatic, etc.) in a proficient manner
6. **Group Objective Title Text**
Develop an understanding and appreciation of the literature performed ; _
7. **Group Objective Title Text**
Perform in a jury

Course Content

Lecture Content

1. ~~Musical symbols and terminology~~
2. ~~Effective practice approaches~~
3. ~~Tone quality and interpretation~~
4. ~~Scales and Technique~~
 1. ~~Major~~
 2. ~~Minor~~
 3. ~~Blues~~
 4. ~~Chromatic~~
5. ~~Music of various periods and by various composers in an authentic and characteristic style~~
6. ~~Understanding and appreciation of the literature performed~~
7. ~~Exercises and literature suitable to the needs of the individual student in preparation for a jury or recital: Jury consists of three Las Positas College music faculty including one full-time faculty or a full-time faculty proxy.~~

Lab Content

1. Perform assigned musical repertoire composed by diverse composers with good dynamics, tempo, and technique
2. Implement effective practice approaches

3. [Tone quality and interpretation](#)
4. [Scales](#)
 1. [Major](#)
 2. [Minor](#)
 3. [Blues](#)
 4. [Chromatic](#)
5. [Understand cultural and historical context of the literature performed or composed](#)
6. [Prepare weekly for an end-of-semester jury or recital.](#)
7. [Composers will develop a personal compositional style with a solid technical foundation, and add original works to a portfolio of 4-5 pieces.](#)

Work Experience Content

Methods of Instruction

Check all that apply:

- Critique
Comments
[Faculty will offer feedback in lessons, juries, recitals, and forums about student performance or composition](#)
- Demonstration
Comments
[Faculty will demonstrate proper technique on instrument, voice, or composition](#)
- Directed Study
Comments
[Faculty will assign repertoire from a diverse array of composers to be practice and performed](#)
- Discussion
Comments
[Weekly discussion will occur about practice and compositional approaches, and how to refine musicianship](#)
- Individualized Instruction
Comments
[One-on-one lessons will occur weekly](#)

- Projects

Comments

Composition students will be work on one major original piece each semester

Other No

Equity Based Curriculum

- Methods of Instruction
Address Music by composers of diverse backgrounds will be studied, analyzed, and performed.
- Assignments
Address Music by composers of diverse backgrounds will be studied, analyzed, and performed.
- Typical Texts
Address Music by composers of diverse backgrounds.

Typical Assignments

Typical Assignments

1. Assignment Type Other
Add Assignment
 1. Practice and perform major and minor scales in all 12 keys at an appropriate tempo with good technique
2. Assignment Type Project
Add Assignment
 1. Compose a 3-5 minute string quartet using industry standard notation software and appropriate symbols such as dynamics, tempo markings, and expressive techniques
 2. Prepare for a recital or jury performance ~~: Repertoire such as Concerto, K.622 (any movement)~~ by ~~W.A~~ practicing daily with weekly one-on-one lessons . ~~Mozart~~ Diverse repertoire is appropriate :
 3. ~~Play~~ , by composers from a ~~sonata wide~~ for a solo instrument with piano accompaniment
 4. ~~Prepare for a jury evaluation:~~
 1. ~~Chromatic scale and all major scales and arpeggios from memory:~~
 2. ~~Scale tempo-eighth notes: quarter = 70:~~

3. ~~Repertoire such as Concerto, K.622 (any movement) by W.A. Mozart is appropriate:~~
4. ~~Basic level sight reading~~ variety of an cultural ~~unprepared solo/etude:~~ backgrounds

Student Learning Outcomes

Learning Outcomes

1. Outcome Text

~~Upon completion of MUS 38, the student will be able to successfully~~ Successfully demonstrate the Applied Lessons Requirements (organize by semester of study) as
 _ outlined by the music department faculty.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

2. Outcome Text

~~Upon completion of MUS 38, the student will be able to complete~~ Complete successful music performances and final jury or recital demonstrating overall
 _ improvements and advancement in individual study.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

3. Outcome Text

~~Upon completion of MUS 38, the student will be able to complete~~ Complete the required number of lessons, on-campus practice hours, musical exercises, and
 _ repertoire as assigned by the instructor.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

1. Non Course Requirements

Min Grade

Group Title

Sequential No

Non-sequential No

1. Non Course Requirements _
Min Grade _
Group Title _
Sequential _ No

Non-sequential _ No

1. **Requisite Type** Corequisite
Subject MUS (Music)
Requisite Course MUS 8A - Music Theory and Musicianship 1(**Historical** Launched)
Non Course Requirements
Min Grade
Comments
Requisite Validation
Skills Analysis
Requisite Course Objective(s)
2. **Requisite Type** Corequisite
Subject MUS (Music)
Requisite Course MUS 8B - Music Theory and Musicianship 2(**Historical** Active)
Non Course Requirements
Min Grade
Comments
Requisite Validation
Skills Analysis
Requisite Course Objective(s)
3. **Requisite Type** Corequisite
Subject MUS (Music)
Requisite Course MUS 10A - Music Theory and Musicianship 3(Active)
Non Course Requirements
Min Grade
Comments
Requisite Validation _
Skills Analysis
Requisite Course Objective(s)
4. **Requisite Type** _ **Corequisite**
Subject _ **MUS (Music)**
Requisite Course _ **MUS 10B - Music Theory and Musicianship 4(Launched)**
Non Course Requirements _
Min Grade _
Comments _
Requisite Validation
Skills Analysis
Requisite Course Objective(s)
2. **Non Course Requirements**
Min Grade
Group Title
Sequential No
Non-sequential No
 1. **Requisite Type** Corequisite

Subject MUS (Music)

Requisite Course MUS ~~10B~~ 11 - Commercial Music ~~Theory and Musicianship~~
4 Combo (Active)

Non Course Requirements

Min Grade

Comments

~~Requisite Validation -~~

~~Skills Analysis~~

~~Requisite Course Objective(s)~~

2. ~~Non Course Requirements -~~

~~Min Grade -~~

~~Group Title -~~

~~Sequential - No~~

~~Non-sequential - No~~

1. ~~Requisite Type - Corequisite~~

~~Subject - MUS (Music)~~

~~Requisite Course - MUS-12--Wind Ensemble(Historical)~~

~~Non Course Requirements -~~

~~Min Grade -~~

~~Comments -~~

~~Requisite Validation -~~

~~Skills Analysis~~

~~Requisite Course Objective(s)~~

2. ~~Requisite Type - Corequisite~~

~~Subject - MUS (Music)~~

~~Requisite Course - MUS-14--Jazz Workshop(Active)~~

~~Non Course Requirements -~~

~~Min Grade -~~

~~Comments -~~

Requisite Validation

Skills Analysis

Requisite Course Objective(s)

3. Requisite Type Corequisite

Subject MUS (Music)

Requisite Course MUS 15 - Jazz Ensemble(~~Historical~~ Active)

Non Course Requirements

Min Grade

Comments

Requisite Validation

Skills Analysis

Requisite Course Objective(s)

4. Requisite Type Corequisite

Subject MUS (Music)

Requisite Course MUS 16 - Philharmonic Orchestra(~~Historical~~ Active)

Non Course Requirements

Min Grade

Comments

[Requisite Validation](#) _[Skills Analysis](#)[Requisite Course Objective\(s\)](#)5. [Requisite Type](#) _ [Corequisite](#)[Subject](#) _ [MUS \(Music\)](#)[Requisite Course](#) _ [MUS 17A - Jazz Combo 1\(Active\)](#)[Non Course Requirements](#) _[Min Grade](#) _[Comments](#) _[Requisite Validation](#) _[Skills Analysis](#)[Requisite Course Objective\(s\)](#)6. [Requisite Type](#) _ [Corequisite](#)[Subject](#) _ [MUS \(Music\)](#)[Requisite Course](#) _ [MUS 41 - Instrumental Chamber Music\(Active\)](#)[Non Course Requirements](#) _[Min Grade](#) _[Comments](#) _

Requisite Validation

Skills Analysis

Requisite Course Objective(s)

7. [Requisite Type](#) [Corequisite](#)[Subject](#) [MUS \(Music\)](#)[Requisite Course](#) [MUS 44 - Concert Choir\(Active\)](#)[Non Course Requirements](#)[Min Grade](#)[Comments](#)

Requisite Validation

Skills Analysis

Requisite Course Objective(s)

8. [Requisite Type](#) [Corequisite](#)[Subject](#) [MUS \(Music\)](#)[Requisite Course](#) [MUS 45 - Chamber Choir\(Historical \[Active\]\(#\) \)](#)[Non Course Requirements](#)[Min Grade](#)[Comments](#)

Requisite Validation

Skills Analysis

Requisite Course Objective(s)

9. [Requisite Type](#) [Corequisite](#)[Subject](#) [MUS \(Music\)](#)

Requisite Course MUS ~~46A~~ 46 - ~~Beginning~~ Vocal Jazz
~~Choir Ensemble~~ (~~Historical~~ Active)

Non Course Requirements

Min Grade

Comments

~~Requisite Validation~~ -

~~Skills Analysis~~

~~Requisite Course Objective(s)~~

10. ~~Requisite Type~~ - Corequisite

~~Subject~~ - MUS (Music)

~~Requisite Course~~ - MUS-46B - Advanced Jazz Choir(Historical)

~~Non-Course Requirements~~ -

~~Min-Grade~~ -

~~Comments~~ -

Requisite Validation

Skills Analysis

Requisite Course Objective(s)

11. Requisite Type Corequisite

Subject MUS (Music)

Requisite Course MUS 48 - Improvisation Lab(~~Historical~~ Active)

Non Course Requirements

Min Grade

Comments

Requisite Validation

Skills Analysis

Requisite Course Objective(s)

Catalog View **Corequisite:** MUS 8A, or MUS 8B, or MUS 10A, or MUS 10B and MUS ~~12, or MUS-14~~ 11 , or MUS 15, or MUS 16, or MUS 17A, or MUS 41, or MUS 44, or MUS 45, or MUS ~~46A, or MUS-46B~~ 46 , or MUS 48

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Quizzes
Frequency
 Monthly
- Portfolios
Frequency
 For composition students, 1-2 Portfolio projects per semester
- Projects
Frequency
 2-3 musical pieces of repertoire by composers of diverse backgrounds per semester
- Class Performance
Frequency _

[Monthly jury performances for peers and faculty](#)

- Final Public Performance

Frequency

Once a semester [as a jury or recital](#)

- Other (Please Explain)

Frequency

Individual Practice

[-](#) Daily

Sight-reading various pieces in a variety of styles

[-](#) Instructor's discretion

Periodic review of assigned musical selections

[-](#) Instructor's discretion

Progress testing of assigned technical studies

[-](#) Instructor's discretion

Periodic recital performance

[-](#) Instructor's discretion

End of the semester jury

[-](#) One

Other No

Please Explain

Legacy Frequency

Distance Education

Does (or will) this course have a DE component? [Yes](#)

Curriculum Committee Approval Date

Effective Term [Fall 2025](#)

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

[Yes](#)

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. [Yes](#)

I have consulted with my Dean regarding the creation of a DE addendum for this course. [Yes](#)

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

- **Online with the Flexible In-Person Component (OFI):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, and through the use of other required materials. Approved instructional contact hours are delivered through online interaction supplemented by required in-person assessment or activities that are available at approved locations during a specific range of time.*
- **Partially Online:** *Also known as hybrid: Instruction involving regular and effective online interaction for some portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system, and through the use of other required materials. Any portion of a class that is delivered online follows a separate approval and meets the regular and effective contact regulation. The schedule of classes indicates dates, times and locations of in-person meetings.*

Explain why this course should be offered in Distance Education mode.

The material can be learned online effectively via zoom and canvas. We have been doing this since 2020 and it is a proven modality.

Explain how the decision was made to offer this course in a Distance Education mode.

In consultation with faculty.

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency. Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

- **Emergency Fully Online (EFO):** *taught fully online only in case of an emergency.*

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

It is possible, but not ideal, to teach the course fully online. We know this can be done due to the lockdown teaching we did in 2020 and 2021.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Utilizing headers/styles for text formatting to make web pages accessible for screen readers.

- [_ Utilizing headers/styles for text formatting to make Word, PowerPoint, PDF, etc. accessible for screen readers.](#)
- [_ Formatting and coding to make tables accessible for screen readers.](#)
- [_ Exploratory links.](#)
- [_ Proper color contrast.](#)
- [_ Modifying assignment time limits for students with accommodations.](#)

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that instructor expectations surrounding interaction and participation are present. The choices here represent those expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

- [_ Instructor response time.](#)
- [_ Grade turnaround time.](#)
- [_ Student participation.](#)
- [_ Instructor participation.](#)
- [_ Student rights and responsibilities.](#)
- [_ Student behavior in a DE course.](#)
- [_ Academic Integrity.](#)

Other No

Explain

Measurable Objectives Compared to a Traditional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. **No** [Yes](#)

The content identified in the course outline of record can be presented effectively and with the same degree of rigor.

No [Yes](#)

A student can achieve the same goals and objectives identified in the course outline of record. **No** [Yes](#)

The same assignments in the course outline of record can be completed by the student and graded by the instructor.

No [Yes](#)

The same assessments and level of student accountability can be achieved. **No** [Yes](#)

If there are any topics you did not choose, use the text box below to explain why. No

Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and

effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Email:** *The instructor will initiate interaction with students to determine that they are accessing and comprehending course material and are participating regularly in course activities.*
Frequency
Weekly
- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*
Frequency
1-2 per month
- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*
Frequency
Weekly
- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*
Frequency
1-2 per month
- **Web conferencing:** *The instructor will use web conferencing to interact with students in real time.*
Frequency
Weekly
- **Face-to-face meetings (partially online courses only):** *Students will come to campus during face-to-face sessions (office hours, etc.) to discuss any facet of the course.*
Frequency
1-2 per month

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Email:** *Students will be encouraged to email each other to ask questions about the course, including assignments.*
Frequency
Monthly
- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*
Frequency
Monthly
- **Web conferencing:** *Students will interact in real time with each other to discuss coursework and assignments.*
Frequency

Monthly**Student-Content Interaction**

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- Class discussion board: Students will post to the discussion board, answering questions on course content posed by the instructor.
Frequency -
Monthly
- Lecture: Students will attend or access synchronous or asynchronous lectures on course content.
Frequency -
Weekly lessons
- Video: Video will be used to demonstrate procedures and to help students visualize concepts.
Frequency -
Weekly

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks No

Manuals/Periodicals No

Software No

Other ~~No~~ Yes

Textbook

1. **Author(s)** Charlie Parker
Title Charlie Parker Omnibook - Volume 1: C Instruments Edition with Online Audio
Edition 1st
Publisher Hal Leonard
ISBN-13
Year 2019
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
2. **Author(s)** Hal Leonard Corp.
Title 28 Italian Songs & Arias of the 17th and 18th Centuries
Edition 1st
Publisher G. Schirmer, Inc.
ISBN-13
Year 2016
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No

3. **Author(s)** Stephan Beneking
Title 16 Nocturnes-Etudes for One Hand Alone
Edition 1st
Publisher CreateSpace Independent Publishing Platform
ISBN-13
Year 2016
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
4. **Author(s)** Tony Caramia
Title Fascinatin' Rhythms Six piano etudes in jazz rhythms
Edition 1st
Publisher Kjos Music Company
ISBN-13
Year 2016
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
5. **Author(s)** Hal Leonard Corp.
Title Chart Hits of 2018-2019: 18 Hot Singles
Edition 1st
Publisher Hal Leonard
ISBN-13
Year 2019
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
6. **Author(s)** Laurence Juber
Title The Evolution of Fingerstyle Guitar
Edition 1st
Publisher Hal Leonard
ISBN-13
Year 2019
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No

OER

Manual

Software

Other Learning Materials

1. [Other _
Sheet music by diverse composers](#)

Other Materials Required of Students

v

1. **Enter Required Material**

Manuscript Paper

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component Yes

Transferability

CSU transfer Yes

- Transfers to CSU

Comments

New Request **Yes** [No](#)

Already Approved **No** [Yes](#)

Effective Semester

Cal-GETC No

UC transfer Yes

- Transfers to UC

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change **No** [Yes](#)

Effective Semester

C-ID proposal Yes

C-ID [MUS 160](#)

Las Positas College GE No

CSU GE No

CSU American Institutions No

IGETC No

Other articulation requests/comments No

Course Articulation

Submit for Course-to-Course Articulation (new requests only) No

Course Articulation

Supporting Documents

Attached File

Codes and Dates

Course Codes

Originator Marschak, Daniel

Origination Date~~07 08 / 27 25 / 2021~~ 2024**Proposal Type**

Course Modification

Parent Course[MUS 38 - Applied Lessons](#)

No Previous Course

Entry of Special Dates

- Board of Trustees

~~06/18/2019~~

- State Approval

~~06/10/2019~~

- CC Approval

~~04/29/2019~~**Instructional Services**Effective Term ~~Spring~~ Fall ~~2020~~ 2025**Implementation Date**~~01 09 / 01 11 / 2020~~ 2024**UC Approval Date****CSU Approval Date****Course CB Codes****CB00: State ID**

CCC000553076

CB03: TOP Code

100400 - Music

CIP Code**CB04: Credit Status**

D - Credit - Degree Applicable

CB05: Transfer Status

A - Transferable to both UC and CSU.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

E - Non-Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status**CB13: Special Class Status**

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course Category

Y - Not Applicable, Credit course

CB23: Funding Agency Category

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

Y. Not Applicable

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status



Course Modification: POLS C1000 - American Government and Politics

Course Modification: POLS C1000 - American Government and Politics (Launched - Implemented 08-15-2025)
compared with
Course Modification: POLI 7 - Introduction to American Government (Approved - Implemented 08-14-2025)

Cover

Subject ~~POH~~ [POLS](#)

Course Number ~~7~~ [C1000](#)

Course Title ~~Introduction to~~ American Government [and Politics](#)

Effective Term Fall 2025

TOP Code 2207.00 - Political Science

Basic Skills Status N - Not Basic Skills

SAM Priority Code E - Non-Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

~~Introduction~~ [This course is an introduction](#) to ~~the principles, problems~~ [government](#) and ~~basic issues of government with particular emphasis on the national government~~ [politics](#) in the United States ; ~~including and discussion~~ [California](#) of ~~Students examine~~ the ~~American~~ [constitutions](#), ~~Constitution~~ [structure](#) , and ~~California~~ [operation state of governing institutions, civil liberties](#) and ~~local~~ [civil government](#) [rights, political behaviors, political issues, and public policy using political science theory and methodology](#) .

Material fees apply to this course?

This course is part of a new program No

Enter program name

This course is part of an existing program(s) No

Course Equivalency

Is this course part of a family No

Is this course shared with Chabot? No

Is there an equivalent course at Chabot? Yes

1. Course ~~POSE~~ [POLS](#) + [C1000](#)

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category Y - Not Applicable, Credit course

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture Yes

Min Units 3.000

Max Units 0.000

Lab No

Min Units

Max Units

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab No

TOTALS

Calculations

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

Number of times a course can be taken for credit. 1

Justification for Repeatability

Course Grading Optional

Cross Listing

This course is part of the following cross listing

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning No

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST No

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training No

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) No

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term

Discipline Placement

Minimum Qualification

1. Minimum Qualification Political Science
Interdisciplinary
Condition

Political Science

Measurable Objectives

Objectives

Upon completion of this course, the student should be able to:

1. **Objective Text** [_](#)
[Explain the founding and development of the U.S. and California Constitution.](#)
2. **Objective Text** [_](#)
[Critique governing institutions and political processes within the United States and California.](#)
3. **Objective Text** [_](#)
[Employ introductory political science research methods to contextualize contemporary political issues and operations in the United States and California.](#)
4. **Objective Text** [_](#)
[Assess civil liberties and civil rights of individuals and groups as articulated in the U.S. and California Constitutions and subsequent court decisions.](#)
5. **Objective Text** [_](#)
[Investigate the role of identity and political ideology in shaping public opinion and public policy in the United States and California.](#)
6. **Objective Text** [_](#)
[Analyze how to effectively participate in politics at the national, state, county, and/or city levels.](#)
7. **Group Title** Analyze and critically assess various types of sources in the field of U.S. and California government and politics.
8. **Group Title** Apply theories and concepts in U.S. and California politics.
9. **Group Title** [Explain the civil liberties and civil rights of individuals as articulated in the U.S. Constitution and federal court decisions:](#)
10. **Group Title** - [Explain the founding and development of the U.S. Constitution:](#)
11. **Group Title** - [Identify and evaluate institutions, political processes, and political sciences concepts as they apply to the United States and California:](#)
12. **Group Title** - Research, synthesize, and argue a political thesis :
13. **Group Title** - [Analyze the role of culture, race, ethnicity, gender, class and ideology in shaping public opinion and public policy in the United States and California:](#)
14. **Group Title** - [Analyze how to effectively participate in politics at the national, state, county and/or city levels:](#)
15. **Group Title** - [Discuss and analyze contemporary political issues and operations in the United States and California .](#)

Course Content

Lecture Content

1. The **political** [purpose of government and nature of democratic governance](#)
 1. [Political philosophies that underlie democratic government](#)
 2. [Comparison of representative and direct democracy](#)
 3. [The value of, influences on, and consequences of participation and nonparticipation in democratic government](#)
2. [The U.S. and California Constitutions as frameworks for government](#)
 1. [Political](#) philosophies of the framers [and critics](#) of the U.S. Constitution
 2. [Processes](#) [and critics of the Constitution:](#)

1. ~~Acquire knowledge and gain understanding of the fundamental heritage, principles, and processes of American government:~~
2. ~~Develop a philosophy toward government as an institution in American society that will serve as a frame of reference in critically analyzing current political problems:~~
3. ~~Basic principles of a republican form of government:~~
3. ~~The process of for amending and interpreting the U.S. ~~Constitution and California constitution:~~~~
 1. ~~U.S. process vs California's propositions~~
 2. ~~Historical disputes involving amending and interpreting in U.S. and California Constitutions~~
 1. Historical disputes
4. The theory and practice of federalism :
in the United States, focusing on California
 1. ~~History~~ The framework and operation of ~~American federal~~, ~~Federalism~~
 2. ~~Federal state~~, and ~~State local~~ Relations relations
 3. ~~Conflicts~~ Interaction between the federal government and ~~resolution~~ Native ~~between American federal tribes and entities~~
5. The structure and ~~state governments~~
3. ~~Contemporary~~ contemporary operations of federal, state, and local governing institutions in the United States ~~political institutions~~ and ~~processes~~; California including the
 1. Executive ~~executive~~; branch
 2. Legislative ~~legislative~~ branch
 3. Judicial branch
4. Civil liberties and ~~judicial branches of government and nongovernmental institutions:~~
 1. ~~Separation of powers~~
 2. ~~checks and balances~~
 3. ~~identify the roles of the three branches of government~~

4. Relationship between legislative, executive and judicial branches
 5. Government and political institutions
 6. Making and enforcing public policy
5. The civil rights ~~and liberties~~ of individuals and groups
 1. Civil liberties and rights as articulated in the U.S. Constitution and California Constitutions and federal and state court decisions :
 1. ~~American Constitution~~ Contemporary and ~~Bill~~ historical of interactions Rights
 2. ~~Supreme~~ between Court decisions, interpretations, judicial activism government and review
 3. Concepts of civil liberties and civil rights and application in American society
 4. Historical and contemporary struggles over liberties and rights
 2. ~~Contemporary operations of California state and local political institutions~~ marginalized populations within the framework United States based on factors such as race, ethnicity, sex, gender and gender expression, sexual orientation, class, ability status, age, citizenship status, language, religion, and/or other forms of federal-state relations: identity
 1. Description and evolution of the California Constitution
 3. Development of California's political institutions: Legislative, Executive, Judicial
 4. Unique characteristics of California politics and government within a federal structure
 5. Direct Democracy vs indirect democracy
 6. Individual and group political behavior of Americans and Californians behaviors within the frameworks established by the U.S. Constitution and California constitution, such as elections, interest groups, political parties, and the media:
 1. Development context of the political party system and evaluation of the role of political parties in American and California government and politics
 2. The political process: impact and role of interest groups and media in politics
 3. Election and campaign processes in U.S. and California constitutions, including
 1. Elections, campaigns, and voting
 2. Political parties
 3. Interest groups
 4. Social movements

4. Factors that shape politics and policymaking including ~~diversity, political~~
 1. Political culture ~~, political~~
 2. Political socialization ~~, political~~
 3. Political ideologies
 4. Public opinion
 5. Media
 6. Interest groups
 7. Diversity

5. Political issues and public ~~opinion:~~ policies
 1. Domestic
 1. ~~The~~ Economic
 2. Foreign
 2. Introductory research methods used in political ~~process:~~ science ~~public~~ including
 1. Qualitative ~~opinion~~ tools and ~~achieving~~ techniques
 2. Quantitative ~~the effects of political socialization~~ tools and ~~ideology:~~ techniques
 3. ~~Role of interest groups and the media in influencing public opinion~~
 4. ~~America and California's great diversity creating unique culture and society influencing public policy~~

6. ~~Domestic, economic, and foreign issues and policies:~~
 1. ~~Public policy making~~
 1. ~~Economic, social and foreign policy at the national, state (California) and local government levels~~

Lab Content

Work Experience Content

Methods of Instruction

Check all that apply:

- Audio-visual Activity

Comments

Use of appropriate audio-visual media

- Audio-visual Activity
Comments
- Classroom Activity
Comments
Small group, individual presentations per instructor
- Classroom Activity
Comments
- Discussion
Comments
Class discussions
- Discussion
Comments
- Guest Lecturers
Comments
per instructor
- Guest Lecturers
Comments
- Lecture
Comments
Formal and informal lecture method and presentation
- Projects
Comments
per instructor
- Research
Comments
assignments/papers per instructor
- Student Presentations
Comments
- Written Exercises
Comments
Written assignments
- Written Exercises
Comments

Other Yes

1. **Explain**
Political interviews, newsworthy items, current events that complement class discussions.
2. **Explain**
Primary and secondary readings and internet assignments
3. **Explain**
Computer assisted instruction

Equity Based Curriculum

- ~~DE Course Interaction~~
~~**Address -**~~
~~Includes discussions and/or video presentations:~~
- ~~- Course Content~~
~~**Address -**~~
~~The course content reflects careful consideration of the appropriate balance in the focus given to each group in terms of race, ethnicity, gender, sexuality, socio-economic status, and disability:~~
- ~~- Methods of Instruction~~
~~**Address -**~~
~~Aligned closely with the various types of assignments that allow the development of diverse skills for all students, evaluation methods also ensure the diversity of student experience is carefully considered. A mixed pedagogy includes teaching through methods including, but not limited to: reading, writing, lecture, audio, visual and experiential methods:~~

- - ~~Methods of Evaluation~~
~~Address -~~
~~Aligned closely with the various types of assignments that allow the development of diverse skills for all students, evaluation methods also ensure the diversity of student experience is carefully considered.~~
- - Typical Texts
Address
Appropriate texts are selected for their specific emphasis on the experiences of underrepresented groups.

Typical Assignments

Typical Assignments

1. Assignment Type [Reading](#)
Add Assignment

1. ~~Reading Assignments~~

1. Compare the political parties of California and assess their effectiveness in relation to political party structures in other regions of the nation.

1. What has impacted the nature of parties in the Golden State?

2. Read a selected Supreme Court case and provide

1. a brief summary of the constitutional issues which were presented to the Supreme Court
2. a summary of the decision of the court and a critique of the logic used in the majority decision, and
3. the significance of the decision to our system of government, history of our nation's economic system.

- 1.

2. [Assignment Type](#) - Writing ;
[Add problem Assignment solving or performance:](#)

1. Provide a written analysis of why the U.S. Constitution does or does not meet the democratic conditions of popular sovereignty, political equality, and political liberty.

2. Provide an analysis of a minimum of three contemporary political cartoons.

1. What is the issue behind the cartoon?
2. What is the cartoonist attempting to say about the issue?
3. Do you agree with the cartoonist's view?
4. Why?/Why not?

Student Learning Outcomes

Learning Outcomes

1. Outcome Text

~~Upon completion of POLI 7, students will be able to analyze~~ Analyze and critically assess various types of sources in the field of U.S. and California government and politics.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

2. Outcome Text

~~Upon~~ Demonstrate ~~completion of POLI 7, students will be able to demonstrate understand~~ understanding and application of theories and concepts in U.S. and California politics.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

3. Outcome Text

~~Upon completion of POLI 7, students will be able to explain~~ Explain the civil liberties and civil rights of individuals as articulated in the U.S. Constitution and federal court decisions.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

4. Outcome Text

~~Upon completion of POLI 7, students will be able to explain~~ Explain the founding and development of the U.S. Constitution.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

5. Outcome Text

~~Upon completion of POLI 7, students will be able to identify~~ Identify and evaluate institutions, political processes, and political sciences concepts as they apply to the United States and California.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

6. Outcome Text

~~Upon completion of POLI 7, students will be able to research~~ Research, synthesize, and argue a political thesis.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

Catalog View

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Exams/Tests
Frequency
At least one exam or quiz per semester.
- Quizzes
Frequency
At least four quizzes per semester

- Research Projects
Frequency
At least once per semester
- Papers
Frequency
At least one paper per semester for a total of 6-10 pages
- Oral Presentation
Frequency
At least once per semester
- Class Participation
Frequency
Every day of class meeting
- Class Work
Frequency
Every day of class meeting
- Home Work
Frequency
At minimum a reading assignment for every day of class meeting

Other No Yes

Please Explain

Examples of potential methods of evaluation used to observe or measure students' achievement of course outcomes and objectives could include but are not limited to quizzes, exams, essays, field journals, projects, critical analysis papers, service learning, simulations, research demonstrations, etc. Methods of evaluation and appropriate representative assignments will be determined at the discretion of local faculty.

Legacy Frequency

Distance Education

Does (or will) this course have a DE component? Yes

Curriculum Committee Approval Date

Effective Term

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

Yes

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. Yes

I have consulted with my Dean regarding the creation of a DE addendum for this course. Yes

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

- **Fully Online (FO):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.*

Explain why this course should be offered in Distance Education mode.

Explain how the decision was made to offer this course in a Distance Education mode.

already approved

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency. Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

- **Fully Online (FO):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of*

other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Formatting and coding to make tables accessible for screen readers.

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that instructor expectations surrounding interaction and participation are present. The choices here represent those expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

Other No

Explain

Measurable Objectives Compared to a Tractional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. No

The content identified in the course outline of record can be presented effectively and with the same degree of rigor. No

A student can achieve the same goals and objectives identified in the course outline of record. No

The same assignments in the course outline of record can be completed by the student and graded by the instructor. No

The same assessments and level of student accountability can be achieved. No

If there are any topics you did not choose, use the text box below to explain why. No

Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Email:** *The instructor will initiate interaction with students to determine that they are accessing and comprehending course material and are participating regularly in course activities.*

Frequency

Weekly

- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*

Frequency

Weekly

- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*

Frequency

As appropriate.

- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*

Frequency

As necessarily and/or to replace some weekly emails.

- **Web conferencing:** *The instructor will use web conferencing to interact with students in real time.*

Frequency

Can be used for lecture in a synchronous online class format or for office hours in an asynchronous online class format.

- **Face-to-face meetings (partially online courses only):** *Students will come to campus during face-to-face sessions (office hours, etc.) to discuss any facet of the course.*

Frequency

Online students may attend on-campus, in-person office hours.

- **Other:**

Frequency

Feedback response assignments: Professors may ask students to respond to feedback provided on assignments to ensure that the students are reading, absorbing, and applying constructive feedback given on various assignments.

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*

Frequency

Weekly

- **Peer-editing/critiquing:** *Students will complete peer-editing assignments.*

Frequency

Students can perform peer review of each other's formal written assignments. At least once per semester.

- **Other:**

Frequency

Students can create video introductions of themselves the first week of the semester and do video presentation later in the semester.

Student-Content Interaction

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions on course content posed by the instructor.*

Frequency

At least once per week

- **Written papers:** *Papers will be written on various topics.*

Frequency

At least once per semester for a minimum of 5 pages total of formal writing.

- **Research Assignments:** *Students will use the Internet and library resources to research questions, problems, events, etc.*

Frequency

Research assignments with a paper or annotated bibliography as the final product can be assigned but cannot replace formal written paper assignments.

- **Quizzes, tests/exams:** *Quizzes will be used to make sure students completed assigned material and understood it.*

Frequency

Professor's discretion.

- **Practice quizzes, tests/exams:** *Practice quizzes will be given periodically throughout the course so students will be able to gauge their understanding of the content.*
Frequency
Practice quizzes can be used to help students gauge their preparedness for the formal quizzes, tests, and exams.
- **Lecture:** *Students will attend or access synchronous or asynchronous lectures on course content.*
Frequency
At least once per week
- **Video:** *Video will be used to demonstrate procedures and to help students visualize concepts.*
Frequency
A video lecture should occur at least once per week of the course (in a standard course) and more often for late start or accelerated summer courses.
- **Games:** *Games will be used to reinforce learned material.*
Frequency
Games could include topics such as the legislative process, the Electoral College, and/or a primary election as both an interactive learning experience and a simulation. Frequency at professor's discretion
- **Polling/surveys:** *To begin a discussion on an issue, students will be polled to determine their stances.*
Frequency
Could be used on a variety of political topics. Frequency at professor's discretion
- **Debates:** *Debates will be used to expand upon both sides of an argument.*
Frequency
Frequency at professor's discretion
- **Student presentations:** *Students will prepare and present on a topic being studied.*
Frequency
Role playing could be used to demonstrate such things as the legislative or judicial processes. Frequency at professor's discretion
- **Other:**
Frequency
At least once per semester.

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks ~~No~~ Yes

Manuals/Periodicals No

Software No

Other ~~No~~ Yes

Textbook

1. Author(s) _ [Renée B. Van Vechten](#)
Title _ [California Politics: A Primer](#)
Edition _ [6th](#)
Publisher _ [CQ Press](#)
ISBN-13 _
Year _ [2021](#)
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ [No](#)
2. Author(s) _ [Edward Sidlow and Beth Henschen](#)
Title _ [GOVT 12: Principles of American Government](#)
Edition _ [12](#)
Publisher _ [Cengage](#)
ISBN-13 _
Year _ [2025](#)
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ [No](#)
3. Author(s) [Theodore J. Lowi](#)
Title [American Government: A Brief Introduction](#)
Edition [17th](#)
Publisher [W. W. Norton & Company](#)

ISBN-13

Year 2023

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

4. Author(s) Barbara A. Bardes

Title American Government and Politics Today: The Essentials

Edition 20th

Publisher Cengage

ISBN-13

Year 2022

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

5. Author(s) Thomas Patterson

Title We the People :An Introduction to American Government

Edition ~~14th~~ 15th

Publisher McGraw-Hill

ISBN-13

Year ~~2021~~ 2024

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

OER

1. [Author\(s\) _ Krutz and Waskiewicz](#)

[Title _ American Government](#)[Edition _ 3rd](#)[Publisher _ OpenStax](#)[URL _](#)[Year _ 2024](#)[Rationale for textbook older than 7 years. \(Most recent edition, considered classic, etc.\) _](#)[Or Equivalent _ No](#)

2. [Author\(s\) _ Steven Reti](#)

[Title _ Introduction to California Government and Politics](#)[Edition _ Current](#)[Publisher _ LibreTexts](#)[URL](#)[_ https://socialsci.libretexts.org/Bookshelves/Political_Science_and_Civics/Introduction_to_California_Government_and_Politics_\(Reti\)](https://socialsci.libretexts.org/Bookshelves/Political_Science_and_Civics/Introduction_to_California_Government_and_Politics_(Reti))[Year _ 2023](#)[Rationale for textbook older than 7 years. \(Most recent edition, considered classic, etc.\) _](#)[Or Equivalent _ No](#)

Manual

Software

Other Learning Materials

1. [Other _](#)

[May also include supplementary materials such as, but not limited to, primary sources \(e.g. The Federalist Papers\), readers, etc.](#)

2. [Other _](#)

[Appropriate texts are selected for their specific emphasis on the experiences of underrepresented groups.](#)

Other Materials Required of Students

v

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component Yes

Transferability

CSU transfer Yes

- Transfers to CSU
Comments
New Request **Yes** [No](#)
Already Approved **No** [Yes](#)
Effective Semester

Cal-GETC **No** [Yes](#)

- [4 - Social and Behavioral Sciences](#)
[Comments](#) _
[New Request](#) _ [No](#)
[Already approved substantial change](#) _ [No](#)
[Already approved unsubstantial change](#) _ [Yes](#)
[Effective Semester](#) _

UC transfer Yes

- Transfers to UC
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change **No** [Yes](#)
Effective Semester

C-ID proposal YesC-ID [POLS 110](#)**Las Positas College GE** Yes

- IV. Social and Behavioral Sciences
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change **No** [Yes](#)
Effective Semester

CSU GE No**CSU American Institutions** Yes

- US2 - US Constitution and Government
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change **No** [Yes](#)
Effective Semester
- US3 - California State and Local Government
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change **No** [Yes](#)
Effective Semester

IGETC No

Other articulation requests/comments No

Course Articulation

Submit for Course-to-Course Articulation (new requests only) No
Course Articulation

Supporting Documents

Attached File

Codes and Dates

Course Codes

Originator [Jen Kutil](#), [Joanna Craig](#)

Origination Date

~~11 09 / 01 10 / 2022~~ [2024](#)

Proposal Type

Course Modification

Parent Course

No Previous Course

[POLI 7 - Introduction to American Government](#)

Entry of Special Dates

- Board of Trustees
~~07/17/2024~~
- State Approval
~~07/23/2024~~
- CC Approval
~~04/30/2024~~

Instructional Services

Effective Term Fall 2025

Implementation Date

08/ ~~14~~ [15](#) /2025

UC Approval Date

CSU Approval Date

Course CB Codes

CB00: State ID

CCC000646379

CB03: TOP Code

220700 - Political Science

CIP Code

CB04: Credit Status

D - Credit - Degree Applicable

CB05: Transfer Status

A - Transferable to both UC and CSU.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

E - Non-Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status

CB13: Special Class Status

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course Category

Y - Not Applicable, Credit course

CB23: Funding Agency Category

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

Y. Not Applicable

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status



Course Modification: PSYC C1000 - Introduction to Psychology

Course Modification: PSYC C1000 - Introduction to Psychology (Launched - Implemented 09-18-2024)

compared with

PSYC 1 - General Psychology (Active - Implemented 01-01-2024)

Cover

Subject PSYC

Course Number + [C1000](#)

Course Title [General Introduction to](#) Psychology

Effective Term Fall [2024](#) [2025](#)

TOP Code 2001.00 - Psychology, General

Basic Skills Status N - Not Basic Skills

SAM Priority Code E - Non-Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

[Introduces This students course is an introduction to psychology, which is the scientific study of human the behavior mind and mental processes behavior . Provides Students an focus overview on theories and concepts of major psychological concepts and theories in such areas as consciousness biological , learning cognitive , memory developmental , motivation environmental , perception, personality, stress social , and social cultural behavior influences; their applications; and their research foundations .](#)

Material fees apply to this course? [No](#)

This course is part of a new program [No](#)

Enter program name

This course is part of an existing program(s) [No](#) [Yes](#)

1. [Program](#) _ [Psychology - Associate in Arts Degree for Transfer \(Active \) - Fall 2022](#)

Course Equivalency

Is this course part of a family [No](#)

Is this course shared with Chabot? [No](#)

Is there an equivalent course at Chabot? [Yes](#)

1. Course [PSY-1](#) [PSYC C1000](#)

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category [Y - Not Applicable, Credit course](#)

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture Yes

Min Units 3.000

Max Units 0.000

Lab No

Min Units

Max Units

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab No

TOTALS

Calculations

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

Number of times a course can be taken for credit. 1

Justification for Repeatability

Course Grading Optional

Cross Listing

This course is part of the following cross listing

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning No

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST No

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training No

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) No

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term

Discipline Placement

Minimum Qualification

1. Minimum Qualification Psychology
Interdisciplinary
Condition

Psychology

Measurable Objectives

Objectives

Upon completion of this course, the student should be able to:

1. **Group Objective Title Text Define**
Demonstrate the fundamental various knowledge and comprehension of major concepts, theoretical perspectives, that historical have and shaped cultural contexts, and empirical findings within the study broad discipline of psychology.
2. **Group Objective Title Text Contrast**
Use the a unifying scientific themes approach (including critical and creative thinking) to understand individuals' mind and behavior within psychological, biological, sociocultural, and ethnocultural contexts while recognizing that underlie biases the filter field of psychology experiences.
3. **Group Objective Title Text Distinguish**
Apply between psychological the theories, goals concepts, and values to individual, interpersonal, group, and societal issues to demonstrate awareness of scientific psychology self and

common-sense others.

4. **Group Objective Title Text Evaluate**

Draw logical and objective conclusions about the various psychological research methods

Group-Title - Discuss the importance of ethical principles in research

Group-Title - Summarize the key functions of different brain components

Group-Title - Describe the role of heredity mind and environment behavior on from behavior

Group evidence Title to Describe show the how processes psychology involved evaluates, in-sensation modifies, and perception

Group supports Title its Distinguish between the various states of human consciousness

Group-Title - Identify the differences between various theories of learning

Group-Title - Describe the process involved in the encoding, storage claims and retrieval counters of unsubstantiated memories

Group-Title - Discuss the theories of intelligence and the goals of psychological testing

Group-Title - Distinguish between the two major categories of human motives

Group-Title - Describe the basic components of emotion

Group-Title - Explain how biological and environmental factors contribute to developmental differences

Group-Title - Define the construct of personality

Group-Title - Describe the theoretical approaches to understanding abnormal behavior

Group-Title - Describe the various models of psychotherapy

Group-Title - Discuss the situational influences on behavior

Group-Title - Describe psychological differences and similarities between groups based on gender statements, sexuality, social, opinions or cultural grouping beliefs.

Group-Title - Apply concepts and theories to personal development

Course Content

Lecture Content

1. **Historical** Cover at least two topics within each of the following major areas, addressing both theory and Current application:
 1. Biological Perspectives (e.g., in Neuroscience, Psychology Sensation, Consciousness);
 2. Cognitive (e.g., Cognition, Memory, Perception, Intelligence);
 3. Development (e.g., Learning, Lifespan Development, Language);
 4. Social and Personality (e.g., Motivation, Emotion, Social, Personality, Sex/Gender/Sexuality);
 5. Mental and Physical Health (e.g., Psychopathology, Health, Therapies)
 6. All topics listed above will be covered

2. Incorporate psychology's seven integrative themes throughout the course :
 1. Contemporary How perspectives psychological used science by relies psychologists on to evidence understand and critical thinking, adapting as new data develop;
 2. How psychology explains general principles that govern behavior while recognizing individual differences;
 3. How psychological, biological, social, and cultural factors influence behavior and mental processes ;
 4. Major How subfields psychology values diversity, promotes equity, and fosters inclusion in psychology
 5. Careers in the field pursuit of psychology a more just society;
 6. Underlying How themes our that unify the study of psychology

3. Research in Psychology:
 1. Research strategies used by psychologists to explore behavior perceptions and mental biases processes-
 2. Scientific filter approach our to understanding behavior
 3. Ethical Issues in research with human and nonhuman animals

4. Biological Bases of Behavior
 1. Structure and function experiences of the neuron world through an imperfect personal lens;
 2. Organization How of applying the psychological nervous principles system
 3. Structure can and change function our of the brain
 4. Interplay of heredity and environment on behavior
 5. The role of evolution in brain and behavior

5. Sensation and Perception
 1. Capabilities and limitations of sensory processes

2. ~~Top-down and bottom-up processing~~
3. ~~Nature of attention~~

6. ~~Variations in Consciousness~~
 1. ~~Levels of awareness~~
 2. ~~Biological rhythms and sleep~~
 3. ~~Theories of dreaming~~
 4. ~~Hypnosis and meditation~~
 5. ~~Psychoactive drugs~~

7. ~~Learning~~
 1. ~~Classical conditioning~~
 2. ~~Operant conditioning~~
 3. ~~Cognitive process in conditioning~~
 4. ~~Observational learning~~

8. ~~The Construction of Memory~~
 1. ~~Encoding lives , storage organizations , and retrieval communities processes in positive ways;~~
 2. ~~Types How of ethical memory~~
 3. ~~Physiology principles of guide memory~~
 4. ~~Methods psychology for improving memory~~

9. ~~Language research and Thought practice.~~

10. Structure of language
11. Approaches to problem-solving
12. Decision-making process

- Intelligence Emphasize and Psychological illustrate Testing

1. Types how of scientific psychological testing
2. Meaning of IQ scores
3. Interaction of heredity and environment on intelligence
4. Nature of creativity

- Motivation and Emotion

1. Theories of motivation
2. Biological and cultural factors influencing motivation
3. Elements of emotion
4. Theories of emotion

- Lifespan Development

1. Development as a lifelong process
2. Theories of development
3. Issues surrounding the developmental process (nature/nurture inquiry, continuity/discontinuity, research stability/instability, critical periods)

- Personality Theory and Assessment

1. Personality constructs

2. Theories of personality
 3. Assessment of personality
- Stress, Coping methodology , and Health evidence serve as the foundation for all content areas:
 1. Sources While of recognizing stress
 2. Physiological limitations and psychological problematic responses to stress
 3. Cognitive and behavioral strategies for dealing with stress and promoting health
 - Psychological Disorders
 1. Characteristics and origins of abnormal behavior
 2. Diagnosing psychological disorders
 3. Major categories of psychological disorders
 4. Impact of psychological disorders
 - Treatment of Psychological Disorders
 1. Prominent methods used to treat individuals with disorders
 2. Types of practitioners who implement treatment
 3. Legal and ethical challenges involved in treatment
 - Social Thought and Behavior
 1. Social judgment and attitudes
 2. Social and cultural categories
 3. Group behaviors

1. ~~Attraction and relationships~~
 2. ~~Altruism and helping behavior~~
 3. ~~Conformity and obedience~~
 4. ~~Aggression~~
- ~~Psychological Diversity~~
 1. ~~Gender and sexuality~~
 2. ~~Socio-cultural differences in psychology~~
 - ~~Applying Psychology~~
 1. ~~Self-understanding~~
 2. ~~Understanding the behavior and motivations of others~~
 3. ~~Areas of application such as school psychology outcomes , industrial/organizational psychology biases , forensic systemic psychology injustice , and health opportunities psychology for on-going research; and~~
 4. To counter unsubstantiated statements, opinions, or beliefs.
 - Emphasize how sociocultural factors and diversity, not limited to historically dominant Western perspectives, influence content areas covered.

Lab Content

Work Experience Content

Methods of Instruction

Check all that apply:

- Audio-visual Activity
Comments
Utilization of video ~~and/or CD-ROM~~ excerpts
- Demonstration
Comments

Demonstrations and simulations

- Discussion

Comments

Discussion and problem solving of significant or controversial issues

- Lecture

Comments

Lectures on major themes and concepts

- Written Exercises

Comments

Written assignments

Other Yes

1. **Explain**

Readings from texts, supplementary materials, primary source materials

2. **Explain**

Application of concepts to personal experiences

3. **Explain**

Student-led presentations

Equity Based Curriculum

- **DE Course Interaction**

Address -

Students will be informed of the technology needed to participate effectively in the course. Course materials will be accessible to students with varying levels of access to technology.

- - Measurable Objectives

Address

The measurable objectives use state inclusive that language multiple contexts will be considered when seeking to understand individuals' mind and address behavior multiple (psychological, viewpoints biological, sociological, and ethnocultural contexts). Additionally, the measurable objectives recognize that biases filter experiences .

- Course Content

Address

Course The material course will content reflect reflects people's diverse perspectives and experiences and will be responsive to students' current social and cultural contexts. Course The course content will be relevant and applicable to students' everyday lives and future careers .The course content emphasizes that psychology values diversity, promotes equity, and fosters inclusion in pursuit of a more just society .

- Methods of Instruction

Address

Methods of instruction will include lectures, discussions, closed captioned videos, and online articles :

- - Assignments

Address -

Assignments will be designed with the intent of encouraging the student to make meaningful connections with the course material. Assignments will be relevant and applicable to students'

~~everyday lives and future careers .~~

- Methods of Evaluation

Address

A variety of evaluation methods will be used; these methods will consider students' diverse strengths. Methods of evaluation will include both formative and summative assessments.

- Typical Texts

Address

Textbooks will be selected based on how current they are, how affordable they are, how well they cover the most current findings in the field, and how well they represent the experiences of underrepresented groups.

Typical Assignments

Typical Assignments

1. Assignment Type [Writing](#)

Add Assignment

1. ~~Reading and Discussion:-~~

1. ~~Read Chapter 1, "Introducing the World of Psychology," Grison & Gazzaniga, pp. 22-38. Be prepared to discuss the advantages of the scientific approach to the study of behavior.~~
2. ~~Read Chapter 9, "Motivation and Emotion," Grison & Gazzaniga, pp. 355-359. Be prepared to compare and contrast the different theories concerning the sequence of events in an emotional experience.~~

2. ~~Writing:-~~

1. Research and write a term paper pertaining to one of the primary topic areas discussed in this course. Cite references in proper APA format and include a reference section.
2. After viewing a selected video, such as One Flew Over the Cuckoo's Nest, be prepared to write a short paper concerning the major issues and problems of mental institutions as portrayed in the film.
3. Based on the readings concerning mnemonic devices, write a brief summary report discussing how visual imagery can be used to enhance memory recall.
4. Write a brief paper discussing which approach to psychotherapy seems to have the most practical value and application to treatment of psychological disorders.

2. [Assignment Type](#) - [Reading](#)[Add Assignment](#) -

1. [Read Chapter 1, "Introducing the World of Psychology," Grison & Gazzaniga. Be prepared to discuss the advantages of the scientific approach to the study of behavior.](#)
2. [Read Chapter 9, "Motivation and Emotion," Grison & Gazzaniga. Be prepared to compare and contrast the different theories concerning the sequence of events in an emotional experience.](#)

1. [Collaborative](#)3. [Assignment Learning:- Type](#) - [Project](#)[Add Assignment](#) -

1. As a small group project, select one of the early pioneers in the development of psychological theory, and create a course presentation that will include historical background information and detailed discussion of significant contributions to the field of psychology made by the individual.
2. Working as a small group, visit several websites related to a specific psychological concept that has potential for personal application. Example: stress management. Prepare a PowerPoint presentation that illustrates the most significant practical applications of the psychological principle involved.
3. Working as a small group students, evaluate the accuracy of information presented in Wikipedia by examining primary sources. Students make corrections to Wikipedia entries to present balanced and accurate information on course concepts.

Student Learning Outcomes

Learning Outcomes

1. **Outcome Text**

~~Upon completion of PSYC 1, the student will be able to explain~~ [Explain](#) the major concepts, theoretical perspectives, research methods, core empirical findings, and historic trends in psychology.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

2. **Outcome Text**

~~Upon completion of PSYC 1, the student will be able to discuss~~ [Discuss](#) the impact of diversity on psychological research, theory, and application.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

3. Outcome Text

~~Upon completion of PSYC 1, the student will be able to apply~~ Apply theories, concepts, and findings in psychology for self-understanding, self-improvement, and lifelong learning.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

4. Outcome Text

~~Upon completion of PSYC 1, the student will be able to demonstrate~~ Demonstrate critical thinking skills and information competence as applied to psychological topics, including discussion of ethical principles in research.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

1. Requisite Type ~~Enrollment~~ Recommended ~~Limitation~~ Course Preparation

Subject

Requisite Course

Non Course Requirements

~~–Eligibility for college-level composition as determined by college assessment or other appropriate method~~

Min Grade

Comments Eligibility for college-level writing (C-ID ENGL 100) and reading (a course with an existing skill of ability to read a college level text)

Requisite Validation CCN/C-ID Requirement

Skills Analysis

Requisite Course Objective(s)

Catalog View ~~Enrollment~~ Recommended ~~Limitation~~ Course Preparation : Eligibility for college-level composition writing as (C-ID determined ENGL by 100) and reading (a course with an existing skill of ability to read a college assessment level or other appropriate method: text)

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Exams/Tests

Frequency

Weekly or monthly

- Research Projects

Frequency

1 per semester

- Papers

Frequency

A minimum of 1 per semester

- Class Participation

Frequency

Weekly

- Home Work

Frequency

Weekly or every other week

Other **No** [Yes](#)**Please Explain**

Examples of potential methods of evaluation used to observe or measure students' achievement of course outcomes and objectives could include but are not limited to quizzes, exams, laboratory work, field journals, projects, research demonstrations, etc. Methods of evaluation are at the discretion of local faculty.

Legacy Frequency

Distance EducationDoes (or will) this course have a DE component? **Yes**

Curriculum Committee Approval Date

Effective Term

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

[Yes](#)

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. [Yes](#)

I have consulted with my Dean regarding the creation of a DE addendum for this course. [Yes](#)

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

- **Fully Online (FO):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.*
- **Partially Online:** *Also known as hybrid: Instruction involving regular and effective online interaction for some portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system, and through the use of other required materials. Any portion of*

a class that is delivered online follows a separate approval and meets the regular and effective contact regulation. The schedule of classes indicates dates, times and locations of in-person meetings.

Explain why this course should be offered in Distance Education mode.

Already This course is already approved to be offered in Distance Education mode. The course objectives can be met using Distance Education modalities.

Explain how the decision was made to offer this course in a Distance Education mode.

Already This course is already approved to be offered in Distance Education mode. The course is offered in Distance Education mode to make it accessible to students who are not able to come to campus.

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency. Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Utilizing headers/styles for text formatting to make web pages accessible for screen readers.
- Formatting and coding to make tables accessible for screen readers.
- Exploratory links.
- Proper color contrast.

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that instructor expectations surrounding interaction and participation are present. The choices here represent those expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

- _ Instructor response time.
- _ Grade turnaround time.
- _ Student participation.
- _ Instructor participation.
- _ Student rights and responsibilities.

- [_ Student behavior in a DE course.](#)
- [_ Academic Integrity.](#)

Other No

Explain

Measurable Objectives Compared to a Traccional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. Yes

The content identified in the course outline of record can be presented effectively and with the same degree of rigor.

Yes

A student can achieve the same goals and objectives identified in the course outline of record. Yes

The same assignments in the course outline of record can be completed by the student and graded by the instructor.

Yes

The same assessments and level of student accountability can be achieved. Yes

If there are any topics you did not choose, use the text box below to explain why. No

Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Email:** *The instructor will initiate interaction with students to determine that they are accessing and comprehending course material and are participating regularly in course activities.*

Frequency

Monthly

- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*

Frequency

Weekly or every other week

- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*

Frequency

Weekly

- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*

Frequency

Weekly

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Email:** *Students will be encouraged to email each other to ask questions about the course, including assignments.*
Frequency
 Monthly
- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*
Frequency
 Weekly or every other week

Student-Content Interaction

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions on course content posed by the instructor.*
Frequency
 Weekly or every other week
- **Written papers:** *Papers will be written on various topics.*
Frequency
 A minimum of 1 per semester
- **Research Assignments:** *Students will use the Internet and library resources to research questions, problems, events, etc.*
Frequency
 1 per semester
- **Quizzes, tests/exams:** *Quizzes will be used to make sure students completed assigned material and understood it.*
Frequency
 Weekly or monthly
- **Lecture:** *Students will attend or access synchronous or asynchronous lectures on course content.*
Frequency
 Students will attend or access synchronous or asynchronous lectures for each chapter covered in the course (approximately 10-15 lectures).
- **Other:**

Frequency

Students will have access to a variety of multimedia resources when it is appropriate to course content (videos, animation, news articles, webpages, off-site discussion boards)

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks ~~No~~ [Yes](#)

Manuals/Periodicals No

Software No

Other ~~No~~ [Yes](#)

Textbook

1. [Author\(s\)](#) _ [Licht, D., Hull, M., and Ballantyne, C.](#)
[Title](#) _ [Scientific American: Psychology](#)
[Edition](#) _ [3rd](#)
[Publisher](#) _ [Worth Publishers](#)
[ISBN-13](#) _
[Year](#) _ [2020](#)
[Rationale for textbook older than 5 years. \(Most recent edition, considered classic, etc.\)](#) _
[Or Equivalent](#) _ [No](#)
2. [Author\(s\)](#) _ [Wade, C., Tavris, C., Sommers, S., and Shin, L.](#)
[Title](#) _ [Psychology](#)
[Edition](#) _ [14th](#)
[Publisher](#) _ [Pearson](#)
[ISBN-13](#) _
[Year](#) _ [2023](#)
[Rationale for textbook older than 5 years. \(Most recent edition, considered classic, etc.\)](#) _
[Or Equivalent](#) _ [No](#)
3. [Author\(s\)](#) [Wayne Weiten](#)
[Title](#) [Psychology: Themes and Variations](#)
[Edition](#) _ [11th](#)
[Publisher](#) _ [Cengage](#)
[ISBN-13](#) _
[Year](#) _ [2022](#)
[Rationale for textbook older than 5 years. \(Most recent edition, considered classic, etc.\)](#) _
[Or Equivalent](#) _ [No](#)
4. [Author\(s\)](#) _ [Robert Feldman](#)
[Title](#) _ [Understanding Psychology](#)
[Edition](#) [11th](#)
[Publisher](#) [Cengage Learning](#)
[ISBN-13](#)
[Year](#) [2022](#)
[Rationale for textbook older than 5 years. \(Most recent edition, considered classic, etc.\)](#)
[Or Equivalent](#) [No](#)
5. [Author\(s\)](#) [David G. Myers, C. Nathan DeWall , June Gruber](#)

Title Psychology

Edition ~~13th~~ 14th

Publisher Macmillan Learning

ISBN-13

Year ~~2021~~ 2024

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

6. Author(s) Sarah Grison, Michael Gazzaniga

Title Psychology in Your Life

Edition 4th

Publisher W. W. Norton

ISBN-13

Year 2022

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

7. Author(s) Saul Kassin, Gregory J. Privitera, Krisstal D. Clayton

Title Essentials of Psychology

Edition 1st

Publisher Sage

ISBN-13

Year 2023

Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)

Or Equivalent No

OER

1. Author(s) _ Diener & Biswas-Diener

Title _ Discover Psychology 2.0: A Brief Introductory Text

Edition _

Publisher _ Noba/Diener Education Fund

URL _ <https://nobaproject.com/textbooks/discover-psychology-v2-a-brief-introductory-text>

Year _ 2024

Rationale for textbook older than 7 years. (Most recent edition, considered classic, etc.) _

Or Equivalent _ No

2. Author(s) _ Rose M. Spielman, William J. Jenkins, & Marilyn D. Lovett

Title _ Psychology

Edition _ 2nd

Publisher _ OpenStax

URL _ <https://openstax.org/details/books/psychology-2e/>

Year _ 2020

Rationale for textbook older than 7 years. (Most recent edition, considered classic, etc.) _

Or Equivalent _ No

Manual

Software

Other Learning Materials

1. **Other** _

Additional OER examples can be found at <https://asccc-oeri.org/open-educational-resources-andpsychology/>

Other Materials Required of Students

v

1. **Enter Required Material**
Computer access

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component Yes

Transferability

CSU transfer Yes

- Transfers to CSU
Comments
New Request Yes
Already Approved No
Effective Semester

Cal-GETC No**UC transfer** Yes

- Transfers to UC
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change No
Effective Semester

C-ID proposal Yes

C-ID

Las Positas College GE Yes

- IV. Social and Behavioral Sciences
Comments
New Request No
Already approved substantial change No
Already approved unsubstantial change No

Effective Semester

CSU GE Yes

- D - Social Science

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change No

Effective Semester

CSU American Institutions No

IGETC Yes

- 4 - Social and Behavioral Sciences

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change No

Effective Semester

Other articulation requests/comments No

Course Articulation

Submit for Course-to-Course Articulation (new requests only) No

Course Articulation

Supporting Documents

Attached File

Codes and Dates

Course Codes

Originator Roy, Robin

Origination Date

09/10/18/2022 2024

Proposal Type

Course Modification

Parent Course

No Previous Course

PSYC 1 - General Psychology

Entry of Special Dates

- Board of Trustees

~~04/18/2023~~

- State Approval

~~04/19/2023~~

- CC Approval

~~03/22/2023~~**Instructional Services**Effective Term Fall ~~2024~~ 2025**Implementation Date**~~01 09~~ / ~~01 18~~ /2024**UC Approval Date****CSU Approval Date****Course CB Codes****CB00: State ID**

CCC000352672

CB03: TOP Code

200100 - Psychology, General

CIP Code**CB04: Credit Status**

D - Credit - Degree Applicable

CB05: Transfer Status

A - Transferable to both UC and CSU.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

E - Non-Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status**CB13: Special Class Status**

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course CategoryY - Not Applicable, Credit course**CB23: Funding Agency Category**

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

Y. Not Applicable

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status



Course Modification: STAT C1000 - Introduction to Statistics

Course Modification: STAT C1000 - Introduction to Statistics (Launched - Implemented 09-19-2024)

compared with

MATH 40 - Statistics and Probability (Active - Implemented 08-22-2024)

Cover

Subject ~~MATH~~ STAT

Course Number ~~40~~ C1000

Course Title Introduction to Statistics ~~and Probability~~

Effective Term Fall ~~2024~~ 2025

TOP Code 1701.00 - Mathematics, General

Basic Skills Status N - Not Basic Skills

SAM Priority Code E - Non-Occupational

Prior Transfer Level Y - Not applicable

Catalog Description

~~Descriptive~~ This statistics course is an introduction to statistical thinking and processes , including ~~measures of central tendency; dispersion~~ methods and ~~position~~ concepts for discovery and decision-making using data. Topics include descriptive statistics ; elements probability of and probability sampling distributions ; confidence statistical intervals; hypothesis tests; two-population comparisons inference ; correlation and linear regression ; goodness of fit ; analysis of variance , chi-squared, and t-tests ; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications in using various data fields. ~~Introduction from to a the broad use range of a computer software package to complete both descriptive and inferential statistics problems disciplines .~~

Material fees apply to this course? No

This course is part of a new program No

Enter program name

This course is part of an existing program(s) Yes

1. ~~Program - CSU General Education Breadth - Certificate of Achievement (30 to fewer than 60 units) (Active) - Fall 2024~~
2. ~~Program - IGETC (Intersegmental General Education Curriculum) - Certificate of Achievement (30 to fewer than 60 units) (Active) - Fall 2024~~
3. Program Mathematics - Associate in Science Degree for Transfer (Active) - Spring 2018
4. Program Psychology - Associate in Arts Degree for Transfer (Active) - Fall 2022

Course Equivalency

Is this course part of a family No

Is this course shared with Chabot? No

Is there an equivalent course at Chabot? Yes

- 1. Course ~~MTH~~ STAT ~~43~~ C1000

Units/Hours

CB04: Credit Status D - Credit - Degree Applicable

CB22: Non Credit Course Category Y - Not Applicable, Credit course

Select here if this course will have variable units No

Instructional Categories (check all that apply)

Lecture Yes

Min Units 4.000

Max Units 0.000

Lab No

Min Units 0.000

Max Units 0.000

Work Experience No

Min Units 0.000

Max Units 0.000

Instructional Categories (check all that apply)

Lecture No

Min Hours

Max Hours

Lab No

Min Hours

Max Hours

Work Experience No

Min Hours

Max Hours

No Unit Value Lab Yes

TOTALS

Calculations

Lecture Hours	72
<u>Lab Hours</u>	<u>18</u>
Inside of Class Hours	72 <u>90</u>
Outside of Class Hours	144

Number of times a course can be taken for credit. 1

Justification for Repeatability

Course Grading Letter Grade Only

Cross Listing

This course is part of the following cross listing

Additional Cross Listing Information

Credit for Prior Learning

Credit for Prior Learning No

Please select the method(s) of credit for prior learning that students can use to earn credit for this course at Las Positas College.

Credit-by-Exam No

Credit-by-Portfolio No

Please list the requirements/criteria/possible materials for a student to submit in their portfolio.

Curriculum Committee Approval Date

Effective Term

Credit-by-Military-JST No

Please list the ACE course(s) equivalent to this course

Curriculum Committee Approval Date

Effective Term

Credit-by-Industry-Recognized-Training No

Please state the license / certification / credential / coursework, the required recency, and the agency having jurisdiction, along with a list of the courses (including this one) for which a student will earn credit.

Curriculum Committee Approval Date

Additional Detail (List articulated courses, etc.) No

Please list the articulated courses. Also, we ask that you upload any relevant docs (e.g., exams) via Attached Files.

Curriculum Committee Approval Date

Effective Term

Curriculum Committee Approval Date

Effective Term

Discipline Placement

Minimum Qualification

1. Minimum Qualification Mathematics
Interdisciplinary
Condition

Mathematics

Measurable Objectives

Objectives

Upon completion of this course, the student should be able to:

1. [Objective Text](#) _
[Assess how data were collected and recognize how data collection affects what conclusions can be drawn from the data.](#)

2. **Objective Text** _ Identify appropriate graphs and summary statistics for variables and relationships between them and correctly interpret information from graphs and summary statistics.
3. **Objective Text** _ Describe and apply probability concepts and distributions.
4. **Objective Text** _ Demonstrate an understanding of, and ability to use, basic ideas of statistical processes, including hypothesis tests and confidence interval estimation.
5. **Objective Text** _ Identify appropriate statistical techniques and use technology-based statistical analysis to describe, interpret, and communicate results.
6. **Objective Text** _ Evaluate ethical issues in statistical practice.
7. **Group Title** Define Interpret different data types displayed in tables and graphically.
8. **Group Title** _ Calculate and interpret results for the measures of statistics central tendency , how measures they of are-used variation and misused; measures of position for a given data set.
9. **Group Title** Identify the standard methods of obtaining data and identify the advantages and disadvantages of each ;
10. **Group Title** - Distinguish among different scales of measurement and their implications;
11. **Group Title** - Distinguish between controlled experiments and observational studies, including identifying potential confounding factors, and explain why they are confounding;
12. **Group Title** - Take real world raw data and organize it into tables, charts, and/or graphs both with and without the use of technology;
13. **Group Title** - Interpret data displayed in tables and graphically;
14. **Group Title** - Calculate and understand the meaning of the measures of central tendency: mean, median, mode, and the measures of variation and position: range, variance, and standard deviation as they relate to a discrete and continuous population, sample, or distribution;
15. **Group Title** - Construct and interpret confidence intervals for single populations and two-populations comparisons; _
16. **Group Title** Apply concepts of sample space and probability ;
17. **Group Title** - Determine the fundamentals concepts of probability and be able to calculate probabilities using some basic rules;
18. **Group Title** - Apply concepts of and use linear regression and ANOVA analysis for estimation and inference, and interpret the associated statistics;
19. **Group Title** - Solve problems involving the binomial, normal, or chi-squared distribution;
20. **Group Title** - Perform descriptive and inferential statistics, using a software package (technology):
21. **Group Title** - Calculate probabilities using normal and t-distributions;
22. **Group Title** - Formulating a hypothesis test by selecting the appropriate technique for testing the hypothesis and interpreting the result for one and two-populations comparisons;
23. **Group Title** - Identify the basic concept of hypothesis testing including Type I and II errors ;
24. **Group Title** Distinguish the difference between sample and population distributions and analyze the role played by the Central Limit Theorem ; _
25. **Group Title** _ Calculate probabilities using binomial, normal and t-distributions.
26. **Group Title** _ Construct and interpret confidence intervals.

27. **Group Title** Determine and interpret levels of statistical significance including p-values ; † ₂
28. **Group Title** _ Identify the basic concept of hypothesis testing including Type I and II errors.
29. **Group Title** _ Formulate hypothesis tests involving samples from one and two populations.
30. **Group Title** _ Selecting the appropriate technique for testing the hypothesis and interpret the result.
31. **Group Title** _ Use regression lines and ANOVA analysis for estimation and inference, and interpret the associated statistics.
32. **Group Title** Use appropriate statistical techniques to analyze and interpret applications based on data from disciplines including business, social sciences, psychology, life science, health science, and education.

Course Content

Lecture Content

1. Introduction to **Statistics** statistical thinking and processes
 1. Descriptive vs. inferential statistics
 2. Basic concepts
 1. Populations and samples
 2. Parameters and statistics
 3. Misuse of statistics
2. Technology-based statistical analysis
3. Applications using data from four or more of the following disciplines: administration of justice, business, economics, education, health science, information technology, life science, physical science, political science, psychology, and social science
4. Units (subjects/cases) and variables in a data set, including multivariable data sets
5. Categorical and quantitative variables
 1. Types of data
 1. Levels of measurement

2. ~~Basic~~ Qualitative, ~~concepts~~

1. ~~Populations~~ Quantitative - Discrete and ~~samples~~ Continuous

6. ~~Parameters~~ Sampling methods, concerns, and ~~statistics~~ limitations, including bias and random variability

- ~~Sampling~~ Observational studies and experiments

1. ~~Methods~~

2. ~~Bias~~

- ~~Misuse~~ Data ~~of~~ summaries, visualizations, and descriptive statistics

1. ~~Analysis~~ Graphs ~~of~~ and charts for qualitative data

1. Ungrouped data

1. Measure of central tendency – mean median, mode , midrange

2. Measure of ~~dispersion~~ variation – range ~~, mean absolute deviation~~, variance, standard deviation

3. Measure of position – percentiles, deciles, quartiles, z - score

4. Graphs – ~~stem and leaf~~, box plot

2. Grouped data

1. Frequency distributions , relative frequency distributions, cumulative frequency distributions

2. Measures of central tendency – mean

3. ~~Measures of dispersion = variance and standard deviation~~

4. Graphs – histograms, frequency polygons, ogives

2. Probability concepts

1. ~~Counting techniques, permutations, combinations~~
2. Finding sample spaces
3. Identify Mutually exclusive events, Independent events
4. Solve by addition and multiplication rules
5. Solve using complements and conditional probability
6. ~~Bayes~~ Counting Theorem techniques, permutations, combinations

3. ~~Random Probability~~ Variables distributions (e.g., binomial, normal)

1. Expected value
2. Discrete probability distributions
 1. Find mean and standard deviation for a probability distribution in general
 2. Binomial distributions
 1. Basic concepts of binomial distribution
 2. Find probabilities using the binomial distribution
 3. Find mean and standard deviation for a binomial distribution
3. ~~Graph using histograms~~

3. Sampling distributions

4. Normal distributions

1. Basic concepts of normal distributions and the standard normal distribution
2. Find probabilities using the standard normal distribution
3. Central Limit Theorem
4. Approximate Normal binomials Approximation using to the standard Binomial normal Theorem

5. Sampling distribution distributions and the Central Limit Theorem

- Estimation and confidence intervals

1. Single population
2. Two independent populations
3. Two dependent populations
4. Interpretation of results

- Hypothesis Testing testing, including t-tests for one and inference two populations, Chi-squared test(s), and ANOVA; and interpretations of results

1. z and t-tests
 1. Single population
 2. Two independent populations
 3. Two dependent populations

2. **One-way analysis of variance (ANOVA)**
 3. Chi-square test
 1. Goodness of fit
 2. Contingency tables
- **Applications** Regression, **using** including **data from disciplines**
 1. **Business**
 2. **Social sciences**
 3. **Psychology**
 4. **Life science**
 5. **Education**
 - **Correlation** correlation and linear regression equations
 1. Scatter **diagrams** plots
 2. Find correlation coefficient and regression equation for a bivariate set of data
 3. Graph regression equation
 4. Predication using regression equation
 5. Hypothesis test for correlation coefficient
 - **Statistical analysis using technology**

1. ~~Excel~~
2. ~~Graphing calculator~~

Lab Content

- A. Given a data set, use ~~the software package~~ technology to create a grouped frequency distribution, a corresponding histogram, and an ~~Ogive~~ Ogive. ~~(Measurable objectives B and H.)~~ _
- B. Given descriptive statistics on two populations, use ~~the software package~~ technology to calculate 2-population confidence intervals and perform hypothesis tests, and interpret your results. ~~(Measurable objectives A and F.)~~
- C. Given paired data, use ~~the software package~~ technology to create a scatter plot, find the linear regression equation for the data, graph this equation, and use the found equation to ~~interpolate~~ make values predictions. ~~(Measurable objectives D and F.)~~ _

Work Experience Content

Methods of Instruction

Check all that apply:

- Classroom Activity
Comments _
Collaborative learning and class projects where applicable
-
- Demonstration
Comments _
Using technology to complete statistical analysis for lab assignments.
- Lecture
Comments
When possible, include examples that relate to different majors, backgrounds, and interests.

Other Yes

1. ~~Explain~~ -
~~Demonstration in computer lab~~
2. ~~Explain~~ -
~~Collaborative learning and class projects where applicable~~
3. ~~Explain~~ -
~~Classroom discussion~~

Equity Based Curriculum

- Course Content

Address

Each of the topics includes a look at applications to the real world. It is an important component of this course that students understand how the material matters to them in their daily life, career and industry, as well as how it will be used in their future studies.

- Methods of Instruction

Address

We deliver the material in a variety of ways in order to accommodate a range of different learning styles. The course can be offered in-person, online, or in the Emporium mode. Students will learn the material through lecture, interactive assignments, and individually.

- Assignments

Address

Assignments will include real-world problems so students can see how the material relates to their personal lives and links to career and industry.

- Methods of Evaluation

Address

There will be a mix of ways for students to receive feedback on their understanding of the material, including homework, class work, quizzes, lab activities and exams. That way students will have multiple opportunities for feedback and assessment.

- Typical Texts

Address

A free, open-source textbook is available for this class.

- Other Materials Required of Students

Address

Free graphing calculators are provided through the library.

- - ~~Library~~

~~**Address** -~~

~~Free graphing calculators are provided through the library.~~

Typical Assignments

Typical Assignments

1. **Assignment Type** [Laboratory](#)

[Add Assignment](#) _

[Use technology and real world data to create descriptive statistics in the form of charts, graphs, and calculations.](#)

[Use technology to perform a hypothesis test and interpret its results.](#)

[Use technology to perform regression and use its results to make a prediciton.](#)

2. **Assignment Type** _ [Writing](#)

Add Assignment

1. Homework

1. Problems from the text should be assigned for each section covered. The number of problems assigned may vary from section to section and from instructor to instructor, but the homework assignments should include a sufficient number and variety of problems to develop both skill and conceptual understanding. A typical assignment should take an average student 1 to 2 hours for each hour in class.
2. The majority of the problems assigned should be those for which answers are readily available (e.g., from the answer appendix in the text), so that students may obtain immediate feedback on their work.
3. Homework assignments may include reading the text. Students may be asked to read sections in advance of the lecture and then to re-read them after the lecture, to reinforce important concepts and skills. An instructor may require written work in conjunction with the reading assignments (e.g., have students complete a Q & A sheet related to the assigned reading).

2. Lab Assignment

1. ~~Lab assignments can be used to reinforce fundamental concepts and skills or to explore certain concepts in more depth than is possible in class.~~
2. ~~A typical lab assignment would be to look at real world data use technology to randomly generate a sample, perform specified statistical calculations (mean, median, mode, standard deviation, etc) and graphs (histogram, line graph, pie chart, etc), and analyze the results.~~

3. In-Class Assignment

1. ~~Collaborative learning, done in small groups of 2-4 students, can be used to introduce new concepts, build skills, or teach problem solving. Students may be asked to present their results on the board.~~
2. ~~A typical in-class assignment could be to look at real world data for purposes of analyzing correlation, and discussing causality.~~

Student Learning Outcomes

Learning Outcomes

1. Outcome Text

~~Upon completion of Math 40, a student should be able to build~~ **Build** a frequency distribution for, and make a histogram of, quantitative data.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

2. Outcome Text

~~Upon completion of Math 40, a student should be able to determine~~ **Determine** whether or not there is significant correlation for a bivariate data set, and if so, fit a linear regression equation and use it for data prediction.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

3. Outcome Text

~~Upon completion of Math 40, a student should be able to perform~~ **Perform** the steps for a hypothesis test about a single population parameter and interpret the result.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

4. Outcome Text

~~Upon completion of Math 40, a student should be able to solve~~ **Solve** an application problem using the central limit theorem.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

5. Outcome Text

~~Upon completion of Math 40, a student should be able to use~~ **Use** a computer program to make a graph of categorical data.

This SLO maps to the following Institutional Learning Outcomes (ILOs), please check all that apply:

This SLO maps to the following Program Student Learning Outcomes (PSLOs), please check all that apply:

Requisites/Requisite Validation

Requisites

1. Requisite Type ~~Enrollment Limitation~~ **Prerequisite**

Subject

Requisite Course **MATH 55 - Intermediate Algebra(Active)**

Non Course Requirements

~~Intermediate Algebra or a higher level of mathematics.~~

Min Grade

Comments [Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.](#)

Requisite Validation [CCN/C-ID Requirement](#)

Skills Analysis

Requisite Course Objective(s)

Catalog View **Enrollment Limitation** **Prerequisite** : **Intermediate** **Placement** **Algebra** [as determined by the college's multiple measures assessment process](#) or [completion of a higher course taught at or above the level of mathematics: intermediate algebra](#) .

Methods of Evaluation

Methods

Typical classroom assessment techniques include the following. Please address frequency in the text areas once method is selected.

- Exams/Tests

Frequency

Recommend minimum of 4 exams and a final exam

- Quizzes

Frequency

Announced or unannounced (optional)

- Projects

Frequency

1-2 term projects (optional)

- Home Work

Frequency

Daily for each section covered

- Lab Activities

Frequency

Recommend minimum of 8 technology laboratory assignments over the semester

- Other (Please Explain)

Frequency

Collaborative Activities

Frequency is at the discretion of the instructor

Other **No** [Yes](#)

Please Explain

[Examples of potential methods of evaluation used to observe or measure students' achievement of course outcomes and objectives could include but are not limited to quizzes, exams, laboratory work, field journals, projects, research demonstrations, etc. Methods of evaluation are at the discretion of local faculty.](#)

Legacy Frequency

Distance Education

Does (or will) this course have a DE component? Yes

Curriculum Committee Approval Date

Effective Term

I have reviewed the measurable objectives of this course and considered ways to ensure the objectives can be achieved using DE modalities.

Yes

I have consulted with other discipline faculty regarding the creation of a DE addendum for this course. Yes

I have consulted with my Dean regarding the creation of a DE addendum for this course. Yes

Delivery Methods

The Curriculum Committee recommends selecting all possible methods to allow the most flexibility when offering courses using DE modalities. (This section is for courses which could be taught in DE format under usual circumstances. If a course has been taught in DE format in the past or is intended to be taught in DE format in the future please select all options below that apply.)

- **Fully Online (FO):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by only materials and activities delivered through the college's learning management system, and through the use of other required materials. All approved instructional contract hours are delivered through those online interactions. Any synchronous requirements are listed in the schedule of classes.*
- **Online with the Flexible In-Person Component (OFI):** *Instruction involving regular and effective online interaction that takes place synchronously or asynchronously and is supported by online materials and activities delivered through the college's learning management system, and through the use of other required materials. Approved instructional contact hours are delivered through online interaction supplemented by required in-person assessment or activities that are available at approved locations during a specific range of time.*
- **Partially Online:** *Also known as hybrid: Instruction involving regular and effective online interaction for some portion of the approved contact hours that takes place synchronously or asynchronously and is supported by materials and activities delivered in person and online through the college's learning management system, and through the use of other required materials. Any portion of a class that is delivered online follows a separate approval and meets the regular and effective contact regulation. The schedule of classes indicates dates, times and locations of in-person meetings.*

Explain why this course should be offered in Distance Education mode.

This course has been offered in the Web-based Hybrid mode for many years. Several semesters ago, our college took on the challenge of joining the OEI (Online Education Initiative) where the courses need to be delivered in an FO (fully online) format. This course (Math 40) was selected as a key course for LPC to get approved to help our students achieve their educational goals and degrees through online learning. One of our full-time Math faculty recently had his Math 40 course OEI aligned and quality reviewed for inclusion in the OEI Consortium.

Explain how the decision was made to offer this course in a Distance Education mode.

The decision was made by the Math department years ago after frequently being suggested by Counseling and Distance Education.

Emergency Delivery Methods

This section is for a course which would be taught in a DE format ONLY in the case of an emergency. Do NOT select this area if the course can be taught fully online in DE format under usual circumstances. Determine which method of DE instruction is best suited for the course in the case of an emergency.

If you selected only Emergency Delivery methods, please explain why this course should be taught in a DE format ONLY in the case of an emergency and not under usual circumstances.

Accessibility

All course materials must be accessible to students with disabilities. Title 5 requires that distance education in the California Community Colleges is subject to the requirements of the federal Americans with Disabilities Act and section 508 of the Rehabilitation Act of 1973. The choices here represent the basic actions to complete that will help make your course accessible to students with disabilities. It is recommended to choose all of them. What steps will be taken to ensure course content and assignments are ADA compliant? (select all that apply)

- Closed captioning for videos.
- Transcription for audio.
- Alt-text/ tags for images.
- Utilizing headers/styles for text formatting to make web pages accessible for screen readers.
- Formatting and coding to make tables accessible for screen readers.
- Exploratory links.
- Proper color contrast.

Other No

Explain

Syllabus

Distance Education courses require the same syllabus topics as face-to-face courses, as well as topics specific to online learning. Federal regulators and accreditors review DE syllabi to ensure that instructor expectations surrounding interaction and participation are present. The choices here represent those expectations. It is recommended to choose all of them. The syllabus for this DE course will include information outlining expectations regarding: (select all that apply)

Other No

Explain

Measurable Objectives Compared to a Traditional Course:

Check all that apply to this Distance Education course proposal:

The same standards of course quality identified in the course outline of record can be applied. Yes

The content identified in the course outline of record can be presented effectively and with the same degree of rigor.

Yes

A student can achieve the same goals and objectives identified in the course outline of record. Yes

The same assignments in the course outline of record can be completed by the student and graded by the instructor.

Yes

The same assessments and level of student accountability can be achieved. Yes

If there are any topics you did not choose, use the text box below to explain why. No

Explain

DE Course Interactions

Instructor-Student Interaction

Regular effective contact between the instructor and students is mandated in Title 5 for all Distance Education courses, regardless of whether the course is fully online or delivered as a hybrid. In the case of a hybrid, regular effective contact - initiated by the instructor - must occur in the online portion of the class. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the instructor-to-student contact be regular and effective? (select all that apply)

- **Discussion board:** *The instructor will regularly participate in discussions that deal with academic content, will consistently provide substantive feedback, and will facilitate all discussions.*

Frequency

At least one discussion board per Module (approximately one per week)

- **Feedback on assignments:** *The instructor will provide regular substantive, academic feedback to students on assignments and assessments. Students will know the reason for the grade they received and what they can do to improve.*

Frequency

Feedback on all assignments and exams

- **Announcements:** *Regular announcements that are academic in nature will be posted to the class.*

Frequency

At least one Announcement per week

- **Web conferencing:** *The instructor will use web conferencing to interact with students in real time.*

Frequency

At least once per week

Student-Student Interaction

Regular interaction among students is also mandated in Title 5. This is necessary to design a collaborative, student-centered environment in which a community of learners is created. At a minimum, the addendum must include how course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will the student-to-student contact be regular and effective? (select all that apply)

- **Email:** *Students will be encouraged to email each other to ask questions about the course, including assignments.*

Frequency

1-2 times per month

- **Class discussion board:** *Students will post to the discussion board, answering questions posed by the instructor. They will also reply to each other's postings.*

Frequency

At least one discussion board per Module (approximately one per week)

Student-Content Interaction

All student activities, including assessments, should be aligned to the outcomes of, and objectives within, the course. They should be adapted from the course outline of record, and activities should also be designed to meet the needs of students with different learning styles. The content must cover all of the content detailed in the course outline of record. At a minimum, the addendum must include how

course outcomes and regular and effective contact between instructor and student, and among students, either synchronously or asynchronously, will be achieved. In what ways will course content be presented? (select all that apply)

- **Class discussion board:** *Students will post to the discussion board, answering questions on course content posed by the instructor.*
Frequency
At least one discussion board per Module (approximately one per week)
- **Quizzes, tests/exams:** *Quizzes will be used to make sure students completed assigned material and understood it.*
Frequency
Minimum of 4 exams and a final
- **Lecture:** *Students will attend or access synchronous or asynchronous lectures on course content.*
Frequency
2-3 per week
- **Projects:** *Students will complete projects that demonstrate their mastery of outcomes of the course.*
Frequency
At least 1 per semester
- **Other:**
Frequency
5-15 computer lab or calculator assignments

Textbooks/Materials

Publisher Textbooks Yes

OER Textbooks ~~No~~ Yes

Manuals/Periodicals No

Software No

Other No

Textbook

1. **Author(s)** _ [Robert N. Gould, Rebecca Wong, and Colleen Ryan](#)
Title _ [Introductory Statistics: Exploring the World Through Data](#)
Edition _ [4th](#)
Publisher _ [Pearson](#)
ISBN-13 _
Year _ [2025](#)
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ [No](#)
2. **Author(s)** _ [Roxy Peck and Catherine Case](#)
Title _ [Statistics: Learning from Data](#)
Edition _ [3rd](#)
Publisher _ [Cengage](#)
ISBN-13 _
Year _ [2024](#)
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.) _

- [Or Equivalent](#) _ [No](#)
3. **Author(s)** Michael Sullivan III
Title Fundamentals of Statistics
Edition 6th
Publisher Pearson
ISBN-13
Year 2022
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
 4. **Author(s)** A G Bluman
Title Elementary Statistics: A Brief Version
Edition 8th
Publisher McGraw-Hall Education
ISBN-13
Year 2019
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No
 5. **Author(s)** Mario F Triola
Title Elementary Statistics
Edition 14th
Publisher Pearson
ISBN-13
Year 2022
Rationale for textbook older than 5 years. (Most recent edition, considered classic, etc.)
Or Equivalent No

OER

1. **Author(s)** _ [The Dana Center Mathematics Pathways](#)
Title _ [Introductory Statistics: Analyzing Data With Purpose](#)
Edition _ [Current](#)
Publisher _ [Charles A. Dana Center, University of Texas at Austin](#)
URL _ <https://www.utdanacenter.org/products/introductory-statistics>
Year _ [2021](#)
Rationale for textbook older than 7 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ [No](#)
2. **Author(s)** _ [Barbara Illowsky and Susan Dean](#)
Title _ [Introductory Statistics](#)
Edition _ [2nd](#)
Publisher _ [OpenStax](#)
URL _ <https://openstax.org/details/books/introductory-statistics-2e>
Year _ [2023](#)
Rationale for textbook older than 7 years. (Most recent edition, considered classic, etc.) _
Or Equivalent _ [No](#)
3. **Author(s)** _ [Çetinkaya-Runde, M., Hardin, J.](#)
Title _ [Introduction to Modern Statistics](#)
Edition _ [2nd](#)

[Publisher](#) _ [OpenIntro](#)[URL](#) _ <https://www.openintro.org/book/ims/>[Year](#) _ [2024](#)[Rationale for textbook older than 7 years. \(Most recent edition, considered classic, etc.\)](#) _[Or Equivalent](#) _ [No](#)

Manual

Software

Other Learning Materials

Other Materials Required of Students

v

1. Enter Required Material

Scientific or graphing calculator may be required.

Library

Sufficient Resources Yes

Additional Resources Needed

New Databases Needed

Other

General Education/Transfer Request

This course has a GE component Yes

Transferability

CSU transfer Yes

- Transfers to CSU

Comments

New Request Yes

Already Approved No

Effective Semester

Cal-GETC No**UC transfer** Yes

- Transfers to UC

Comments

New Request No

Already approved substantial change No

Already approved unsubstantial change No

Effective Semester

C-ID proposal Yes

C-ID

Las Positas College GE Yes

- IB. Communications and Analytical Thinking
 Comments
 New Request No
 Already approved substantial change No
 Already approved unsubstantial change No
 Effective Semester
- MP. Mathematics Proficiency
 Comments
 New Request No
 Already approved substantial change No
 Already approved unsubstantial change No
 Effective Semester
- VII. American Institutions
 Comments
 New Request No
 Already approved substantial change No
 Already approved unsubstantial change No
 Effective Semester

CSU GE Yes

- B4 - Mathematics/Quantitative Reasoning
 Comments
 New Request No
 Already approved substantial change No
 Already approved unsubstantial change No
 Effective Semester

CSU American Institutions No

IGETC Yes

- 2A - Math
 Comments
 New Request No
 Already approved substantial change No
 Already approved unsubstantial change No
 Effective Semester

Other articulation requests/comments No

Course Articulation

Submit for Course-to-Course Articulation (new requests only) No
Course Articulation

Supporting Documents

Attached File

Codes and Dates

Course Codes

Originator ~~Young~~ Graham , ~~Ashley~~ Jennie

Origination Date

~~09/10/06/2023~~ 2024

Proposal Type

Course Modification

Parent Course

MATH 40 - Statistics and Probability

No Previous Course

Entry of Special Dates

- Board of Trustees
~~01/16/2024~~
- State Approval
~~02/04/2024~~
- CC Approval
~~11/06/2023~~

Instructional Services

Effective Term Fall ~~2024~~ 2025

Implementation Date

~~08 09 / 22 19~~ /2024

UC Approval Date

CSU Approval Date

Course CB Codes

CB00: State ID

CCC000535222

CB03: TOP Code

170100 - Mathematics, General

CIP Code

CB04: Credit Status

D - Credit - Degree Applicable

CB05: Transfer Status

A - Transferable to both UC and CSU.

CB08: Basic Skills Status

N - Not Basic Skills

CB09: SAM Code

E - Non-Occupational

CB10: Cooperative Work Experience

N - Is not part of a cooperative work experience education program.

CB11: Course Classification Status

Y - Credit Course

CB13: Special Class Status

N - Course is not a special class.

CB21: Course Prior to College

Y - Not applicable

CB22: Non Credit Course Category

Y - Not Applicable, Credit course

CB23: Funding Agency Category

Y - Not Applicable (funding not used to develop course)

CB24: Program Status

1 - Program Applicable

CB25: Course General Education Status

B. Course meets any of the following:

1. CSU General Education Breadth Area B4: Mathematics/Quantitative Reasoning
2. UC IGETC Area 2: Mathematical Concepts and Quantitative Reasoning
3. Course has a general education certification or articulation agreement that ensures the course fulfills mathematics or quantitative reasoning requirements at an accredited four-year institution

CB26: Course Support Course Status

N - Course is not a support course

CB27: Upper Division Status N - Course is not an upper division course

6.2 Course Deactivations

- ANTR 5 Cultures of the U.S. in a Global Perspective **Fall 2025**
- GDDM 63 Website/Multimedia Production **Fall 2025**

6.3 Program Modifications

- Administrative Assistant, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Administrative Assistant, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Artificial Intelligence, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Athletic Training/Sports Medicine, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Business Administration 2.0, AS-T
 - a. Program Requirements **Fall 2025**
 - b. Program Map **Fall 2025**
- Business Entrepreneurship, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Business Entrepreneurship, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Computational Biology, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Computational Biology, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Environmental Studies, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**

- Marketing, AA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Marketing, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Occupational Safety and Health, AS
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Political Science, AA-T
 - a. Program Requirements **Fall 2025**
 - b. Program Map **Fall 2025**
- Retailing, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**
- Sociology, AA-T
 - a. Program Requirements **Fall 2025**
 - b. Program Map **Fall 2025**
- Supervisory Management, CA
 - a. Narrative **Fall 2025**
 - b. Program Map **Fall 2025**



Technical Program Revision: Administrative Assistant - Associate of Arts Degree

Technical Program Revision: Administrative Assistant - Associate of Arts Degree (Launched - Implemented 09-22-2024)

compared with

Administrative Assistant - Associate of Arts Degree (Active - Implemented 08-22-2024)

Cover

Degree/Certificate Name Administrative Assistant

Division Science, Technology, Engineering and Math

Department Computer Studies

Subject CIS

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Associate of Arts Degree

Apprenticeship No

Program Information

TOP Code 0514.40 - Office Management*

CIP Code 52.0204 - Office Management and Supervision.

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2024~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 100%

Next Program Review (Month/Year) October 2026

Origination Date ~~10 09 / 11 22~~ / ~~2023~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The goal of the Administrative Assistant Associate of Arts degree program is to provide students with the skills they need to effectively work in a constantly changing office environment. Competencies include integrated computer applications, accounting, professional communications, human relations, and business ethics. Additionally, the degree includes General Education, which will help students develop a sense of social responsibility and strong analytical, communication, intellectual, practical skills that the student can apply in real-world setting.

Catalog Description

The [Administrative Assistant](#) Associate of Arts ~~Administrative Assistant program~~ [degree](#) provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment.

Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement. Additionally, the degree includes General Education, which will help students develop a sense of social responsibility and strong analytical, communication, intellectual, practical skills that the student can apply in real-world setting.

Career Opportunities

Career opportunities include, but are not limited to: administrative assistant, administrative technician, administrative associate, office manager, office clerk, receptionist, office professional, customer service representative, and office coordinator.

Master Planning

The program meets the Mission of the California Community College System, as well as the Mission of the Master Plan of Las Positas College, of providing a certificate in Career Technical Education.

Enrollment and Completer Projections

Estimated number of completers per year is 5

Place of Program in Curriculum/Similar Programs

This degree is part of the Computer Information Systems and Business programs.

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

- 1. **Min** 30.000
Max 33.000
Group Title Required Core: (30-33 Units)
Other
Header
Footer
Exception Identifier
Exception
Term
 - 1. **Min** 3.000
Max 3.000
Discipline BUSN - Business
Course BUSN 30 - Business Ethics and Society
Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

Requisites:

Enrollment Limitation: [Eligibility for college-level composition as determined by college assessment or other appropriate method.](#) _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No

Term 2
 2. Min 3.000
 Max 3.000

Discipline BUSN - Business
 Course BUSN 40 - Introduction to Business
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No

Term 1
 3. Min 3.000
 Max 3.000

Discipline BUSN - Business
 Course BUSN 48 - Human Relations in Organizations
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No

Term [2](#)

4. Min 3.000

Max 4.000

Group Title

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 51 - Accounting for Small Businesses

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>72</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [3](#)

2. Min 4.000

Max 4.000

Discipline BUSN - Business

Course BUSN 1A - Financial Accounting ~~(Historical)~~

Course Detail [Units and Hours:](#)

Lecture Hours	<u>72</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>144</u>

[Requisites:](#)

Other

Header

Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [3](#)

- 5. Min 3.000
 Max 3.000
 Discipline CIS - Computer Information Systems
 Course CIS 50 - Introduction to Computing Information Technology
 Course Detail [Units and Hours:](#)

Lecture Hours	54
Lab Hours	18
Inside of Class Hours	72
Outside of Class Hours	108

[Requisites:](#)

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [1](#)

- 6. Min 4.000
 Max 4.000
 Discipline CIS - Computer Information Systems
 Course CIS 54 - MS Excel Essentials
 Course Detail [Units and Hours:](#)

Lecture Hours	54
Lab Hours	54
Inside of Class Hours	108
Outside of Class Hours	108

[Requisites:](#)

[Recommended Course Preparation:](#) [CIS 50 with a minimum grade of C](#) .

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No

Term 4

7. Min 4.000

Max 4.000

Discipline CIS - Computer Information Systems

Course CIS 55 - Integrating Office Applications

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

[Recommended Course Preparation:](#) [CIS 50](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

8. Min 3.000

Max 3.000

Discipline CIS - Computer Information Systems

Course CIS 74 - [Administrative](#) Office [Procedures](#) [Professional \(Approved\)](#)

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>36</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>72</u>

[Requisites:](#)

[Recommended Course Preparation:](#) [CIS 71A with a minimum grade of c](#), _ [CIS 50 with a minimum grade of c](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

9. Min 1.500

Max 1.500

Discipline CIS - Computer Information Systems

Course CIS 88A - Introduction to Microsoft Word

Course Detail [Units and Hours:](#)

Lecture Hours	18
Lab Hours	27
Inside of Class Hours	45
Outside of Class Hours	36

[Requisites:](#)

Recommended Course Preparation: [CIS 71A](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

10. Min 1.500

Max 1.500

Discipline CIS - Computer Information Systems

Course CIS 88B - Adv Microsoft Word

Course Detail [Units and Hours:](#)

Lecture Hours	18
Lab Hours	27
Inside of Class Hours	45
Outside of Class Hours	36

[Requisites:](#)

Recommended Course Preparation: [CIS 88A](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

11. Min 1.000

Max 3.000

Group Title

Other

Header

Footer

Exception Identifier

Exception

Term

- 1. Min 1.000
Max 3.000
Discipline WRKX - Work Experience
Course WRKX 94 - Occupational Work Experience/Internship
Course Detail [Units and Hours:](#)

Work Experience Hours 54 - 432

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

- 2. Min 1.000
Max 3.000
Discipline WRKX - Work Experience
Course WRKX 95 - General Work Experience
Course Detail [Units and Hours:](#)

Work Experience Hours 54 - 324

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

- 2. Min 3.000
Max 3.000
Group Title List A: Select One (3 Units)
Other
Header
Footer
Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline CIS - Computer Information Systems

Course CIS 43 - Professional Communications ~~(Historical)~~

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

ENG 1A - **Recommended Course Preparation:** ENG 1A, or ENG 1AEX - ENG 1AEX. -

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

2. Min 3.000

Max 3.000

Discipline CNT - Computer Networking Technology

Course CNT 43 - Professional Communications ~~(Historical)~~

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

ENG 1A - **Recommended Course Preparation:** ENG 1A, or ENG 1AEX - ENG 1AEX. -

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

3. Min 3.000

Max 3.000

Discipline CS - Computer Science

Course CS 43 - Professional Communications

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

3. Min 6.000

Max 7.000

Group Title List B: Select From Below (6-7 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 56 - Introduction to Management

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

2. Min 2.000

Max 2.000

Discipline CIS - Computer Information Systems

Course CIS 55B - Advanced MS Office Skills

Course Detail [Units and Hours:](#)

Lecture Hours	<u>27</u>
Lab Hours	<u>27</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>54</u>

Requisites:

Recommended Course Preparation: CIS 55 with a minimum grade of C .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

3. Min 3.000

Max 3.000

Discipline CIS - Computer Information Systems

Course CIS 57 - Database Concepts

Course Detail [Units and Hours:](#)

Lecture Hours	<u>36</u>
Lab Hours	<u>54</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>72</u>

Requisites:

Recommended Course Preparation: CIS 50 and CIS 55 .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

- 4. Min 3.000
 Max 3.000
 Discipline CIS - Computer Information Systems
 Course CIS 59 - Web Dev: HTML/CSS/Javascript
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>45</u>
Lab Hours	<u>27</u>
Inside of Class Hours	<u>72</u>
Outside of Class Hours	<u>90</u>

Requisites:

Recommended Course Preparation: CIS 50 _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 4

- 5. Min 3.000
 Max 3.000
 Discipline CIS - Computer Information Systems
 Course CIS 62 - Project Management
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>72</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: CIS 60 with a minimum grade of C _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 4

- 6. Min 1.000
 Max 1.000
 Discipline CIS - Computer Information Systems

Course CIS 72A - Data Management

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>
<u>Lab Hours</u> 54
<u>Inside of Class Hours</u> 54

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

7. Min 1.000

Max 1.000

Discipline CIS - Computer Information Systems

Course CIS 73A - Ten-Key Skill Development

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>
<u>Lab Hours</u> 54
<u>Inside of Class Hours</u> 54

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

8. Min 1.000

Max 1.000

Discipline CIS - Computer Information Systems

Course CIS 72B - Basic Office Integration

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>
<u>Lab Hours</u> 54
<u>Inside of Class Hours</u> 54

[Requisites:](#)

Recommended Course Preparation: [CIS 50 with a minimum grade of C, or CIS 8 with a minimum grade of C](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [4](#)

9. Min 1.000

Max 1.000

Discipline CIS - Computer Information Systems

Course CIS 89A - Desktop Presentation

Course Detail [Units and Hours:](#)

Lecture Hours	9
Lab Hours	27
Inside of Class Hours	36
Outside of Class Hours	18

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [4](#)

10. Min 1.000

Max 1.000

Discipline CIS - Computer Information Systems

Course CIS 75 - Office Technology/Communications

Course Detail [Units and Hours:](#)

Lecture Hours	
Lab Hours	54
Inside of Class Hours	54

[Requisites:](#)

Recommended Course Preparation: [- Eligib, - CIS 71A with a minimum grade of C](#)

Other

Header

Footer

Exception Identifier
Exception
Include in PLO Mapping No
Term 4

11. Min 3.000
Max 3.000
Discipline MKTG - Marketing
Course MKTG 50 - Introduction to Marketing
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 4

4. Min 0.000
Max 0.000
Group Title Total Units for the Major
Other
Header
Footer
Exception Identifier
Exception
Term

1. Min 39.000
Max 43.000
Other
Non Course Requirment
Header
Footer
Exception Identifier
Exception
Term

5. Min 25.000
Max 25.000

Group Title Additional General Education Units

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min ~~22~~ 25 .000

Max ~~22~~ 25 .000

Other

Non Course Requirment

Header

Footer

Exception Identifier

Exception

Term

6. Min

Max

Group Title Keyboarding Competency

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min

Max

Other

Non Course Requirment Students must demonstrate keyboarding speed for 60 net words per minute. Competency can be met by completing CIS 71C with a "C" or higher or by presenting a Las Positas College Verification of Proficiency certifying 60 net words per minute in a five (5) minute timing.

Header

Footer

Exception Identifier

Exception

Term

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term Fall 2025

Program Mapper

1. Min ~~30~~ 13 .000
 Max ~~33~~ 15 .000
 Term - Semester Term 1 - Fall Semester
 Header
 Footer
 Program Courses

1. Min 3.000
 Max 3.000
 Course BUSN ~~30~~ 40 - Introduction to Business ~~Ethics and Society~~
 Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Exception Identifier
 Exception
 Footer
 Category Major/Required

Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No

2. Min 3.000
 Max 3.000
 Course BUSN CIS ~~40~~ 50 - Introduction to ~~Business~~ Computing Information Technology
 Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Exception Identifier _
Exception _
Footer _
Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

3. Min _ 1.500

Max _ 1.500

Course _ CIS 88A - Introduction to Microsoft Word

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>18</u>
<u>Lab Hours</u>	<u>27</u>
<u>Inside of Class Hours</u>	<u>45</u>
<u>Outside of Class Hours</u>	<u>36</u>

Requisites:

Recommended Course Preparation: CIS 71A _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

4. Min _ 1.500

Max _ 1.500

Course _ CIS 88B - Adv Microsoft Word

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>18</u>
<u>Lab Hours</u>	<u>27</u>
<u>Inside of Class Hours</u>	<u>45</u>
<u>Outside of Class Hours</u>	<u>36</u>

Requisites:

Recommended Course Preparation: CIS 88A _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

- [Spring](#) _ [No](#)
 - [Summer](#) _ [No](#)
 - [Fall](#) _ [No](#)
 - [Rotating](#) _ [No](#)
- 5. [Min](#) _ [1.000](#)
[Max](#) _ [3.000](#)
[Non-Course Requirement](#) _
[Work Experience](#)
[Course Block Reference](#)
[Exception Identifier](#)
[Exception](#)
[Footer](#)
[Category](#) [Major/Required](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)
- 6. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Non-Course Requirement](#) _
[English Composition \(Area 1A\)](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [Major/Required](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)
- 2. [Min](#) _ [16.000](#)
[Max](#) _ [16.000](#)
[Term - Semester](#) _ [Term 2 - Spring Semester](#)
[Header](#) _
[Footer](#) _
[Program Courses](#)
 - 1. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Course](#) _ [BUSN 30 - Business Ethics and Society](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
----------------------	-----------

<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Enrollment Limitation: Eligibility for college-level composition as determined by college assessment or other appropriate method. _
Exception Identifier _
Exception _
Footer _
Category _ Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. **Min** 3.000

Max 3.000

Course BUSN 48 - Human Relations in Organizations

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Exception Identifier
Exception
Footer
Category Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

3. **Min** _ 4.000

Max _ 4.000

Course _ CIS 55 - Integrating Office Applications

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: CIS 50 _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

4. Min 3.000

Max 4 3 .000

Non-Course Requirement _

Oral Communication and Critical Thinking (Area 1B)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

5. Min _ 3.000

Max _ 3.000

Non-Course Requirement _

MATH 47 plus concurrent support

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

3. Min _ 15.000

Max _ 16.000

Term - Semester _ Term 3 - Fall Semester

Header _

Footer _

Program Courses

- 1. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
List A Course
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ Major/Required
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

- 2. Min _
Max _
Group Title
Exception Identifier
Exception
Footer
Category
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

- 1. Min ~~3~~ 4.000
Max ~~3~~ 4.000
Course BUSN ~~51~~ 1A - Financial Accounting ~~for Small Businesses~~
Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

- Requisites:
Exception Identifier
Exception
Footer
Category Major/Required
Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min ~~4~~ 3.000

Max ~~4~~ 3.000

Course BUSN ~~1A~~ 51 - ~~Financial~~ Accounting (~~Historical~~) for Small Businesses

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min 3.000

Max 3.000

Course CIS ~~50~~ 74 - ~~Introduction~~ Administrative to Office Computing Professional Information Technology (~~Approved~~)

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>36</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>72</u>

Requisites:

Recommended Course Preparation: CIS 71A with a minimum grade of c, _ CIS 50 with a minimum grade of c _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

- Spring _ No
 - Summer _ No
 - Fall _ No
 - Rotating _ No
- 4. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
Arts and Humanities (Area 3)
Course Block Reference
Exception Identifier
Exception
Footer
Category General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
- 5. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
American Institutions (Area 9)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
- 4. Min _ 17.000
Max _ 17.000
Term - Semester _ Term 4 - Spring Semester
Header _
Footer _
Program Courses
 - 1. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
List B Course
Course Block Reference _
Exception Identifier _
Exception _

Footer _
Category _ Major/Required
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

2. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
List B Course
Course Block Reference _
Exception Identifier _
Exception _

Footer _
Category _ Major/Required
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

3. Min 4.000
Max 4.000
Course CIS 54 - MS Excel Essentials
Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Recommended Course Preparation: CIS 50 with a minimum grade of C _

Exception Identifier
Exception
Footer
Category

Semester(s) Offered
Spring - **No**
Summer - **No**
Fall - **No**
Rotating - **No**

4. **Min** - **4.000**
Max - **4.000**

~~Course - CIS-55--Integrating Office Applications~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category - [Major/Required](#)~~

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

5. Min 3.000

Max 3.000

~~Non- Course Requirement CIS~~

~~Health 74 (Area -Office-Procedures 8).~~

Course ~~Detail~~ [Block Reference](#)

Exception Identifier

Exception

Footer

Category

~~Semester(s) Offered~~

~~Spring - No~~

~~Summer - No~~

~~Fall - No~~

~~Rotating - No~~

6. Min - 1.500

Max - 1.500

~~Course - CIS-88A--Introduction to Microsoft Word~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category -~~

~~Semester(s) Offered~~

~~Spring - No~~

~~Summer - No~~

~~Fall - No~~

~~Rotating - No~~

7. Min - 1.500

Max - 1.500

~~Course - CIS-88B--Adv Microsoft Word~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

Category -
 Semester(s) Offered
 Spring - No
 Summer - No
 Fall - No
 Rotating - No

8. Min - 1.000
 Max - 3.000

Group Title -
 Exception Identifier -
 Exception -
 Footer -
 Category -
 Semester(s) Offered
 Spring - No
 Summer - No
 Fall - No
 Rotating - No

1. Min - 1.000
 Max - 3.000

Course - WRKX-94--Occupational Work Experience/Internship
 Course Detail -
 Exception Identifier -

Exception -
 Footer -

Category -
 Semester(s) Offered
 Spring - No
 Summer - No
 Fall - No
 Rotating - No

2. Min - 1.000
 Max - 3.000

Course - WRKX-95-- General Work Experience
 Course Detail -
 Exception Identifier -

Exception -
 Footer -

Category -
 Semester(s) Offered
 Spring - No
 Summer - No
 Fall - No
 Rotating - No

5. Min - 3.000

Max - 3.000

Term - Semester -

Header -

Footer -

Program Courses

1. **Min - 3.000**

Max - 3.000

Course - CIS 43 - Professional Communications (Historical)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - Education

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. **Min 3.000**

Max 3.000

Non- Course Requirement CNT

Natural 43 - Professional Communications Sciences (Historical Area 5)

Course Detail Block Reference

Exception Identifier

Exception

Footer

Category

Semester(s) General Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min - 3.000**

Max - 3.000

Course - CS 43 - Professional Communications

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

6. **Min** - 6.000

Max - 7.000

Term - Semester -

Header -

Footer -

Program Courses

1. **Min** - 3.000

Max - 3.000

Course - BUSN 56 - Introduction to Management

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. **Min** - 2.000

Max - 2.000

Course - CIS 55B - Advanced MS Office Skills

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min** - 3.000

Max - 3.000

Course - CIS 57 - Database Concepts

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

4. **Min** - 3.000
Max - 3.000
Course - ~~CIS-59--Web-Dev: HTML/CSS/Javascript~~
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
5. **Min** - 3.000
Max - 3.000
Course - ~~CIS-62--Project Management~~
Course Detail -
Exception Identifier -
Exception -
Footer -
Category - [Education](#)
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No
6. **Min** 1.000
Max 1.000
Course - ~~CIS-72A--Data Management~~
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
7. **Min** - 1.000
Max - 1.000
Course - ~~CIS-73A--Ten-Key Skill Development~~
Course Detail -
Exception Identifier -
Exception -

- Footer -
 - Category -
 - Semester(s) Offered
 - Spring - No
 - Summer - No
 - Fall - No
 - Rotating - No
- 8.
 - Min - 1.000
 - Max - 1.000
 - Course - CIS-72B--Basic Office Integration
 - Course Detail -
 - Exception Identifier -
 - Exception -
 - Footer -
 - Category -
 - Semester(s) Offered
 - Spring - No
 - Summer - No
 - Fall - No
 - Rotating - No
- 9.
 - Min - 1.000
 - Max - 1.000
 - Course - CIS-89A--Desktop Presentation
 - Course Detail -
 - Exception Identifier -
 - Exception -
 - Footer -
 - Category -
 - Semester(s) Offered
 - Spring - No
 - Summer - No
 - Fall - No
 - Rotating - No
- 10.
 - Min - 1.000
 - Max - 1.000
 - Course - CIS-75--Office Technology/Communications
 - Course Detail -
 - Exception Identifier -
 - Exception -
 - Footer -
 - Category -
 - Semester(s) Offered
 - Spring - No
 - Summer - No
 - Fall - No

- 11. **Rotating** - No
Min - 3.000
Max - 3.000
Course - MKTG-50--Introduction to Marketing
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

- 7. **Min** - 0.000
Max - 0.000
Term--Semester -
Header -
Footer -
Program Courses

- 1. **Min** - 39.000
Max - 43.000
Non-Course Requirement
[Kinesiology \(Area 7\)](#)
Course Block Reference
Exception Identifier
Exception
Footer
Category
Semester(s) [General](#) **Offered**
Spring - No
Summer - No
Fall - No
Rotating - No

- 8. **Min** -
Max -
Term--Semester -
Header -
Footer -
Program Courses

- 1. **Min** -
Max -
Non-Course Requirement -

~~Students must demonstrate keyboarding speed for 60 net words per minute. Competency can be met by completing CIS 71C with a "C" or higher or by presenting a Las Positas College Verification of Proficiency certifying 60 net words per minute in a five (5) minute timing.~~

~~Course Block Reference -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category - [Education](#)~~

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Program Learning Outcomes

Outcomes

1. [Outcome](#)
[Upon completion of this program, students are able to complete business-related documents using the various functions—basic, intermediate, and advanced—of the software programs: Word, Excel, PowerPoint.](#)
[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)
[Course Student Learning Outcome Mappings](#)

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved Yes

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Deparement is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

Apprenticeship Documentation

Gainful Employment No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI](#) Report No

Attached File

Attachments

Attached File

Codes and Dates

Approval Dates

- State Approval Date
08/20/2024
- Board of Trustees
08/20/2024
- CC Approval Date
11/13/2023

Program Originator Kutil, Craig

Implementation Date 2024- ~~08~~ 09 -22

Effective Term Fall ~~2024~~ 2025

TOP Code 0514.40 - Office Management*

CIP Code 52.0204 - Office Management and Supervision.

Catalog Description

The [Administrative Assistant](#) Associate of Arts ~~Administrative Assistant program~~ [degree](#) provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement. Additionally, the degree includes General Education, which will help students develop a sense of social responsibility and strong analytical, communication, intellectual, practical skills that the student can apply in real-world setting.

Next Program Review (Month/Year) October 2026

Program Control Number

Admin Use Only



LAS POSITAS

COLLEGE

Technical Program Revision: Administrative Assistant - Associate of Arts Degree

Program Title

Administrative Assistant

Award Type

Associate of Arts Degree

Effective Term

Fall 2025

Program Description

The Administrative Assistant Associate of Arts degree provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement. Additionally, the degree includes General Education, which will help students develop a sense of social responsibility and strong analytical, communication, intellectual, practical skills that the student can apply in real-world setting.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (30-33 Units)

BUSN 30	Business Ethics and Society	2nd	3.0
BUSN 40	Introduction to Business	1st	3.0
BUSN 48	Human Relations in Organizations	2nd	3.0
BUSN 51	Accounting for Small Businesses	3rd	3.0
OR			4.0
BUSN 1A	Financial Accounting	3rd	4.0
CIS 50	Introduction to Computing Information Technology	1st	3.0
CIS 54	MS Excel Essentials	4th	4.0
CIS 55	Integrating Office Applications	2nd	4.0
CIS 74	Administrative Office Professional	3rd	3.0
CIS 88A	Introduction to Microsoft Word	1st	1.5
CIS 88B	Adv Microsoft Word	1st	1.5
WRKX 94	Occupational Work Experience/Internship	1st	1.0-3.0
OR			1.0-3.0
WRKX 95	General Work Experience	1st	1.0-3.0

List A: Select One (3 Units)

CIS 43	Professional Communications	3rd	3.0
CNT 43	Professional Communications	3rd	3.0
CS 43	Professional Communications	3rd	3.0

List B: Select From Below (6-7 Units)

BUSN 56	Introduction to Management	4th	3.0
CIS 55B	Advanced MS Office Skills	4th	2.0

3.0

CIS 57	Database Concepts	4th	3.0
CIS 59	Web Dev: HTML/CSS/Javascript	4th	3.0
CIS 62	Project Management	4th	3.0
CIS 72A	Data Management	4th	1.0
CIS 73A	Ten-Key Skill Development	4th	1.0
CIS 72B	Basic Office Integration	4th	1.0
CIS 89A	Desktop Presentation	4th	1.0
CIS 75	Office Technology/Communications	4th	1.0
MKTG 50	Introduction to Marketing	4th	3.0

Total Units for the Major

39.0-43.0

Additional General Education Units

25.0

Keyboarding Competency

Students must demonstrate keyboarding speed for 60 net words per minute. Competency can be met by completing CIS 71C with a "C" or higher or by presenting a Las Positas College Verification of Proficiency certifying 60 net words per minute in a five (5) minute timing.

-

Total: 64.0-68.0



Technical Program Revision: Administrative Assistant - Associate of Arts Degree

The Administrative Assistant Associate of Arts degree provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement. Additionally, the degree includes General Education, which will help students develop a sense of social responsibility and strong analytical, communication, intellectual, practical skills that the student can apply in real-world setting.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 13.0-15.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BUSN 40	Introduction to Business	3.0	Major/Required	
CIS 50	Introduction to Computing Information Technology	3.0	Major/Required	
CIS 88A	Introduction to Microsoft Word	1.5	Major/Required	
CIS 88B	Adv Microsoft Word	1.5	Major/Required	
Work Experience		1.0 - 3.0	Major/Required	
English Composition (Area 1A)		3.0	Major/Required	

Term 2 - Spring Semester

Units: 16.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BUSN 30	Business Ethics and Society	3.0	Major/Required	
BUSN 48	Human Relations in Organizations	3.0	Major/Required	
CIS 55	Integrating Office Applications	4.0	Major/Required	
Oral Communication and Critical Thinking (Area		3.0	General Education	

1B)

MATH 47 plus concurrent support

3.0

General Education

Term 3 - Fall Semester

Units: 15.0-16.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
List A Course	3.0	Major/Required	
BUSN 1A Financial Accounting	4.0	Major/Required	
OR			
BUSN 51 Accounting for Small Businesses	3.0	Major/Required	
CIS 74 Administrative Office Professional	3.0	Major/Required	
Arts and Humanities (Area 3)	3.0	General Education	
American Institutions (Area 9)	3.0	General Education	

Term 4 - Spring Semester

Units: 17.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
List B Course	3.0	Major/Required	
List B Course	3.0	Major/Required	
CIS 54 MS Excel Essentials	4.0	Major/Required	
Health (Area 8)	3.0	General Education	
Natural Sciences (Area 5)	3.0	General Education	
Kinesiology (Area 7)	1.0	General Education	

Total: 61.0-64.0



Technical Program Revision: Administrative Assistant - Certificate of Achievement (16 to fewer than 30 units)

Technical Program Revision: Administrative Assistant - Certificate of Achievement (16 to fewer than 30 units) (Launched - Implemented 09-22-2024)

compared with

Administrative Assistant - Certificate of Achievement (16 to fewer than 30 units) (Active - Implemented 08-22-2024)

Cover

Degree/Certificate Name Administrative Assistant

Division Science, Technology, Engineering and Math

Department Computer Studies

Subject CIS

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Certificate of Achievement (16 to fewer than 30 units)

Apprenticeship No

Program Information

TOP Code 0514.40 - Office Management*

CIP Code 52.0204 - Office Management and Supervision.

Does program also prepare students for transfer? No

Proposal Information

Effective Term Fall ~~2024~~ 2025

What percentage of the program is approved to offer through Distance Education? 100%

Next Program Review (Month/Year) October 2026

Origination Date ~~10 09 / 11 22 / 2023~~ 2024

The Curriculum Committee has permission to correct any misspelling or punctuation issues. Yes

Narrative

Statement of Program Goals and Objectives

The goal of the Administrative Assistant Certificate is to provide students with the skills they need to effectively work in a constantly changing office environment. Competencies include integrated computer applications, accounting, professional communications, human relations, and business ethics.

Catalog Description

The Administrative Assistant Certificate of Achievement provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the

human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement.

Career Opportunities

Career opportunities include, but are not limited to: administrative assistant, administrative technician, administrative associate, office manager, office clerk, receptionist, office professional, customer service representative, and office coordinator.

Master Planning

The program meets the Mission of the California Community College System, as well as the Mission of the Master Plan of Las Positas College, of providing a certificate in Career Technical Education.

Enrollment and Completer Projections

Estimated number of completers per year is 5

Place of Program in Curriculum/Similar Programs

This Certificate is part of the Computer Information Systems and Business programs.

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

- 1. **Min** 22.000
Max 22.000
Group Title Required Core: (22 Units)
Other
Header
Footer
Exception Identifier
Exception
Term
 - 1. **Min** 3.000
Max 3.000
Discipline BUSN - Business
Course BUSN 40 - Introduction to Business
Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

Requisites:
Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _
Other
Header
Footer

Exception Identifier
Exception
Include in PLO Mapping No
Term 1

2. Min 3.000
Max 3.000

Discipline BUSN - Business
Course BUSN 48 - Human Relations in Organizations
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 2

3. Min 3.000
Max 3.000

Discipline BUSN - Business
Course BUSN 51 - Accounting for Small Businesses
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>72</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 1

4. Min 3.000
Max 3.000

Discipline CIS - Computer Information Systems

Course CIS 50 - Introduction to Computing Information Technology

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

5. Min 4.000

Max 4.000

Discipline CIS - Computer Information Systems

Course CIS 54 - MS Excel Essentials

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

[Recommended Course Preparation:](#) [CIS 50 with a minimum grade of C](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

6. Min 3.000

Max 3.000

Discipline CIS - Computer Information Systems

Course CIS 74 - [Administrative Office Procedures](#) [Professional \(Approved\)](#)

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>36</u>
-----------------------------	-----------

Lab Hours	<u>54</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>72</u>

Requisites:

Recommended Course Preparation: CIS 71A with a minimum grade of c. CIS 50 with a minimum grade of c

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

7. Min 1.500

Max 1.500

Discipline CIS - Computer Information Systems

Course CIS 88A - Introduction to Microsoft Word

Course Detail Units and Hours:

Lecture Hours	<u>18</u>
Lab Hours	<u>27</u>
Inside of Class Hours	<u>45</u>
Outside of Class Hours	<u>36</u>

Requisites:

Recommended Course Preparation: CIS 71A

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

8. Min 1.500

Max 1.500

Discipline CIS - Computer Information Systems

Course CIS 88B - Adv Microsoft Word

Course Detail Units and Hours:

Lecture Hours	<u>18</u>
Lab Hours	<u>27</u>
Inside of Class Hours	<u>45</u>

Outside of Class Hours 36

Requisites:

Recommended Course Preparation: CIS 88A _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min 3.000

Max 3.000

Group Title List A: Select One (3 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline CIS - Computer Information Systems

Course CIS 43 - Professional Communications ~~-(Historical)~~

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

ENG 1A _ **Recommended Course Preparation:** ENG 1A, or ENG 1AEX _ ENG 1AEX. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min 3.000

Max 3.000

Discipline CNT - Computer Networking Technology

Course CNT 43 - Professional Communications ~~-(Historical)~~

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

3. Min 3.000

Max 3.000

Discipline CS - Computer Science

Course CS 43 - Professional Communications

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

3. Min 4.000

Max 4.000

Group Title List B: Select from Below (4 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

- 1. Min 3.000
Max 3.000
Discipline BUSN - Business
Course BUSN 30 - Business Ethics and Society
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition as determined by college assessment or other appropriate method.](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

- 2. Min 4.000
Max 4.000
Discipline CIS - Computer Information Systems
Course CIS 55 - Integrating Office Applications
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [CIS 50](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

- 3. Min 1.000
Max 1.000

Discipline CIS - Computer Information Systems

Course CIS 72A - Data Management

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>
<u>Lab Hours</u> 54
<u>Inside of Class Hours</u> 54

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

4. Min 1.000

Max 1.000

Discipline CIS - Computer Information Systems

Course CIS 72B - Basic Office Integration

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>
<u>Lab Hours</u> 54
<u>Inside of Class Hours</u> 54

[Requisites:](#)

[Recommended Course Preparation:](#) [CIS 50 with a minimum grade of C, or CIS 8 with a minimum grade of C](#) .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

5. Min 1.000

Max 1.000

Discipline CIS - Computer Information Systems

Course CIS 73A - Ten-Key Skill Development

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>

Lab Hours	<u>54</u>
Inside of Class Hours	<u>54</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

6. Min 1.000

Max 1.000

Discipline CIS - Computer Information Systems

Course CIS 75 - Office Technology/Communications

Course Detail Units and Hours:

Lecture Hours	
Lab Hours	<u>54</u>
Inside of Class Hours	<u>54</u>

Requisites:

Recommended Course Preparation: - Eligib. - CIS 71A with a minimum grade of C -

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

7. Min 1.000

Max 1.000

Discipline CIS - Computer Information Systems

Course CIS 89A - Desktop Presentation

Course Detail Units and Hours:

Lecture Hours	<u>9</u>
Lab Hours	<u>27</u>
Inside of Class Hours	<u>36</u>
Outside of Class Hours	<u>18</u>

Requisites:

Other

Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 2

4. Min
 Max
 Group Title Keyboarding Competency
 Other
 Header
 Footer
 Exception Identifier
 Exception
 Term

1. Min
 Max
 Other
Non Course Requirement Students must demonstrate keyboarding speed of 40 net words per minute. Competency can be met by completing Computer Information Systems 71C with a "C" or better or by presenting a Las Positas College Verification of Proficiency certifying 40 net words per minutes in a five (5) minute timing.
 Header
 Footer
 Exception Identifier
 Exception
 Term

Program Mapper

Map Header
 Map Footer
 Curriculum Committee Approval Date
 Effective Term
 Program Mapper

1. Min ~~22~~ 15 .000
 Max ~~22~~ 15 .000
 Term - Semester Term 1 - Fall Semester
 Header
 Footer
 Program Courses

1. Min 3.000
 Max 3.000

[Non- Course Requirement BUSN](#)
[List 40 A -Introduction to Business Course](#)
[Course Detail Block Reference](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Course BUSN ~~48~~ 40 - ~~Human Introduction Relations to~~ in-Organizations Business

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min 3.000

Max 3.000

Course BUSN 51 - Accounting for Small Businesses

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier
 Exception
 Footer
 Category [Major/Required](#)
 Semester(s) Offered
 Spring No
 Summer No
 Fall No

- 4. Rotating No
- Min 3.000
- Max 3.000

Course CIS 50 - Introduction to Computing Information Technology
 Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Exception Identifier
 Exception
 Footer
 Category

Semester(s) Offered

Spring - No
Summer - No
Fall - No
Rotating - No

- 5. **Min - 4.000**
- Max - 4.000**
- Course - CIS 54 - MS Excel Essentials**
- Course Detail -**

Exception Identifier -
Exception -
Footer -
Category -

Semester(s) Offered

Spring - No
Summer - No
Fall - No
Rotating - No

- 6. **Min - 3.000**
- Max - 3.000**

~~Course - CIS 74 - Office Procedures~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category - [Major/Required](#)~~

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

7. Min 1.500

Max 1.500

Course CIS 88A - Introduction to Microsoft Word

Course Detail [Units and Hours:](#)

Lecture Hours	<u>18</u>
Lab Hours	<u>27</u>
Inside of Class Hours	<u>45</u>
Outside of Class Hours	<u>36</u>

[Requisites:](#)

Recommended Course Preparation: [CIS 71A](#) _

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

8. Min 1.500

Max 1.500

Course CIS 88B - Adv Microsoft Word

Course Detail [Units and Hours:](#)

Lecture Hours	<u>18</u>
Lab Hours	<u>27</u>
Inside of Class Hours	<u>45</u>
Outside of Class Hours	<u>36</u>

[Requisites:](#)

[Recommended Course Preparation:](#) [CIS 88A](#) _

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min ~~3~~ [14](#) .000

Max ~~3~~ [14](#) .000

Term - Semester

Header [Term](#)

Footer -

Program-Courses

1. **Min** - 3.000

Max - 3.000

Course - CIS-43 [2](#) - Professional-Communications (Historical)

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. **Min** - 3.000

Max - 3.000

Course - CNT-43 - Professional-Communications (Historical)

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min** - 3.000

Max - 3.000

Course - ~~CS-43~~ - Professional Communications

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. Min - 4.000

Max - 4.000

Term - Semester -

Header

Footer

Program Courses

1. Min 3.000

Max 3.000

Course BUSN ~~30~~ 48 - Business Human Ethics Relations and in
Society Organizations

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 4.000

Max 4.000

Course CIS ~~55~~ 54 - Integrating MS Office Excel Applications Essentials

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>

<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: CIS 50 with a minimum grade of C _

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min **†** 3.000

Max **†** 3.000

Course CIS **72A** 74 - **Data** Administrative **Management** Office Professional
(Approved)

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>36</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>72</u>

Requisites:

Recommended Course Preparation: CIS 71A with a minimum grade of c, _ CIS 50 with a minimum grade of c _

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

4. Min **†** 4.000

Max **†** 4.000

Non- Course **Requirement** **CIS**

List **72B** **B** **=Basic Office Integration** **Course**

Course **Detail** **Block Reference**

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

5. Min 1.000

Max - 1.000

Course - ~~CIS-73A--Ten-Key-Skill-Development~~

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

6. Min - 1.000

Max - 1.000

Course - ~~CIS-75--Office-Technology/Communications~~

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

7. Min - 1.000

Max - 1.000

Course - ~~CIS-89A--Desktop-Presentation~~

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

4. **Min** -
Max -
Term--Semester -
Header -
Footer -
Program Courses

1. **Min** -

Max

Non-Course Requirement

~~Students must demonstrate keyboarding speed of 40 net words per minute.~~ [Keyboarding](#)

~~Competency can be met by completing Computer Information Systems~~

~~CIS 71C with a "C" or better or by presenting a Las Positas College Verification of~~

~~Proficiency certifying 40 net words per minutes in a five (5) minute timing.~~

Course Block Reference

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Program Learning Outcomes

Outcomes

1. **Outcome** _

Upon completion of this program, students are able to demonstrate the ability to successfully use basic English language skills (grammar, punctuation, capitalization, etc.) in business documents.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

2. **Outcome** _

Upon completion of this program, students are able to create business-related documents using the basic, intermediate, and advanced functions of software programs such as Word, Excel, and PowerPoint.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Deparement is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

Apprenticeship Documentation

Gainful Employment No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI](#) Report No

Attached File

Attachments

Attached File

Codes and Dates

Approval Dates

- CC Approval Date

11/13/2023

Program Originator Kutil, Craig

Implementation Date 2024- ~~08~~ [09](#) -22

Effective Term Fall ~~2024~~ [2025](#)

TOP Code 0514.40 - Office Management*

CIP Code 52.0204 - Office Management and Supervision.

Catalog Description

The Administrative Assistant Certificate of Achievement provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement.

Next Program Review (Month/Year) October 2026

Program Control Number

Admin Use Only

Program Requirements



LAS POSITAS
COLLEGE

Technical Program Revision: Administrative Assistant - Certificate of Achievement (16 to fewer than 30 units)

Program Title

Administrative Assistant

Award Type

Certificate of Achievement (16 to fewer than 30 units)

Effective Term

Fall 2025

Program Description

The Administrative Assistant Certificate of Achievement provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (22 Units)

BUSN 40	Introduction to Business	1st	3.0
BUSN 48	Human Relations in Organizations	2nd	3.0
BUSN 51	Accounting for Small Businesses	1st	3.0
CIS 50	Introduction to Computing Information Technology	1st	3.0
CIS 54	MS Excel Essentials	2nd	4.0
CIS 74	Administrative Office Professional	2nd	3.0
CIS 88A	Introduction to Microsoft Word	1st	1.5
CIS 88B	Adv Microsoft Word	1st	1.5

List A: Select One (3 Units)

CIS 43	Professional Communications	1st	3.0
CNT 43	Professional Communications	1st	3.0
CS 43	Professional Communications	1st	3.0

List B: Select from Below (4 Units)

BUSN 30	Business Ethics and Society	2nd	3.0
CIS 55	Integrating Office Applications	2nd	4.0
CIS 72A	Data Management	2nd	1.0
CIS 72B	Basic Office Integration	2nd	1.0
CIS 73A	Ten-Key Skill Development	2nd	1.0
CIS 75	Office Technology/Communications	2nd	1.0
CIS 89A	Desktop Presentation	2nd	1.0

Keyboarding Competency

Students must demonstrate keyboarding speed of 40 net words per minute. Competency can be met by completing Computer

Information Systems 71C with a "C" or better or by presenting a Las Positas College Verification of Proficiency certifying 40 net words per minutes in a five (5) minute timing.

Total: 29.0



Technical Program Revision: Administrative Assistant - Certificate of Achievement (16 to fewer than 30 units)

The Administrative Assistant Certificate of Achievement provides students with professional office skills and technologies to meet the requirements of a constantly changing office environment. Emphasis is placed on computer applications skills, professional communications, accounting skills, as well as an understanding for the human relations and ethics that are important to success in a today's workplaces. This program offers students the opportunity for direct job entry or for upgrading skills for advancement.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 15.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
List A Course		3.0	Major/Required	
BUSN 40	Introduction to Business	3.0	Major/Required	
BUSN 51	Accounting for Small Businesses	3.0	Major/Required	
CIS 50	Introduction to Computing Information Technology	3.0	Major/Required	
CIS 88A	Introduction to Microsoft Word	1.5	Major/Required	
CIS 88B	Adv Microsoft Word	1.5	Major/Required	

Term 2 - Spring Semester

Units: 14.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BUSN 48	Human Relations in Organizations	3.0	Major/Required	
CIS 54	MS Excel Essentials	4.0	Major/Required	
CIS 74	Administrative Office Professional	3.0	Major/Required	
List B Course		4.0	Major/Required	
Keyboarding Competency CIS 71C				

Total: 29.0



Technical Program Revision: Artificial Intelligence - Certificate of Achievement (16 to fewer than 30 units)

Technical Program Revision: Artificial Intelligence - Certificate of Achievement (16 to fewer than 30 units) (Launched - Implemented 09-20-2024)

compared with

Artificial Intelligence - Certificate of Achievement (16 to fewer than 30 units) (Active - Implemented 08-15-2021)

Cover

Degree/Certificate Name Artificial Intelligence

Division Science, Technology, Engineering and Math

Department Computer Studies

Subject CS

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Certificate of Achievement (16 to fewer than 30 units)

Apprenticeship No

Rationale -

Program Information

TOP Code 0799.00 - Other Information Technology*

CIP Code 11.0999 - Computer Systems Networking and Telecommunications, Other.

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2021~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 100%

Next Program Review (Month/Year) October ~~2022~~ [2026](#)

Origination Date ~~10 09 / 19 20 / 2020~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The Certificate of Achievement in Artificial Intelligence is designed to prepare students for job entry in programming artificial intelligence and machine learning applications. This certificate emphasizes on students exploring the many facets that make up the artificial intelligence field: searching, logic, probabilistic uncertainty, and machine learning. Programming libraries and technologies used by industry are utilized in this certificate to prepare students for job entry.

Catalog Description

The Las Positas Computer Science program offers courses that lead to a Certificate of Achievement in Artificial Intelligence. The certificate prepares students for direct job entry into areas such as artificial intelligence programming, machine learning engineering, and business intelligence development. This certificate also prepares students with the theoretical knowledge of artificial knowledge to ensure quick adaptation to emerging artificial intelligence technologies.

Career Opportunities

Artificial intelligence programmer

Machine learning engineer

Data scientist

Business intelligence developer

Master Planning

The majority of courses contained in this certificate have been offered for many years and are a continuing part of the college's program review. Two new courses are being proposed as part of this certificate, which will serve the role of keeping the college up-to-date on growing trends in industry and academia.

Enrollment and Completer Projections

Two semesters.

Place of Program in Curriculum/Similar Programs

This certificate will be part of the existing Computer Science program.

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

1. **Min 21.000**
Max 21.000
Group Title Required Core: (21 Units)
Other
Header
Footer
Exception Identifier
Exception
Term
 1. **Min 4.000**
Max 4.000
Discipline CS - Computer Science
Course CS 1 - Computing Fundamentals I
Course Detail [Units and Hours:](#)

Lecture Hours	54
Lab Hours	54
Inside of Class Hours	108
Outside of Class Hours	108

Requisites:

Recommended Course Preparation: MATH 107 with a minimum grade of C, CS 7 with a minimum grade of C

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min 4.000

Max 4.000

Discipline CS - Computer Science

Course CS 2 - Computing Fundamentals II

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Prerequisite: CS 1 with a minimum grade of C

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

3. Min 3.000

Max 3.000

Discipline CS - Computer Science

Course CS 4 - Introduction to Artificial Intelligence

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>45</u>
<u>Lab Hours</u>	<u>27</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>90</u>

Requisites:

Prerequisite: [CS 1 with a minimum grade of C](#), **Recommended Course Preparation:** [CS 7 with a minimum grade of C](#), [MATH 40 with a minimum grade of C](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [3](#)

4. Min 3.000

Max 3.000

Discipline CS - Computer Science

Course CS 5 - Introduction to Machine Learning

Course Detail [Units and Hours:](#)

Lecture Hours	45
Lab Hours	27
Inside of Class Hours	72
Outside of Class Hours	90

[Requisites:](#)

Prerequisite: [CS 1 with a minimum grade of C](#), **Recommended Course Preparation:** [CS 7 with a minimum grade of C](#), [MATH 40 with a minimum grade of C](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

5. Min 3.000

Max 3.000

Discipline CS - Computer Science

Course CS 7 - Introduction to Computer Programming Concepts

Course Detail [Units and Hours:](#)

Lecture Hours	45
Lab Hours	27
Inside of Class Hours	72
Outside of Class Hours	90

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

6. Min 4.000

Max 4.000

Discipline [MATH](#) [STAT](#) - [Mathematics](#) [Statistics](#)Course [MATH](#) [STAT](#) ~~40~~ [C1000](#) - [Introduction to](#) [Statistics and Probability](#)
([Historical](#) [Launched](#))Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

[Requisites:](#)[Prerequisite:](#) [Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [3](#)

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

1. Min ~~21~~ [7](#).000Max ~~21~~ [7](#).000Term - Semester [Term 1 - Fall Semester](#)

Header

Footer

Program Courses

1. Min 4.000

Max 4.000

Course CS 1 - Computing Fundamentals I

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)**[Recommended Course Preparation:](#)** [MATH 107 with a minimum grade of C](#), [CS 7 with a minimum grade of C](#)

Exception Identifier

Exception

Footer

Category

Semester(s) Offered**Spring** - No**Summer** - No**Fall** - No**Rotating** - No2. **Min** - 4.000**Max** - 4.000**Course** - [CS 2 - Computing Fundamentals II](#)**Course Detail** -**Exception Identifier** -**Exception** -**Footer** -**Category** -**Semester(s) Offered****Spring** - No**Summer** - No**Fall** - No**Rotating** - No3. **Min** - 3.000**Max** - 3.000**Course** - [CS 4 - Introduction to Artificial Intelligence](#)**Course Detail** -**Exception Identifier** -**Exception** -**Footer** -**Category** -**Semester(s) Offered****Spring** - No**Summer** - No

- Fall - No**
Rotating - No
 4. **Min - 3.000**
Max - 3.000
Course - CS 5 - Introduction to Machine Learning
Course Detail -
Exception Identifier -
Exception -
Footer -
Category - [Major/Required](#)
Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No
 5. **Min 3.000**
Max 3.000
Course CS 7 - Introduction to Computer Programming Concepts
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>45</u>
<u>Lab Hours</u>	<u>27</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>90</u>

Requisites:

Exception Identifier

Exception

Footer

Category [Major/Required](#)Semester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No

2. Min _ 7.000
Max _ 7.000
Term - Semester _ Term 2 - Spring Semester
Header _
Footer _
Program Courses

1. Min _ 4.000
Max _ 4.000
Course _ CS 2 - Computing Fundamentals II

Course Detail - Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:**Prerequisite:** CS 1 with a minimum grade of C -**Exception Identifier** -**Exception** -**Footer** -**Category** - Major/Required**Semester(s) Offered****Spring** - No**Summer** - No**Fall** - No**Rotating** - No2. **Min** - 3.000**Max** - 3.000**Course** - CS 5 - Introduction to Machine Learning**Course Detail** - Units and Hours:

<u>Lecture Hours</u>	<u>45</u>
<u>Lab Hours</u>	<u>27</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>90</u>

Requisites:**Prerequisite:** CS 1 with a minimum grade of C, - **Recommended Course Preparation:**CS 7 with a minimum grade of C, - MATH 40 with a minimum grade of C -**Exception Identifier** -**Exception** -**Footer** -**Category** - Major/Required**Semester(s) Offered****Spring** - No**Summer** - No**Fall** - No**Rotating** - No3. **Min** - 7.000**Max** - 7.000**Term - Semester** - Term 3 - Fall Semester

[Header](#) _[Footer](#) _[Program Courses](#)

1. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Course](#) _ [CS 4 - Introduction to Artificial Intelligence](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	45
Lab Hours	27
Inside of Class Hours	72
Outside of Class Hours	90

[Requisites:](#)

[Prerequisite:](#) [CS 1 with a minimum grade of C,](#) _ **[Recommended Course Preparation:](#)** [CS 7 with a minimum grade of C,](#) _ [MATH 40 with a minimum grade of C](#) _

[Exception Identifier](#) _[Exception](#) _[Footer](#) _[Category](#) _ [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. [Min](#) [4.000](#)

[Max](#) [4.000](#)

[Course](#) [MATH](#) [STAT](#) [40](#) [C1000](#) - [Introduction to](#) [Statistics](#) [and Probability](#)
 ([Historical](#) [Launched](#))

[Course Detail](#) [Units and Hours:](#)

Lecture Hours	72
Lab Hours	18
Inside of Class Hours	90
Outside of Class Hours	144

[Requisites:](#)

[Prerequisite:](#) [Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.](#) _

[Exception Identifier](#)[Exception](#)[Footer](#)[plus concurrent support](#)

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Program Learning Outcomes

Outcomes

1. [Outcome](#) .
[Upon completion of this program, students will be able to analyze a problem, determine which artificial intelligence algorithms are viable and develop an appropriate solution.](#)
[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)
[Course Student Learning Outcome Mappings](#)
2. [Outcome](#) .
[Upon completion of this program, students will be able to use existing artificial intelligence and machine learning programming libraries on a data set to create a valid model that justifies their design decisions.](#)
[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)
[Course Student Learning Outcome Mappings](#)

CTE Documentation

Gainful Employment Yes

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[BACCC Call Agenda 12-17-204.pdf](#)

[CS.CIS.CNT Advisory DRAFT Minutes, 9.22.2020, update 9.27.pdf](#)

[LMI Las Positas Artificial Intelligence October 2020.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Department is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[BACCC Call Agenda 12-17-204.pdf](#)

[CS.CIS.CNT Advisory DRAFT Minutes, 9.22.2020, update 9.27.pdf](#)

[LMI Las Positas Artificial Intelligence October 2020.pdf](#)

Apprenticeship Documentation

Gainful Employment Yes

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI](#) Report No

Attached File

[BACCC Call Agenda 12-17-204.pdf](#)

[CS.CIS.CNT Advisory DRAFT Minutes, 9.22.2020, update 9.27.pdf](#)

[LMI Las Positas Artificial Intelligence October 2020.pdf](#)

Attachments

Attached File

[BACCC](#)

[Minutes](#)

[LMI](#)

Codes and Dates

Approval Dates

- State Approval Date
01/27/2021
- Board of Trustees
01/19/2021
- CC Approval Date
12/07/2020

Program Originator [Moreno Kutil](#), [Carlos Craig](#)

Implementation Date

~~2021~~ [2024](#) - ~~08~~ [09](#) - ~~15~~

[20](#)

Effective Term Fall ~~2021~~ [2025](#)

TOP Code 0799.00 - Other Information Technology*

CIP Code 11.0999 - Computer Systems Networking and Telecommunications, Other.

Catalog Description

The Las Positas Computer Science program offers courses that lead to a Certificate of Achievement in Artificial Intelligence. The certificate prepares students for direct job entry into areas such as artificial intelligence programming, machine learning engineering, and business intelligence development. This certificate also prepares students with the theoretical knowledge of artificial knowledge to ensure quick adaptation to emerging artificial intelligence technologies.

Next Program Review (Month/Year) October ~~2022~~ 2026

Program Control Number

Admin Use Only

Program Requirements



LAS POSITAS
COLLEGE

Technical Program Revision: Artificial Intelligence - Certificate of Achievement (16 to fewer than 30 units)

Program Title

Artificial Intelligence

Award Type

Certificate of Achievement (16 to fewer than 30 units)

Effective Term

Fall 2025

Program Description

The Las Positas Computer Science program offers courses that lead to a Certificate of Achievement in Artificial Intelligence. The certificate prepares students for direct job entry into areas such as artificial intelligence programming, machine learning engineering, and business intelligence development. This certificate also prepares students with the theoretical knowledge of artificial knowledge to ensure quick adaptation to emerging artificial intelligence technologies.

Program Requirements

Course	Title		Units	Term
<i>Required Core: (21 Units)</i>				
CS 1	Computing Fundamentals I	1st	4.0	
CS 2	Computing Fundamentals II	2nd	4.0	
CS 4	Introduction to Artificial Intelligence	3rd	3.0	
CS 5	Introduction to Machine Learning	2nd	3.0	
CS 7	Introduction to Computer Programming Concepts	1st	3.0	
STAT C1000	Introduction to Statistics	3rd	4.0	

Total: 21.0



Technical Program Revision: Artificial Intelligence - Certificate of Achievement (16 to fewer than 30 units)

The Las Positas Computer Science program offers courses that lead to a Certificate of Achievement in Artificial Intelligence. The certificate prepares students for direct job entry into areas such as artificial intelligence programming, machine learning engineering, and business intelligence development. This certificate also prepares students with the theoretical knowledge of artificial knowledge to ensure quick adaptation to emerging artificial intelligence technologies.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 7.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
CS 1	Computing Fundamentals I	4.0	Major/Required
CS 7	Introduction to Computer Programming Concepts	3.0	Major/Required

Term 2 - Spring Semester

Units: 7.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
CS 2	Computing Fundamentals II	4.0	Major/Required
CS 5	Introduction to Machine Learning	3.0	Major/Required

Term 3 - Fall Semester

Units: 7.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
CS 4	Introduction to Artificial Intelligence	3.0	Major/Required

STAT C1000 Introduction to Statistics
plus concurrent support

4.0

Major/Required

Total: 21.0



Technical Program Revision: Athletic Training/Sports Medicine - Certificate of Achievement (16 to fewer than 30 units)

Technical Program Revision: Athletic Training/Sports Medicine - Certificate of Achievement (16 to fewer than 30 units) (Launched - Implemented 09-22-2024)

compared with

Athletic Training/Sports Medicine - Certificate of Achievement (16 to fewer than 30 units) (Active - Implemented 08-22-2024)

Cover

Degree/Certificate Name Athletic Training/Sports Medicine

Division Public Safety, Advanced Manufacturing, Transportation, Health, and Kinesiology

Department Kinesiology

Subject KIN

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Certificate of Achievement (16 to fewer than 30 units)

Apprenticeship No

Program Information

TOP Code 1228.00 - Athletic Training and Sports Medicine*

CIP Code 51.0913 - Athletic Training/Trainer.

Does program also prepare students for transfer? [Yes](#)

Proposal Information

Effective Term Fall ~~2024~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 1-49%

Next Program Review (Month/Year) October 2026

Origination Date ~~10 09 / 11 22 / 2023~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The Certificate of Achievement in Athletic Training/Sports Medicine is designed to be taken in conjunction with the Associate in Arts in Kinesiology for Transfer to prepare students to apply to an Athletic Training Education Program (ATEP) in the CSU system and to complete a baccalaureate degree in Athletic Training or a similar major.

Catalog Description

The ~~Certificate of Achievement in~~ Athletic Training/Sports Medicine [Certificate of Achievement](#) is designed be taken in conjunction with the Associate in Arts in Kinesiology for Transfer to prepare students to apply to an Athletic Training Education Program (ATEP) in the CSU system and to complete a baccalaureate degree in Athletic

Training or a similar major. Students who obtain the Associate in Arts in Kinesiology for Transfer in conjunction with the Certificate of Achievement in Athletic Training/Sports Medicine will have completed the common core of lower division courses required for a CSU baccalaureate degree in Kinesiology and most prerequisites required for admission into an ATEP program accredited by the Commission on Accreditation of Athletic Training Education (CAATE). General education requirements should be selected carefully based on the intended four-year institution and desired ATEP program. Participation in Kinesiological classes develops critical thinking, personal growth, research abilities, manual therapy skills, and an understanding of working in a clinical and athletic setting. Students should talk with a counselor to determine whether or not this certificate and degree combination is the best option for their academic goals and to ensure efficiency.

Career Opportunities

Career opportunities include work in hospital emergency departments, intercollegiate athletics, law enforcement and military, occupational and industrial settings, performing arts, physician offices, professional sports, secondary schools, sports medicine clinics, corporate settings, community outreach, and health and fitness related jobs.

Master Planning

The program meets the Mission of the California Community College System, as well as the Mission and Master Plan of Las Positas College, of providing a certificate in Career Technical Education designed to help students transfer.

Enrollment and Completer Projections

5 annually

Place of Program in Curriculum/Similar Programs

This program will remain a part of the Kinesiology department.

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

1. **Min 28.000**
Max 28.000
Group Title Required Core: (28 Units)
Other
Header
Footer
Exception Identifier
Exception
Term
 1. **Min 5.000**
Max 5.000
Discipline BIO - Biological Sciences
Course BIO 7A - Human Anatomy
Course Detail [Units and Hours:](#)

Lecture Hours 54

Lab Hours	<u>108</u>
Inside of Class Hours	<u>162</u>
Outside of Class Hours	<u>108</u>

Requisites:

Prerequisite: BIO 30 with a minimum grade of C, or BIO 1B with a minimum grade of C and BIO 1C with a minimum grade of C . **Enrollment Limitation:** Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method., . Eligibility for college-level mathematics (MATH 1, 2, 3, 5, 7, 10, 27, 30, 33, 34, 39, 40, 47) as determined by college assessment or other appropriate method.. .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 5.000

Max 5.000

Discipline BIO - Biological Sciences

Course BIO 7B - Human Physiology

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>108</u>
Inside of Class Hours	<u>162</u>
Outside of Class Hours	<u>108</u>

Requisites:

Prerequisite: CHEM 30A with a minimum grade of C, or CHEM 31 with a minimum grade of C, or CHEM 1A with a minimum grade of C . BIO 7A with a minimum grade of C, . BIO 30 with a minimum grade of C, or BIO 1B with a minimum grade of C and BIO 1C with a minimum grade of C . **Recommended Course Preparation:** CHEM 30B with a minimum grade of C, . **Enrollment Limitation:** Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method., . Eligibility for college-level mathematics (MATH 1, 2, 3, 5, 7, 10, 27, 30, 33, 34, 39, 40, 47) as determined by college assessment or other appropriate method.. .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

- 3. **Min 4.000**
Max 4.000
Discipline KIN - Kinesiology
Course KIN 17 - Introduction to Athletic Training and Sports Medicine
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

- Other
- Header
- Footer
- Exception Identifier
- Exception
- Include in PLO Mapping No
- Term 1

- 4. **Min 1.000**
Max 1.000
Discipline KIN - Kinesiology
Course KIN 18A - Athletic Training Practicum 1
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>

Requisites:

Prerequisite: KIN 17 with a minimum grade of C _

- Other
- Header
- Footer
- Exception Identifier
- Exception
- Include in PLO Mapping No
- Term 2

- 5. **Min 1.000**
Max 1.000
Discipline KIN - Kinesiology
Course KIN 18B - Athletic Training Practicum 2
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>

Requisites:

Prerequisite: KIN 18A with a minimum grade of C _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

6. Min 3.000

Max 3.000

Discipline KIN - Kinesiology

Course KIN 19 - Care and Prevention of Athletic Injuries ~~(Historical)~~

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>36</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>72</u>

Requisites:

Prerequisite: KIN 17 with a minimum grade of C _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

7. Min 3.000

Max 3.000

Discipline KIN - Kinesiology

Course KIN 30 - Introduction to Kinesiology

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

8. Min 3.000

Max 3.000

Discipline NTRN - Nutrition

Course NTRN 1 - Introduction to Nutrition Science

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method..

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

9. Min 3.000

Max 3.000

Discipline PSYC - Psychology

Course PSYC **†** C1000 - **General** Introduction to Psychology (Launched)

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: Eligibility for college-level writing (C-ID ENGL 100) and reading (a course with an existing skill of ability to read a college level text)

Other

Header

Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 1

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term Fall 2025

Program Mapper

- 1. Min ~~28~~ 10 .000
 Max ~~28~~ 10 .000
 Term - Semester Term 1 - Fall Semester

Header

Footer

Recommended: BIO 30

Program Courses

- 1. Min ~~5~~ 3 .000
 Max ~~5~~ 3 .000
 Course ~~BIO~~ PSYC 7A C1000 - ~~Human~~ Introduction ~~Anatomy~~ to Psychology
(Launched)
 Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: Eligibility for college-level writing (C-ID ENGL 100) and reading (a course with an existing skill of ability to read a college level text) .

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

- 2. **Min** - 5.000
Max - 5.000
Course - BIO 7B -- Human Physiology
Course Detail -
Exception Identifier -
Exception -
Footer -
Category - [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

- 3. **Min** 4.000

Max 4.000

Course KIN 17 - Introduction to Athletic Training and Sports Medicine

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

- 4. **Min** _ [3.000](#)

Max _ [3.000](#)

Course _ [KIN 30 - Introduction to Kinesiology](#)

Course Detail _ [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier _

[Exception](#) _
[Footer](#) _
[Category](#) _ [Major/Required](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)

2. [Min](#) _ [9.000](#)
[Max](#) _ [9.000](#)
[Term - Semester](#) _ [Term 2 - Spring Semester](#)
[Header](#) _
[Footer](#) _
[Recommended: CHEM course](#)

[Program Courses](#)

1. [Min](#) _ [5.000](#)
[Max](#) _ [5.000](#)
[Course](#) _ [BIO 7A - Human Anatomy](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Lab Hours	108
Inside of Class Hours	162
Outside of Class Hours	108

[Requisites:](#)

[Prerequisite:](#) [BIO 30 with a minimum grade of C, or BIO 1B with a minimum grade of C and BIO 1C with a minimum grade of C](#) _ **[Enrollment Limitation:](#)** [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.,](#) _ [Eligibility for college-level mathematics \(MATH 1, 2, 3, 5, 7, 10, 27, 30, 33, 34, 39, 40, 47\) as determined by college assessment or other appropriate method..](#) _

[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [Major/Required](#)
[Semester\(s\) Offered](#)
[Spring](#) [No](#)
[Summer](#) [No](#)
[Fall](#) [No](#)
[Rotating](#) [No](#)

2. [Min](#) [1.000](#)

Max 1.000

Course KIN 18A - Athletic Training Practicum 1

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>

[Requisites:](#)

[Prerequisite:](#) [KIN 17 with a minimum grade of C](#) _

[Exception Identifier](#)

[Exception](#)

[Footer](#)

[Category](#) [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

3. [Min](#) _ [3.000](#)

[Max](#) _ [3.000](#)

[Course](#) _ [KIN 19 - Care and Prevention of Athletic Injuries](#)

[Course Detail](#) _ [Units and Hours:](#)

<u>Lecture Hours</u>	<u>36</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>72</u>

[Requisites:](#)

[Prerequisite:](#) [KIN 17 with a minimum grade of C](#) _

[Exception Identifier](#) _

[Exception](#) _

[Footer](#) _

[Category](#) _ [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

3. [Min](#) _ [9.000](#)

[Max](#) _ [9.000](#)

[Term - Semester](#) _ [Term 3 - Fall Semester](#)

[Header](#) _

FooterProgram Courses

1. Min 5.000
Max 5.000
Course BIO 7B - Human Physiology
Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>108</u>
<u>Inside of Class Hours</u>	<u>162</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Prerequisite: CHEM 30A with a minimum grade of C, or CHEM 31 with a minimum grade of C, or CHEM 1A with a minimum grade of C or BIO 7A with a minimum grade of C, or BIO 30 with a minimum grade of C, or BIO 1B with a minimum grade of C and BIO 1C with a minimum grade of C **Recommended Course Preparation:** CHEM 30B with a minimum grade of C, **Enrollment Limitation:** Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method., Eligibility for college-level mathematics (MATH 1, 2, 3, 5, 7, 10, 27, 30, 33, 34, 39, 40, 47) as determined by college assessment or other appropriate method..

Exception IdentifierExceptionFooterCategory Major/RequiredSemester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 1.000
Max 1.000
Course KIN 18B - Athletic Training Practicum 2
Course Detail Units and Hours:

<u>Lecture Hours</u>	
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>

Requisites:

Prerequisite: KIN 18A with a minimum grade of C or

Exception IdentifierException

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min** - 3.000

Max - 3.000

Course - KIN-19 -- Care and Prevention of Athletic Injuries (Historical)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

4. **Min** - 3.000

Max - 3.000

Course - KIN-30 -- Introduction to Kinesiology

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

5. **Min** 3.000

Max 3.000

Course NTRN 1 - Introduction to Nutrition Science

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method..](#)

- Exception Identifier
 Exception
 Footer
 Category
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
 6. **Min - 3.000**
Max - 3.000
Course - PSYC 1 - General Psychology
Course Detail -
Exception Identifier -
Exception -
Footer -
Category - [Major/Required](#)
 Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No

Program Learning Outcomes

Outcomes

- Outcome** _
Upon completion of this program, students are able to apply therapeutic modalities under the supervision of a staff athletic trainer, including thermotherapy, cryotherapy, ultrasound, and electrical stimulation.
This program aligns to the following Institutional Outcomes (check all that apply):
[Course Student Learning Outcome Mappings](#)
- Outcome** _
Upon completion of this program, students are able to analyze and categorize various athletic training and related programs (employment settings, educational preparation/programs, certification, continuing education requirements, professional development and responsibilities).
This program aligns to the following Institutional Outcomes (check all that apply):
[Course Student Learning Outcome Mappings](#)
- Outcome** _
Upon completion of this program, students are able to critique padding and bracing devices and apply as indicated for injury prevention and management.
This program aligns to the following Institutional Outcomes (check all that apply):
[Course Student Learning Outcome Mappings](#)

4. **Outcome** _
Upon completion of this program, students are able to demonstrate the skills relative to activation and implementation of the college athletic department emergency action plan, including primary and secondary surveys of an injured individual, and administration of emergency care procedures (first aid, control of bleeding, wound care, fracture/dislocation packaging, bloodborne pathogen protection and CPR/AED).
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
5. **Outcome** _
Upon completion of this program, students are able to explain and identify techniques associated with injury recognition, evaluation and assessment, including taking an appropriate injury history.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
6. **Outcome** _
Upon completion of this program, students are able to identify prominent anatomical landmarks via palpation and assess ranges of motion of the foot, ankle, knee, hip, wrist/hand/thumb, elbow, shoulder and spine.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
7. **Outcome** _
Upon completion of this program, students are able to illustrate basic athletic taping and wrapping applications for injury prevention and management.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment Yes

CTE Regional Consortium Approved Yes

Advisory Board is attached No

[Center of Excellence \(COE\) LMI Report](#) is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[Athletic Training Long Beach AAM.pdf](#)

[Athletic Trainers LMI Nov 2017.docx](#)

[Sports Medicine Advisory Board Meeting Minutes 102617 DRAFT1.docx](#)

- [Athletic Training certificate PSLOs.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. Yes

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No
 CSU/UC Baccalaureate Level Course List by Deparement is attached No
 Articulation Agreement by Major (AAM) is attached No
 Cal-GETC Certification Course List by Area (GECC) is attached No
 Attached File

[Athletic Training Long Beach AAM.pdf](#)

[Athletic Trainers LMI Nov 2017.docx](#)

[Sports Medicine Advisory Board Meeting Minutes 102617 DRAFT1.docx](#)

- ~~[Athletic Training certificate PSLOs.pdf](#)~~

Apprenticeship Documentation

Gainful Employment Yes

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI](#) Report No

Attached File

[Athletic Training Long Beach AAM.pdf](#)

[Athletic Trainers LMI Nov 2017.docx](#)

[Sports Medicine Advisory Board Meeting Minutes 102617 DRAFT1.docx](#)

- ~~[Athletic Training certificate PSLOs.pdf](#)~~

Attachments

Attached File

[Athletic Training Long Beach AAM .pdf](#)

~~LMI~~ [Athletic Trainers LMI Nov 2017.docx](#)

[Sports Medicine Advisory Board](#)

~~PSLOs~~ [Meeting Minutes 102617 DRAFT1.docx](#)

Codes and Dates

Approval Dates

- CC Approval Date

11/13/2023

Program Originator Kutil, Craig

Implementation Date

2024- ~~08~~ 09 -22

Effective Term Fall ~~2024~~ 2025

TOP Code 1228.00 - Athletic Training and Sports Medicine*

CIP Code 51.0913 - Athletic Training/Trainer.

Catalog Description

The ~~Certificate of Achievement in~~ Athletic Training/Sports Medicine Certificate of Achievement is designed be taken in conjunction with the Associate in Arts in Kinesiology for Transfer to prepare students to apply to an Athletic Training Education Program (ATEP) in the CSU system and to complete a baccalaureate degree in Athletic Training or a similar major. Students who obtain the Associate in Arts in Kinesiology for Transfer in conjunction with the Certificate of Achievement in Athletic Training/Sports Medicine will have completed the common core of lower division courses required for a CSU baccalaureate degree in Kinesiology and most prerequisites required for admission into an ATEP program accredited by the Commission on Accreditation of Athletic Training Education (CAATE). General education requirements should be selected carefully based on the intended four-year institution and desired ATEP program. Participation in Kinesiological classes develops critical thinking, personal growth, research abilities, manual therapy skills, and an understanding of working in a clinical and athletic setting. Students should talk with a counselor to determine whether or not this certificate and degree combination is the best option for their academic goals and to ensure efficiency.

Next Program Review (Month/Year) October 2026

Program Control Number

Admin Use Only



LAS POSITAS
COLLEGE

Technical Program Revision: Athletic Training/Sports Medicine - Certificate of Achievement (16 to fewer than 30 units)

Program Title

Athletic Training/Sports Medicine

Award Type

Certificate of Achievement (16 to fewer than 30 units)

Effective Term

Fall 2025

Program Description

The Athletic Training/Sports Medicine Certificate of Achievement is designed be taken in conjunction with the Associate in Arts in Kinesiology for Transfer to prepare students to apply to an Athletic Training Education Program (ATEP) in the CSU system and to complete a baccalaureate degree in Athletic Training or a similar major. Students who obtain the Associate in Arts in Kinesiology for Transfer in conjunction with the Certificate of Achievement in Athletic Training/Sports Medicine will have completed the common core of lower division courses required for a CSU baccalaureate degree in Kinesiology and most prerequisites required for admission into an ATEP program accredited by the Commission on Accreditation of Athletic Training Education (CAATE). General education requirements should be selected carefully based on the intended four-year institution and desired ATEP program. Participation in Kinesiological classes develops critical thinking, personal growth, research abilities, manual therapy skills, and an understanding of working in a clinical and athletic setting. Students should talk with a counselor to determine whether or not this certificate and degree combination is the best option for their academic goals and to ensure efficiency.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (28 Units)

BIO 7A	Human Anatomy	2nd	5.0
BIO 7B	Human Physiology	3rd	5.0
KIN 17	Introduction to Athletic Training and Sports Medicine	1st	4.0
KIN 18A	Athletic Training Practicum 1	2nd	1.0
KIN 18B	Athletic Training Practicum 2	3rd	1.0
KIN 19	Care and Prevention of Athletic Injuries	2nd	3.0
KIN 30	Introduction to Kinesiology	1st	3.0
NTRN 1	Introduction to Nutrition Science	3rd	3.0
PSYC C1000	Introduction to Psychology	1st	3.0

Total: 28.0



Technical Program Revision: Athletic Training/Sports Medicine - Certificate of Achievement (16 to fewer than 30 units)

The Athletic Training/Sports Medicine Certificate of Achievement is designed be taken in conjunction with the Associate in Arts in Kinesiology for Transfer to prepare students to apply to an Athletic Training Education Program (ATEP) in the CSU system and to complete a baccalaureate degree in Athletic Training or a similar major. Students who obtain the Associate in Arts in Kinesiology for Transfer in conjunction with the Certificate of Achievement in Athletic Training/Sports Medicine will have completed the common core of lower division courses required for a CSU baccalaureate degree in Kinesiology and most prerequisites required for admission into an ATEP program accredited by the Commission on Accreditation of Athletic Training Education (CAATE). General education requirements should be selected carefully based on the intended four-year institution and desired ATEP program. Participation in Kinesiological classes develops critical thinking, personal growth, research abilities, manual therapy skills, and an understanding of working in a clinical and athletic setting. Students should talk with a counselor to determine whether or not this certificate and degree combination is the best option for their academic goals and to ensure efficiency.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 10.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
PSYC C1000	Introduction to Psychology	3.0	Major/Required	
KIN 17	Introduction to Athletic Training and Sports Medicine	4.0	Major/Required	
KIN 30	Introduction to Kinesiology	3.0	Major/Required	

Recommended: BIO 30

Term 2 - Spring Semester

Units: 9.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BIO 7A	Human Anatomy	5.0	Major/Required	
KIN 18A	Athletic Training Practicum 1	1.0	Major/Required	

KIN 19	Care and Prevention of Athletic Injuries	3.0	Major/Required
--------	--	-----	----------------

Recommended: CHEM course

Term 3 - Fall Semester

Units: 9.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BIO 7B	Human Physiology	5.0	Major/Required	
KIN 18B	Athletic Training Practicum 2	1.0	Major/Required	
NTRN 1	Introduction to Nutrition Science	3.0	Major/Required	

Total: 28.0



Technical Program Revision: Business Administration 2.0 - Associate in Science Degree for Transfer

Technical Program Revision: Business Administration 2.0 - Associate in Science Degree for Transfer (Launched - Implemented 08-29-2024)
 compared with
 Business Administration 2.0 - Associate in Science Degree for Transfer (Active - Implemented 08-15-2022)

Cover

Degree/Certificate Name Business Administration 2.0
Division Business, Social Science, and Learning Resources
Department Business
Subject BUSN
Program Goal Transfer (ADTs and Cal-GETC certificates only)
Award Type Associate in Science Degree for Transfer
Apprenticeship No

Rationale -

Program Information

TOP Code 0505.00 - Business Administration*
CIP Code 52.0201 - Business Administration and Management, General.
Does program also prepare students for transfer? [Yes](#)

Proposal Information

Effective Term Fall ~~2022~~ [2025](#)
What percentage of the program is approved to offer through Distance Education? 50-99%
Next Program Review (Month/Year) October ~~2023~~ [2026](#)
Origination Date ~~10/08/01~~ [19/2021](#) [2024](#)
The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The Associate in Science in Business Administration 2.0 for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or a similar major. Students who obtain the Associate in Science in Business Administration 2.0 for Transfer degree will have completed the common core of lower division courses required for a CSU baccalaureate degree in Business Administration or a related major.

Catalog Description

The Associates in Science in Business Administration 2.0 for Transfer is based on the state-wide Transfer Model Curriculum for Business and prepares students for seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. After completing the required courses in this program students will graduate with a broad-based understanding of the field of business, its demands, required skill-sets, needed abilities, and career opportunities.

Career Opportunities

Master Planning

Enrollment and Completer Projections

Place of Program in Curriculum/Similar Programs

This program has been recommended by the BACCC [No](#)

Explain

=

Program Requirements

Program Requirements

- 1. Min ~~25~~ 28 .000
 Max ~~25~~ 29 .000
 Group Title Required Core: (28- 29 ~~=30~~ Units)

Other

Header

Footer

Exception Identifier

Exception

Term

- 1. Min 4.000
 Max 4.000
 Discipline BUSN - Business
 Course BUSN 1A - Financial Accounting ~~(Historical)~~
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>72</u>
Inside of Class Hours	<u>72</u>
Outside of Class Hours	<u>144</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

- 2. Min 4.000

Max 4.000

Discipline BUSN - Business

Course BUSN 1B - Managerial Accounting ~~-(Historical)~~

Course Detail [Units and Hours:](#)

Lecture Hours	<u>72</u>
Inside of Class Hours	<u>72</u>
Outside of Class Hours	<u>144</u>

[Requisites:](#)

Prerequisite: [BUSN 1A with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term

3. ~~Min - 4.000~~
~~Max - 4.000~~
~~Discipline - BUSN--Business~~
~~Course - BUSN-18--Business Law~~
~~Course Detail -~~
~~Other -~~
~~Header -~~
~~Footer -~~
~~Exception Identifier -~~
~~Exception -~~
~~Include in PLO Mapping - No~~
~~Term - 5~~
4. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN ~~40~~ 18 - ~~Introduction~~ [Business](#) ~~to-Business~~
~~Course Detail -~~
~~Other -~~
~~Header -~~
~~Footer -~~
~~Exception Identifier -~~
~~Exception -~~
~~Include in PLO Mapping - No~~
~~Term -~~
5. ~~Min - 3.000~~
~~Max - 3.000~~
~~Discipline - ECON--Economics~~

Course - [ECON 1--Principles of Microeconomics](#)

Course Detail -

Other -

Header -

Footer -

Exception Identifier -

Exception -

Include in PLO Mapping - No

Term -

6. **Min** - 3.000

Max - 3.000

Discipline - [ECON--Economics](#)

Course - [ECON 2--Principles of Macroeconomics](#) [Law](#) ([Historical](#))

Course Detail -

Other -

Header -

Footer -

Exception Identifier -

Exception -

Include in PLO Mapping - No

Term -

7. **Min** - 4.000

Max - 4.000

Discipline - [MATH--Mathematics](#)

Course - [MATH 40--Statistics and Probability](#) ([Historical](#) [Approved](#))

Course Detail [Units and Hours](#):

Lecture Hours	72	54
Inside of Class Hours	72	54
Outside of Class Hours	108	

[Requisites](#):

Recommended Course Preparation: [BUSN 40 with a minimum grade of C](#), [ENG 1A with a minimum grade of C](#), or [ENG 1AEX with a minimum grade of C](#)

[Other](#) -

[Header](#) -

[Footer](#) -

[Exception Identifier](#) -

[Exception](#) -

[Include in PLO Mapping](#) - No

[Term](#) - [5](#)

8. [Min](#) - [3.000](#)

[Max](#) - [3.000](#)

[Discipline](#) - [BUSN - Business](#)

[Course](#) - [BUSN 40 - Introduction to Business](#)

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other _

Header _

Footer _

Exception Identifier _

Exception _

Include in PLO Mapping _ No

Term _ 1

9. Min _ 3.000

Max _ 3.000

Discipline _ ECON - Economics

Course _ ECON 1 - Principles of Microeconomics

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Elementary Algebra or a higher level of mathematics., _ Intermediate Algebra or a higher level of mathematics., _

Other _

Header _

Footer _

Exception Identifier _

Exception _

Include in PLO Mapping _ No

Term _ 2

10. Min _ 3.000

Max _ 3.000

Discipline _ ECON - Economics

Course _ ECON 2 - Principles of Macroeconomics

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
-----------------------------	-----------

Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Elementary Algebra or a higher level of mathematics. Intermediate Algebra or a higher level of mathematics.

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

11. Min 4.000

Max 4.000

Discipline STAT - Statistics

Course STAT C1000 - Introduction to Statistics (Launched)

Course Detail Units and Hours:

Lecture Hours	<u>72</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>144</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics..

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

12. Min 4.000

Max 5.000

Group Title

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 4.000

Max 4.000
 Discipline MATH - Mathematics
 Course MATH 34 - Business Calculus
 Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics.. _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 2

2. Min 4.000
 Max 4.000
 Discipline MATH - Mathematics
 Course MATH 33 - Finite Mathematics
 Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>144</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics.. _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 2

3. Min 5.000
 Max 5.000
 Discipline MATH - Mathematics
 Course MATH 1 - Calculus I ~~(Historical)~~
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>90</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>180</u>

Requisites:

Prerequisite: MATH 30 with a minimum grade of C and MATH 39 with a minimum grade of C, or MATH 21 with a minimum grade of C, or MATH 22 with a minimum grade of C .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min ~~0.000~~

Max ~~0.000~~

Group Title Total Units for the Major

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min ~~29~~ 28 .000

Max ~~30~~ 29 .000

Other

Non Course Requirement

Header

Footer

Exception Identifier

Exception

Term

3. Min ~~31~~ 32 .000

Max ~~30~~ 31 .000

Group Title Additional General Education and Elective Units

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min ~~30~~ 31 .000

Max ~~31~~ 32 .000

Other

Non Course Requirement

Header

Footer [See the Las Positas College California General Education Transfer Curriculum \(Cal-GETC\) pattern for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course\(s\) taken. Elective units must be CSU transferable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.](#)

Exception Identifier

Exception

Term

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term [Fall 2025](#)

Program Mapper

1. Min ~~25~~ 16 .000

Max ~~25~~ 16 .000

Term - Semester [Term 1 - Fall Semester](#)

Header

Footer

Program Courses

1. Min ~~4~~ 3 .000

Max ~~4~~ 3 .000

~~Non-~~ Course [Requirement](#) ~~BUSN 1A – Financial Accounting (Historical)~~
[Elective](#)

Course ~~Detail~~ [Block Reference](#)

Exception Identifier

Exception

Footer

Category [Elective](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

2. [Min](#) _ [3.000](#)

[Max](#) _ [3.000](#)

[Non-Course Requirement](#) _

[Written Communication \(Area 1A\)](#)

[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [General Education](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [Yes](#)
[Rotating](#) _ [No](#)

3. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Non-Course Requirement](#) _
[Humanities \(Area 3B\)](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [General Education](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [Yes](#)
[Rotating](#) _ [No](#)

4. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Course](#) _ [BUSN 40 - Introduction to Business](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

[Enrollment Limitation:](#) [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [Major/Required](#)
Semester(s) Offered
 Spring [No](#)
 Summer [No](#)
 Fall [No](#)
 Rotating [No](#)

- 5. Min 4.000
 Max 4.000
 Course **BUSN** STAT 1B C1000 - **Managerial** Introduction Accounting to Statistics
 (**Historical** Launched)
 Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

Requisites:

Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

- 2. Min ~~4~~ 13 .000

Max ~~4~~ 13 .000

Course Term - Semester **BUSN** Term 1B 2 - **Business** Spring **Law** Semester

Header _

Footer _

Program Courses

- 1. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
Critical Thinking GE (Area 1B)
 Course **Detail** Block Reference
 Exception Identifier
 Exception
 Footer
 Category General Education
 Semester(s) Offered
 Spring ~~No~~ Yes
 Summer No
 Fall No
 Rotating No
- 2. Min 3.000

Max 3.000

Non- Course Requirement **BUSN**

Oral 40 Communication - (Area Introduction to Business 1C)

Course **Detail** Block Reference

Exception Identifier

Exception

Footer

Category General Education

Semester(s) Offered

Spring **No** Yes

Summer No

Fall No

Rotating No

3. Min 3.000

Max 3.000

Course ECON 1 - Principles of Microeconomics

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Elementary Algebra or a higher level of mathematics.. Intermediate Algebra or a higher level of mathematics..

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

4. **Min - 3.000**

Max - 3.000

Course - ECON 2--Principles of Macroeconomics (Historical)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No
Rotating No

5. Min 4.000

Max 4 .000

Course - MATH 40 - Statistics and Probability (Historical)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

6. Min - 4.000

Max - 5 .000

Group Title

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

1. Min 4.000

Max 4.000

Course MATH 34 33 - Business Finite Calculus Mathematics

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>144</u>

[Requisites:](#)

[Enrollment Limitation:](#) [Intermediate Algebra or a higher level of mathematics.](#) _

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No
Summer No
Fall No
Rotating No

2. Min 4.000
Max 4.000

Course MATH ~~33~~ 34 - ~~Finite~~ Business ~~Mathematics~~ Calculus
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>144</u>

[Requisites:](#)

Enrollment Limitation: [Intermediate Algebra or a higher level of mathematics..](#) -

Exception Identifier
Exception
Footer
Category

Semester(s) Offered

Spring - No
Summer - No
Fall - No
Rotating - No

3. **Min** - 5.000
Max - 5.000

Course - MATH 1 - Calculus I (Historical)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - [Major/Required](#)

Semester(s) Offered

Spring No
Summer No
Fall No
Rotating No

3. Min ~~0~~ 3.000
Max ~~0~~ 3.000

Term - Semester [Term 3 - Summer Semester](#)

Header

Footer

Program Courses

1. Min ~~29~~ 3.000

Max ~~30~~ 3.000

Non- Course Requirement

ECON 2 - Principles of Macroeconomics

Course **Block-Reference** Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Elementary Algebra or a higher level of mathematics.. Intermediate Algebra or a higher level of mathematics..

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

4. Min ~~31~~ 14.000

Max ~~30~~ 14.000

Term - Semester Term 4 - Fall Semester

Header

Footer

Program Courses

1. Min ~~30~~ 3.000

Max ~~31~~ 3.000

Non-Course Requirement

Ethnic Studies (Area 6)

Course Block Reference

Exception Identifier

Exception

Footer

Category General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ Yes

Rotating _ No

2. Min _ 3.000

Max _ 3.000

Non-Course Requirement _

Arts (Area 3A)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

3. Min _ 4.000

Max _ 4.000

Non-Course Requirement _

Physical Science with Lab (Area 5A/5C)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

4. Min _ 4.000

Max _ 4.000

Course _ BUSN 1A - Financial Accounting

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>72</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>144</u>

Requisites:

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

5. Min _ 14.000
Max _ 14.000
Term - Semester _ Term 5 - Spring Semester
Header _
Footer _
Program Courses

1. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
Biological Science (Area 5B)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

2. Min _ 4.000
Max _ 4.000
Non-Course Requirement _
Elective
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ Elective
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

3. Min _ 3.000
Max _ 3.000
Course _ BUSN 18 - Business Law (Approved)
Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: [BUSN 40 with a minimum grade of C](#), [ENG 1A with a minimum grade of C](#), or [ENG 1AEX with a minimum grade of C](#)

[Exception Identifier](#)

[Exception](#)

[Footer](#)

[Category](#) [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) [No](#)

[Summer](#) [No](#)

[Fall](#) [No](#)

[Rotating](#) [No](#)

4. [Min](#) [4.000](#)

[Max](#) [4.000](#)

[Course](#) [BUSN 1B - Managerial Accounting](#)

[Course Detail](#) [Units and Hours:](#)

Lecture Hours	72
Inside of Class Hours	72
Outside of Class Hours	144

[Requisites:](#)

Prerequisite: [BUSN 1A with a minimum grade of C](#)

[Exception Identifier](#)

[Exception](#)

[Footer](#)

[Category](#) [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) [No](#)

[Summer](#) [No](#)

[Fall](#) [No](#)

[Rotating](#) [No](#)

Program Learning Outcomes

Outcomes

1. [Outcome](#)

[Upon completion of this program, students are able to list and explain the factors of production, the external business environments and apply their influence in specific business problems.](#)

[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)

[Course Student Learning Outcome Mappings](#)

2. [Outcome](#)

[Upon completion of this program, students are able to explain the functions of all business operations and identify the resources needed in each area.](#)

[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)

Course Student Learning Outcome Mappings3. Outcome _

Upon completion of this program, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.
This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings4. Outcome _

Upon completion of this program, students are able to compare and contrast ethical standards and best practices of social responsibility to business situations.
This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[Business Administration 2.0.pdf](#)[Business](#) [business-admin-20-rev](#) [Administration 2.0 Elective Unit Range](#) [Form-](#) .pdf[TMC Business Administration 2](#) [Business Administration 2 .0](#) [Unit Calculations](#) .pdfI have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Deparement is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[Business Administration 2.0.pdf](#)[Business](#) [business-admin-20-rev](#) [Administration 2.0 Elective Unit Range](#) [Form-](#) .pdf[TMC Business Administration 2](#) [Business Administration 2 .0](#) [Unit Calculations](#) .pdf

Apprenticeship Documentation

Gainful Employment No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours
 Related/Supplemental Instruction (RSI) Year 3 hours
 California Division of Apprenticeship Standards (DAS) letter No
[Current LMI Report](#) No
 Attached File

[Business Administration 2.0.pdf](#)

~~Business business-admin-20-rev Administration 2.0 Elective Unit Range Form- .pdf~~
~~TMC Business Administration 2 Business Administration 2 .0 Unit Calculations .pdf~~

Attachments

Attached File

[business-admin-20-rev Form-.pdf](#)
[Business Administration 2.0 Unit Calculations.pdf](#)

Codes and Dates

Approval Dates

- State Approval Date
05/03/2022
- Board of Trustees
01/18/2022
- CC Approval Date
11/01/2021

Program Originator ~~Chopra Kutil~~ , ~~Rajeev Craig~~

Implementation Date ~~2022~~ ~~2024~~ -08- ~~15~~ ~~29~~

Effective Term Fall ~~2022~~ ~~2025~~

TOP Code 0505.00 - Business Administration*

CIP Code 52.0201 - Business Administration and Management, General.

Catalog Description

The Associates in Science in Business Administration 2.0 for Transfer is based on the state-wide Transfer Model Curriculum for Business and prepares students for seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. After completing the required courses in this program students will graduate with a broad-based understanding of the field of business, its demands, required skill-sets, needed abilities, and career opportunities.

Next Program Review (Month/Year) October ~~2023~~ ~~2026~~

Completion Requirements: 1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: a. The California Intersegmental General Education Transfer Curriculum (Cal-GETC). b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADT's) also require that students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

Program Control Number

Admin Use Only



LAS POSITAS

COLLEGE

Technical Program Revision: Business Administration 2.0 - Associate in Science Degree for Transfer

Program Title

Business Administration 2.0

Award Type

Associate in Science Degree for Transfer

Effective Term

Fall 2025

Program Description

The Associates in Science in Business Administration 2.0 for Transfer is based on the state-wide Transfer Model Curriculum for Business and prepares students for seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. After completing the required courses in this program students will graduate with a broad-based understanding of the field of business, its demands, required skill-sets, needed abilities, and career opportunities.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (28-29 Units)

BUSN 1A	Financial Accounting	4th	4.0
BUSN 1B	Managerial Accounting	5th	4.0
BUSN 18	Business Law	5th	3.0
BUSN 40	Introduction to Business	1st	3.0
ECON 1	Principles of Microeconomics	2nd	3.0
ECON 2	Principles of Macroeconomics	3rd	3.0
STAT C1000	Introduction to Statistics	1st	4.0
MATH 34	Business Calculus	2nd	4.0
OR			
MATH 33	Finite Mathematics	2nd	4.0
OR			
MATH 1	Calculus I	2nd	5.0

Total Units for the Major

28.0-29.0

Additional General Education and Elective Units

31.0-32.0

See the Las Positas College California General Education Transfer Curriculum (Cal-GETC) pattern for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Elective units must be CSU transferable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Total: 60.0



Technical Program Revision: Business Administration 2.0 - Associate in Science Degree for Transfer

The Associates in Science in Business Administration 2.0 for Transfer is based on the state-wide Transfer Model Curriculum for Business and prepares students for seamless transfer into the CSU system to complete a baccalaureate degree in Business Administration or similar major. After completing the required courses in this program students will graduate with a broad-based understanding of the field of business, its demands, required skill-sets, needed abilities, and career opportunities.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 16.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
Elective	3.0	Elective	
Written Communication (Area 1A)	3.0	General Education	Fall
Humanities (Area 3B)	3.0	General Education	Fall
BUSN 40	Introduction to Business	3.0	Major/Required
STAT C1000	Introduction to Statistics	4.0	Major/Required

Term 2 - Spring Semester

Units: 13.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
Critical Thinking GE (Area 1B)	3.0	General Education	Spring
Oral Communication (Area 1C)	3.0	General Education	Spring
ECON 1	Principles of Microeconomics	3.0	Major/Required

MATH 33	Finite Mathematics	4.0	Major/Required
OR			
MATH 34	Business Calculus	4.0	Major/Required

Gateway Course

Term 3 - Summer Semester

Units: 3.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
ECON 2	Principles of Macroeconomics	3.0	Major/Required	

Term 4 - Fall Semester

Units: 14.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
Ethnic Studies (Area 6)		3.0	General Education	Fall
Arts (Area 3A)		3.0	General Education	
Physical Science with Lab (Area 5A/5C)		4.0	General Education	
BUSN 1A	Financial Accounting	4.0	Major/Required	

Term 5 - Spring Semester

Units: 14.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
Biological Science (Area 5B)		3.0	General Education	
Elective		4.0	Elective	
BUSN 18	Business Law	3.0	Major/Required	
BUSN 1B	Managerial Accounting	4.0	Major/Required	

Total: 60.0



Technical Program Revision: Business Entrepreneurship - Associate of Arts Degree

Technical Program Revision: Business Entrepreneurship - Associate of Arts Degree (Launched - Implemented 09-17-2024)

compared with

Business Entrepreneurship - Associate of Arts Degree (Active - Implemented 08-22-2024)

Cover

Degree/Certificate Name Business Entrepreneurship

Division Business, Social Science, and Learning Resources

Department Business

Subject BUSN

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Associate of Arts Degree

Apprenticeship No

Program Information

TOP Code 0506.40 - Small Business and Entrepreneurship*

CIP Code 52.0703 - Small Business Administration/Management.

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2024~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 50-99%

Next Program Review (Month/Year) October ~~2025~~ [2027](#)

Origination Date ~~02 09 / 28 17 / 2023~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

This degree is part of the Career Technical Education program and designed to prepare students to pursue entrepreneurial opportunities. This degree provides students with an understanding of basic business practices, including financing, management, marketing, accounting, leadership, and communication skills.

Catalog Description

The degree in Business Entrepreneurship is designed for a comprehensive background on all the aspects of creating a new business venture. Completion of this entrepreneurship degree provides students with critical knowledge and tools for planning and starting a new business. Completion demonstrates persistence, achievement, and may enhance job seeking. This program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a

clear and useful business plan. Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help students make good business decisions that lead to success.

Career Opportunities

Students can use his or her associates' degree in entrepreneurship as a stepping stone to further education or, if students feel adequately prepared, can jump straight into a business venture. Students may start his or her own business, collaborate with others on a business venture or act as a consultant.

In addition to a traditional career, this will prepare students for the gig economy.

Master Planning

This CTE program fits our Educational Master Plan strategies A2 to "Support existing and new programs" and A6 to "Focus on workforce readiness."

Enrollment and Completer Projections

5

Place of Program in Curriculum/Similar Programs

Will fit well along side other Business degrees at LPC:

- AST Business Degree
- AA Liberal Arts Business Degree
- AS Business Administration Degree
- AA Marketing Degree

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

- 1. Min ~~19~~ 18 .000
 Max ~~19~~ 18 .000
 Group Title Required Core: (~~19~~ 18 Units)
 Other
 Header
 Footer
 Exception Identifier
 Exception
 Term

- 1. Min ~~4~~ 3 .000
 Max ~~4~~ 3 .000
 Discipline BUSN - Business
 Course BUSN 18 - Business Law [\(Approved\)](#)
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: BUSN 40 with a minimum grade of C, _ ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

2. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 40 - Introduction to Business

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

3. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 45 - Entrepreneurship

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [4](#)

- 4. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 48 - Human Relations in Organizations
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [4](#)

- 5. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 56 - Introduction to Management
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [3](#)

- 6. Min 3.000

Max 3.000

Discipline MKTG - Marketing

Course MKTG 50 - Introduction to Marketing

Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 12.000

Max 13.000

Group Title List A: Select One Course from Each Area (12-13 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min

Max

Other

Non Course Requirement Area 1

Header

Footer

Exception Identifier

Exception

Term

2. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 52 - Business Communications

Course Detail [Units and Hours:](#)

Lecture Hours	54
----------------------	-----------

<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

3. Min 3.000

Max 3.000

Discipline ~~CMST~~ COMM - Communication Studies

Course ~~CMST~~ COMM + C1000 - ~~Fundamentals~~ Introduction of to Public Speaking (Launched)

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

4. Min

Max

Other

Non Course Requirement

Header

Footer

Exception Identifier

Exception

Term

5. Min

Max

Other

Non Course Requirement Area 2

Header

Footer

Exception Identifier

Exception

Term

6. Min 4.000

Max 4.000

Discipline BUSN - Business

Course BUSN 1A - Financial Accounting ~~-(Historical)~~

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

7. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 51 - Accounting for Small Businesses

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

- 8. Min
- Max
- Other
- Non Course Requirement
- Header
- Footer
- Exception Identifier
- Exception
- Term

- 9. Min
- Max
- Other
- Non Course Requirement Area 3
- Header
- Footer
- Exception Identifier
- Exception
- Term

- 10. Min 3.000
- Max 3.000
- Discipline BUSN - Business
- Course BUSN 58 - Small Business Management
- Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [BUSN 1A with a minimum grade of C](#) .

- Other
- Header
- Footer
- Exception Identifier
- Exception
- Include in PLO Mapping No
- Term 4

- 11. Min 3.000
- Max 3.000
- Discipline MKTG - Marketing
- Course MKTG 56 - Marketing Strategies
- Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 4

- 12. Min 3.000
Max 3.000
Discipline MKTG - Marketing
Course MKTG 61 - Professional Selling
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 4

- 13. Min
Max
Other
Non Course Requirement
Header
Footer
Exception Identifier
Exception
Term
- 14. Min
Max
Other
Non Course Requirement Area 4
Header

Footer

Exception Identifier

Exception

Term

15. Min 3.000

Max 3.000

Discipline ECON - Economics

Course ECON 1 - Principles of Microeconomics

Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

Enrollment Limitation: [Elementary Algebra or a higher level of mathematics.](#), [Intermediate Algebra or a higher level of mathematics.](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

16. Min 3.000

Max 3.000

Discipline ECON - Economics

Course ECON 10 - General Economics

Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

3. Min 0.000

Max 0.000

Group Title Total Units for the Major

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min ~~31~~ 30 .000

Max ~~32~~ 31 .000

Other

Non Course Requirment

Header

Footer

Exception Identifier

Exception

Term

4. Min ~~29~~ 30 .000

Max ~~28~~ 29 .000

Group Title Additional General Education and Elective Units

Other

Header

Footer

Exception Identifier _

Exception _

Term _

1. Min _ 29.000

Max _ 30.000

Other _

Non Course Requirment _

Header _

Footer _ The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum (Cal-GETC) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal. Recommended Electives: BUSN 20 International Business BUSN 30 Business Ethics and Society BUSN 33 Personal Financial Management and Planning Math 55 Business Math CIS 50 Intro to Computing Info Tech GDDM 50 Introduction to Adobe Digital Tools THEA 3 Theater Improvisation WRKX 94 Occupational Work Experience/Internship WRKX 95 General Work Experience.

Exception Identifier _

[Exception](#) _[Term](#) _

[Program Mapper](#)

[Map Header](#) _[Map Footer](#) _[Curriculum Committee Approval Date](#) _[Effective Term](#) _[Program Mapper](#)

1. [Min](#) _ [14.000](#)
[Max](#) _ [14.000](#)
[Term - Semester](#) _ [Term 1 - Fall Semester](#)
[Header](#) _
[Footer](#) _
[Program Courses](#)
 1. [Min](#) _ [4.000](#)
[Max](#) _ [4.000](#)
[Non-Course Requirement](#) _
[STAT C1000 plus concurrent support](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [General Education](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)
 2. [Min](#) _ [1.000](#)
[Max](#) _ [1.000](#)
[Non-Course Requirement](#) _
[Kinesiology \(Area 7\)](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [General Education](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)
 3. [Min](#) _ [3.000](#)

Max _ 3.000
Non-Course Requirement _
English Composition (Area 1A)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

- 4. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
AD Elective
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ Elective
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
- 5. Min _ 3.000
Max _ 3.000
Course _ BUSN 40 - Introduction to Business
Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _
Exception Identifier _
Exception _
Footer _
Category _ Major/Required
Semester(s) Offered
Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min _ 15.000

Max _ 15.000

Term - Semester _ Term 2 - Spring Semester

Header _

Footer _

Program Courses

1. Min _ 3.000

Max _ 3.000

Non-Course Requirement _

List A - Area 1 Course

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min _ 3.000

Max _ 3.000

Non-Course Requirement _

List A - Area 4 Course

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

3. Min _ 3.000

Max _ 3.000

Course _ MKTG 50 - Introduction to Marketing

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>

Outside of Class Hours 108Requisites:**Enrollment Limitation:** Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method.Exception IdentifierExceptionFooterCategory Major/RequiredSemester(s) OfferedSpring NoSummer NoFall NoRotating No4. Min 3.000Max 3.000Non-Course RequirementOral Communication and Critical Thinking (Area 1B)Course Block ReferenceException IdentifierExceptionFooterCategory General EducationSemester(s) OfferedSpring NoSummer NoFall NoRotating No5. Min 3.000Max 3.000Non-Course RequirementArts and Humanities (Area 3)Course Block ReferenceException IdentifierExceptionFooterCategory General EducationSemester(s) OfferedSpring NoSummer NoFall NoRotating No3. Min 15.000Max 16.000Term - Semester Term 3 - Fall Semester

[Header](#) _

[Footer](#) _

[Program Courses](#)

- 1. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Non-Course Requirement](#) _
[American Institutions \(Area 9\)](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [General Education](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)
- 2. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Course](#) _ [BUSN 18 - Business Law \(Approved\)](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

Recommended Course Preparation: [BUSN 40 with a minimum grade of C,](#) _ [ENG 1A with a minimum grade of C,](#) or [ENG 1AEX with a minimum grade of C](#) _

[Exception Identifier](#) _

[Exception](#) _

[Footer](#) _

[Category](#) _ [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

- 3. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Course](#) _ [BUSN 56 - Introduction to Management](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
----------------------	--------------------

Inside of Class Hours	54
Outside of Class Hours	108

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

4. **Min** _ 3.000

Max _ 3.000

Non-Course Requirement _

Health (Area 8)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

5. **Min** _ 3.000

Max _ 4.000

Non-Course Requirement _

List A - Area 2 Course

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

4. **Min** _ 16.000

Max _ 15.000

[Term - Semester](#) - [Term 4 - Spring Semester](#)

[Header](#) -

[Footer](#) -

See Las Positas College General Education Pattern for Associate of Arts Degree for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal. - [Recommended Electives](#): - [BUSN 20 International Business](#) - [BUSN 30 Business Ethics and Society](#) - [BUSN 33 Personal Financial Management and Planning](#) - [Math 55 Business Math](#) - [CIS 50 Intro to Computing Info Tech](#) - [GDDM 50 Introduction to Adobe Digital Tools](#) - [THEA 3 Theater Improvisation](#) - [WRKX 94 Occupational Work Experience/Internship](#) - [WRKX 95 General Work Experience](#)

[Exception Identifier](#) -

[Exception](#) -

[Term](#) -

- 1. [Min](#) - 28.000
- [Max](#) - 29.000
- [Other](#) -
- [Non-Course Requirement](#) -
- [Header](#) -
- [Footer](#) -
- [Exception Identifier](#) -
- [Exception](#) -
- [Term](#) -

Program Mapper

[Map Header](#) -

[Map Footer](#) -

[Curriculum Committee Approval Date](#) -

[Effective Term](#) -

Program Mapper

- 1. [Min](#) - 19.000
- [Max](#) - 19.000
- [Term - Semester](#) -
- [Header](#) -
- [Footer](#) -

Program Courses

- 1. [Min](#) ~~4~~ [1](#).000
- [Max](#) ~~4~~ [0](#).000
- [Non-Course Requirement](#) [BUSN](#)
- [AD](#) ~~18~~ [Business Law](#) [Elective](#)
- [Course](#) [Detail](#) [Block Reference](#)

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. **Min - 3.000**

Max - 3.000

Course - BUSN-40--Introduction to Business

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - Elective

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min 3.000

Max 3.000

Course BUSN 45 - Entrepreneurship

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

4. Min 3.000

Max 3.000

Course BUSN 48 - Human Relations in Organizations

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

5. Min 3.000

Max 3.000

[Non-](#) Course [Requirement](#) [BUSN](#)

[List](#) [56 A](#) - [Introduction Area](#) to [3](#) [Management Course](#)

Course [Detail](#) [Block Reference](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

6. Min 3.000

Max 3.000

[Course](#) - [MKTG-50](#) - [Introduction to Marketing](#)

[Course Detail](#) -

[Exception Identifier](#) -

[Exception](#) -

[Footer](#) -

[Category](#) -

[Semester\(s\) Offered](#)

[Spring](#) - No

[Summer](#) - No

[Fall](#) - No

[Rotating](#) - No

2. [Min](#) - 12.000

[Max](#) - 13.000

~~Term - Semester -~~

~~Header -~~

~~Footer -~~

~~Program Courses~~

1. ~~Min -~~

~~Max -~~

~~Non-Course Requirement~~

~~[Natural Sciences \(Area + 5\)](#)~~

~~Course Block Reference~~

~~Exception Identifier~~

~~Exception~~

~~Footer~~

~~Category [General Education](#)~~

~~Semester(s) Offered~~

~~Spring No~~

~~Summer No~~

~~Fall No~~

~~Rotating No~~

2. ~~Min 3.000~~

~~Max 3.000~~

~~Course - [BUSN-52 - Business Communications](#)~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category -~~

~~Semester(s) Offered~~

~~Spring - No~~

~~Summer - No~~

~~Fall - No~~

~~Rotating - No~~

3. ~~Min - 3.000~~

~~Max - 3.000~~

~~Course - [CMST-1 - Fundamentals of Public Speaking](#)~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category -~~

~~Semester(s) Offered~~

~~Spring - No~~

~~Summer - No~~

~~Fall - No~~

~~Rotating - No~~

4. ~~Min -~~

Max -
Non-Course Requirement
[Ethnic Studies \(Area 6\)](#)
Course Block Reference
Exception Identifier
Exception
Footer
Category

Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

- 5. **Min -**
Max -
Non-Course Requirement -
Area-2
Course Block Reference -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

- 6. **Min - 4.000**
Max - 4.000
Course - BUSN-1A--Financial Accounting (Historical)
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

- 7. **Min - 3.000**
Max - 3.000
Course - BUSN-51--Accounting for Small Businesses
Course Detail -
Exception Identifier -

- Exception -
- Footer -
- Category -
- Semester(s) Offered
- Spring - No
- Summer - No
- Fall - No
- Rotating - No
- 8. Min -
- Max -
- Non-Course Requirement -
- Course Block Reference -
- Exception Identifier -
- Exception -
- Footer -
- Category -
- Semester(s) Offered
- Spring - No
- Summer - No
- Fall - No
- Rotating - No
- 9. Min -
- Max -
- Non-Course Requirement -
- Area 3
- Course Block Reference -
- Exception Identifier -
- Exception -
- Footer -
- Category -
- Semester(s) Offered
- Spring - No
- Summer - No
- Fall - No
- Rotating - No
- 10. Min - 3.000
- Max - 3.000
- Course - BUSN 58 - Small Business Management
- Course Detail -
- Exception Identifier -
- Exception -
- Footer -
- Category -
- Semester(s) Offered
- Spring - No

11. **Summer** - No
Fall - No
Rotating - No
Min - 3.000
Max - 3.000
Course - MKTG-56--Marketing-Strategies
Course-Detail -
Exception-Identifier -
Exception -
Footer -
Category -
Semester(s)-Offered
Spring - No
Summer - No
Fall - No
Rotating - No
12. **Min** - 3.000
Max - 3.000
Course - MKTG-61--Professional-Selling
Course-Detail -
Exception-Identifier -
Exception -
Footer -
Category -
Semester(s)-Offered
Spring - No
Summer - No
Fall - No
Rotating - No
13. **Min** -
Max -
Non-Course-Requirement -
Course-Block-Reference -
Exception-Identifier -
Exception -
Footer -
Category -
Semester(s)-Offered
Spring - No
Summer - No
Fall - No
Rotating - No
14. **Min** -
Max -
Non-Course-Requirement -

Area-4
~~Course-Block-Reference~~ -
~~Exception-Identifier~~ -
~~Exception~~ -
~~Footer~~ -
~~Category~~ -
~~Semester(s)-Offered~~
~~Spring~~ - No
~~Summer~~ - No
~~Fall~~ - No
~~Rotating~~ - No

15. ~~Min~~ - 3.000
~~Max~~ - 3.000
~~Course~~ - ECON-1--Principles-of-Microeconomics
~~Course-Detail~~ -
~~Exception-Identifier~~ -
~~Exception~~ -
~~Footer~~ -
~~Category~~ -
~~Semester(s)-Offered~~
~~Spring~~ - No
~~Summer~~ - No
~~Fall~~ - No
~~Rotating~~ - No

16. ~~Min~~ - 3.000
~~Max~~ - 3.000
~~Course~~ - ECON-10--General-Economics
~~Course-Detail~~ -
~~Exception-Identifier~~ -
~~Exception~~ -
~~Footer~~ -
~~Category~~ -
~~Semester(s)-Offered~~
~~Spring~~ - No
~~Summer~~ - No
~~Fall~~ - No
~~Rotating~~ - No

3. ~~Min~~ - 0.000
~~Max~~ - 0.000
~~Term--Semester~~ -
~~Header~~ -
~~Footer~~ -
~~Program-Courses~~

1. ~~Min~~ - 31.000
~~Max~~ - 32.000

Non-Course Requirement -
Course Block Reference -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

4. **Min** - 29.000

Max - 28.000

Term - Semester -

Header -

Footer -

See Las Positas College General Education Pattern for Associate of Arts Degree for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal. Recommended Electives: BUSN 20 International Business BUSN 30 Business Ethics and Society BUSN 33 Personal Financial Management and Planning Math 55 Business Math CIS 50 Intro to Computing Info Tech GDDM 50 Introduction to Adobe Digital Tools THEA 3 Theater Improvisation WRKX 94 Occupational Work Experience/Internship WRKX 95 General Work Experience

Program Courses

1. **Min** - 28.000

Max - 29.000

Non-Course Requirement -

Course Block Reference -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Program Learning Outcomes

Outcomes

1. **Outcome** _

Upon completion of this AA, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

2. Outcome _

Upon completion of this AA, students are able to construct a business plan, essential marketing plan, and the basic financial documents needed for a small business.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

3. Outcome _

Upon completion of this AA, students are able to describe the nature and characteristics of successful small businesses.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

4. Outcome _

Upon completion of this AA, students are able to define "Competitive Advantage" and discuss actions a small business should use to achieve it.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[ASSIST - CSU BS COURSE LIST FOR BUSINESS.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Department is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[ASSIST - CSU BS COURSE LIST FOR BUSINESS.pdf](#)

Apprenticeship Documentation

Gainful Employment No
Sponsor Name
Sponsor Address
Sponsor Phone
Related/Supplemental Instruction (RSI) Year 1 hours
Related/Supplemental Instruction (RSI) Year 2 hours
Related/Supplemental Instruction (RSI) Year 3 hours
California Division of Apprenticeship Standards (DAS) letter No
[Current LMI Report No](#)
Attached File
[ASSIST - CSU BS COURSE LIST FOR BUSINESS.pdf](#)

Attachments

Attached File
[CSU TRANSFERABLE COURSES IN BUSINESS](#)

Codes and Dates

Approval Dates

- State Approval Date
07/16/2023
- Board of Trustees
06/20/2023
- CC Approval Date
03/27/2023

Program Originator Kutil, Craig

Implementation Date

2024- ~~08~~ 09 - ~~22~~
17

Effective Term Fall ~~2024~~ 2025

TOP Code 0506.40 - Small Business and Entrepreneurship*

CIP Code 52.0703 - Small Business Administration/Management.

Catalog Description

The degree in Business Entrepreneurship is designed for a comprehensive background on all the aspects of creating a new business venture. Completion of this entrepreneurship degree provides students with critical knowledge and tools for planning and starting a new business. Completion demonstrates persistence, achievement, and may enhance job seeking. This program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan. Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help students make good business decisions that lead to success.

Next Program Review (Month/Year) October ~~2025~~ 2027

Program Control Number

Admin Use Only



LAS POSITAS

C O L L E G E

Technical Program Revision: Business Entrepreneurship - Associate of Arts Degree

Program Title

Business Entrepreneurship

Award Type

Associate of Arts Degree

Effective Term

Fall 2025

Program Description

The degree in Business Entrepreneurship is designed for a comprehensive background on all the aspects of creating a new business venture. Completion of this entrepreneurship degree provides students with critical knowledge and tools for planning and starting a new business. Completion demonstrates persistence, achievement, and may enhance job seeking. This program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan. Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help students make good business decisions that lead to success.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (18 Units)

BUSN 18	Business Law	3rd	3.0
BUSN 40	Introduction to Business	1st	3.0
BUSN 45	Entrepreneurship	4th	3.0
BUSN 48	Human Relations in Organizations	4th	3.0
BUSN 56	Introduction to Management	3rd	3.0
MKTG 50	Introduction to Marketing	2nd	3.0

List A: Select One Course from Each Area (12-13 Units)

Area 1			-
BUSN 52	Business Communications	2nd	3.0
COMM C1000	Introduction to Public Speaking	2nd	3.0
Area 2			-
BUSN 1A	Financial Accounting	3rd	4.0
BUSN 51	Accounting for Small Businesses	3rd	3.0
Area 3			-
BUSN 58	Small Business Management	4th	3.0
MKTG 56	Marketing Strategies	4th	3.0
MKTG 61	Professional Selling	4th	3.0
Area 4			-
ECON 1	Principles of Microeconomics	2nd	3.0
ECON 10	General Economics	2nd	3.0

Total Units for the Major

30.0-31.0

Additional General Education and Elective Units

29.0-30.0

The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum (Cal-GETC) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Recommended Electives: BUSN 20 International Business BUSN 30 Business Ethics and Society BUSN 33 Personal Financial Management and Planning Math 55 Business Math CIS 50 Intro to Computing Info Tech GDDM 50 Introduction to Adobe Digital Tools THEA 3 Theater Improvisation WRKX 94 Occupational Work Experience/Internship WRKX 95 General Work Experience.

Total: 60.0



Technical Program Revision: Business Entrepreneurship - Associate of Arts Degree

The degree in Business Entrepreneurship is designed for a comprehensive background on all the aspects of creating a new business venture. Completion of this entrepreneurship degree provides students with critical knowledge and tools for planning and starting a new business. Completion demonstrates persistence, achievement, and may enhance job seeking. This program provides valuable preparation in proven business practices and with business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan. Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help students make good business decisions that lead to success.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 14.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
STAT C1000 plus concurrent support	4.0	General Education	
Kinesiology (Area 7)	1.0	General Education	
English Composition (Area 1A)	3.0	General Education	
AD Elective	3.0	Elective	
BUSN 40 Introduction to Business	3.0	Major/Required	

Term 2 - Spring Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
List A - Area 1 Course	3.0	Major/Required	
List A - Area 4 Course	3.0	Major/Required	
MKTG 50 Introduction to Marketing	3.0	Major/Required	
Oral Communication and Critical Thinking (Area	3.0	General Education	

1B)

Arts and Humanities
(Area 3)

3.0

General
Education**Term 3 - Fall Semester****Units: 15.0-16.0**

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
American Institutions (Area 9)	3.0	General Education	
BUSN 18 Business Law	3.0	Major/Required	
BUSN 56 Introduction to Management	3.0	Major/Required	
Health (Area 8)	3.0	General Education	
List A - Area 2 Course	3.0 - 4.0	Major/Required	

Term 4 - Spring Semester**Units: 16.0-15.0**

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
AD Elective	1.0 - 0.0	Elective	
BUSN 45 Entrepreneurship	3.0	Major/Required	
BUSN 48 Human Relations in Organizations	3.0	Major/Required	
List A - Area 3 Course	3.0	Major/Required	
Natural Sciences (Area 5)	3.0	General Education	
Ethnic Studies (Area 6)	3.0	General Education	

See Las Positas College General Education Pattern for Associate of Arts Degree for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal. Recommended Electives: BUSN 20 International Business BUSN 30 Business Ethics and Society BUSN 33 Personal Financial Management and Planning Math 55 Business Math CIS 50 Intro to Computing Info Tech GDDM 50 Introduction to Adobe Digital Tools THEA 3 Theater Improvisation WRKX 94 Occupational Work Experience/Internship WRKX 95 General Work Experience

Total: 60.0



Technical Program Revision: Business Entrepreneurship - Certificate of Achievement (16 to fewer than 30 units)

Technical Program Revision: Business Entrepreneurship - Certificate of Achievement (16 to fewer than 30 units) (Launched - Implemented 09-18-2024)
 compared with
 Business Entrepreneurship - Certificate of Achievement (16 to fewer than 30 units) (Active - Implemented 08-15-2020)

Cover

Degree/Certificate Name Business Entrepreneurship
Division Business, Social Science, and Learning Resources
Department Business
Subject BUSN
Program Goal CTE (all non-ADT awards with CTE TOP-Codes)
Award Type Certificate of Achievement (16 to fewer than 30 units)
Apprenticeship No
Program Information
TOP Code 0506.40 - Small Business and Entrepreneurship*
CIP Code [52.0701 - Entrepreneurship/Entrepreneurial Studies](#).
Does program also prepare students for transfer? [No](#)
Proposal Information
Effective Term Fall ~~2020~~ [2025](#)
What percentage of the program is approved to offer through Distance Education? 50-99%
Next Program Review (Month/Year) October ~~2020~~ [2026](#)
Origination Date ~~02 09 / 28 18 / 2019~~ [2024](#)
The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

This Certificate of Achievement is part of the Career Technical Education program and designed to prepare students to pursue entrepreneurial opportunities. This certificate provides students with an understanding of basic business practices, including financing, management, marketing, accounting, leadership, and communication skills.

Catalog Description

The Certificate in Entrepreneurship is designed for students who are self-employed, current or prospective business owners, or those interested in new business ventures or startups. This certificate provides the foundation of business competencies including management, marketing, innovation, finance, communication, and leadership

skills in a changing world. After a student completes the certificate, they may choose to continue their education and obtain a degree, apply their knowledge to their current job, or start their own business venture immediately.

Career Opportunities

It is estimated by the Department of Labor and the Small Business Administration that 80% of new jobs are initially created by small businesses. Entrepreneurs that start new businesses, add to the existing job market and take on the risk and rewards of being an owner. Putting an idea to work in a competitive economy can lead to satisfying personal achievement with some new ventures generating enormous job opportunities for others and wealth for the entrepreneur, investors, and employees.

Choosing to pursue an entrepreneurship certificate and/or degree can offer a variety of career paths and can meet a variety of career goals. Entrepreneurship careers cover a wide range of industries and locales, and entrepreneurs can find opportunities in businesses of all sizes. An individual's interest and ability to focus on making a project work will determine what kind of career may develop. As an entrepreneur, a career path unique to an individual's interests, business knowledge, and ambition can be carved.

Master Planning

This CTE program fits our Educational Master Plan strategies A2 to "Support existing and new programs" and A6 to "Focus on workforce readiness."

Enrollment and Completer Projections

5

Place of Program in Curriculum/Similar Programs

Will fit well alongside other Business certificates at LPC:

- Bookkeeping
- Supervisory Management
- Retailing

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

1. Min ~~10~~ 9 .000

Max ~~10~~ 9 .000

Group Title Required Core: (10 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min ~~4~~ 3 .000

Max ~~4~~ 3 .000

Discipline BUSN - Business

Course BUSN 18 - Business Law [\(Approved\)](#)

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: BUSN 40 with a minimum grade of C, _ ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 40 - Introduction to Business

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

3. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 45 - Entrepreneurship

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 2

- 2. Min 3.000
Max 4.000
Group Title List A: Select One (3-4 Units)
Other
Header
Footer
Exception Identifier
Exception
Term

- 1. Min 4.000
Max 4.000
Discipline BUSN - Business
Course BUSN 1A - Financial Accounting ~~(Historical)~~
Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

Requisites:

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 1

- 2. Min 3.000
Max 3.000
Discipline BUSN - Business
Course BUSN 51 - Accounting for Small Businesses
Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
-----------------------------	-----------

Lab Hours	<u>18</u>
Inside of Class Hours	<u>72</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

3. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 55 - Business Mathematics ~~(Historical)~~

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

3. Min 3.000

Max 3.000

Group Title List B: Select One (3 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 56 - Introduction to Management

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 58 - Small Business Management

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [BUSN 1A with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

3. Min 3.000

Max 3.000

Discipline MKTG - Marketing

Course MKTG 50 - Introduction to Marketing

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>

Outside of Class Hours 108

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

4. Min 3.000

Max 3.000

Discipline MKTG - Marketing

Course MKTG 61 - Professional Selling

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

4. Min 3.000

Max 3.000

Group Title List C: Select One (3 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 48 - Human Relations in Organizations

Course Detail

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 1

- 2. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 52 - Business Communications
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C](#) .

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 1

- 3. Min 3.000
 Max 3.000
 Discipline ~~CMST~~ [COMM](#) - Communication Studies
 Course ~~CMST~~ [COMM](#) ~~1~~ [C1000](#) - ~~Fundamentals~~ [Introduction](#) ~~of~~ [to](#) Public Speaking [\(Launched\)](#)
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other
 Header
 Footer
 Exception Identifier
 Exception

Include in PLO Mapping No
Term 1

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

- 1. Min ~~10~~ 9.000
Max 10.000
Term - Semester Term 1 - Fall Semester

Header

Footer

Program Courses

- 1. Min ~~4~~ 3.000
Max 4.000
Non- Course Requirement ~~BUSN~~
List ~~18 A~~ -Business Law Course
Course ~~Detail~~ Block Reference
Exception Identifier
Exception
Footer
Category Major/Required
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
- 2. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
List C Course
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ Major/Required
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No
- 3. Min 3.000

Max 3.000

Course BUSN 40 - Introduction to Business

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min _ 9.000

Max _ 9.000

Term - Semester _ Term 2 - Spring Semester

Header _

Footer _

Program Courses

1. Min _ 3.000

Max _ 3.000

Course _ BUSN 45 - Entrepreneurship

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Course BUSN 45 18 - Entrepreneurship Business Law (Approved)

Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

Requisites:

Recommended Course Preparation: [BUSN 40 with a minimum grade of C](#) , [ENG 1A with a minimum grade of C](#), or [ENG 1AEX with a minimum grade of C](#) .

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min - 3.000**

Max - 4.000

Term - Semester -

Header -

Footer -

Program Courses

1. **Min - 4.000**

Max - 4.000

Course - BUSN 1A - Financial Accounting (Historical)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Non- Course Requirement BUSN

List 51 B -Accounting for Small Businesses Course

Course Detail Block Reference

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min** - 3.000

Max - 3.000

Course - BUSN 55 - Business Mathematics (Historical)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

4. **Min** - 3.000

Max - 3.000

Term - Semester -

Header -

Footer -

Program Courses

1. **Min** - 3.000

Max - 3.000

Course - BUSN 56 - Introduction to Management

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. **Min** - 3.000

Max - 3.000
Course - BUSN 58 – Small Business Management
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

3. **Min - 3.000**
Max - 3.000
Course - MKTG 50 – Introduction to Marketing
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

4. **Min - 3.000**
Max - 3.000
Course - MKTG 61 – Professional Selling
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

5. **Min - 3.000**
Max - 3.000
Term – Semester -
Header -
Footer -
Program Courses

1. **Min - 3.000**

- Max** - 3.000
Course - BUSN 48 – Human Relations in Organizations
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
2. **Min** - 3.000
Max - 3.000
Course - BUSN 52 – Business Communications
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
3. **Min** - 3.000
Max - 3.000
Course - CMST 1 – Fundamentals of Public Speaking
Course Detail -
Exception Identifier -
Exception -
Footer -
Category - [Major/Required](#)
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

Program Learning Outcomes

Outcomes

1. **Outcome** -
Upon completion of this program, students are able to compare and contrast the impact of the external business environments on small businesses.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

2. Outcome _

Upon completion of this program, students are able to construct a business plan, essential marketing plan, and basic financial documents for a small business.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

3. Outcome _

Upon completion of this program, students are able to define and provide concrete examples of the "Competitive Advantage" concept that a small business must achieve in order to succeed.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

4. Outcome _

Upon completion of this program, students are able to describe the nature and characteristics of successful small business persons.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

5. Outcome _

Upon completion of this program, students are able to detail key business procedures relevant to a specific problem using appropriate technology.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

6. Outcome _

Upon completion of this program, students are able to summarize the responsibilities of small business owners in selecting, motivating, training, and supervising employees.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment ~~Yes~~ No

CTE Regional Consortium Approved Yes

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[Business Studies Advisory Board Meeting Minutes 103017 DRAFT1.docx](#)

[BACCC WORKSHEET FOR ONLINE PORTAL DATA ENTRY Business Entrepreneurship Certificate.docx](#)

[Business Studies LMI Summary.pdf](#)

[BACCC 1.2.20182.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No
 CSU/UC Baccalaureate Level Course List by Department is attached No
 Articulation Agreement by Major (AAM) is attached No
 Cal-GETC Certification Course List by Area (GECC) is attached No
 Attached File

[Business Studies Advisory Board Meeting Minutes 103017 DRAFT1.docx](#)

[BACCC WORKSHEET FOR ONLINE PORTAL DATA ENTRY Business Entrepreneurship Certificate.docx](#)

[Business Studies LMI Summary.pdf](#)

[BACCC 1.2.20182.pdf](#)

Apprenticeship Documentation

Gainful Employment [Yes](#) [No](#)

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI Report](#) No

Attached File

[Business Studies Advisory Board Meeting Minutes 103017 DRAFT1.docx](#)

[BACCC WORKSHEET FOR ONLINE PORTAL DATA ENTRY Business Entrepreneurship Certificate.docx](#)

[Business Studies LMI Summary.pdf](#)

[BACCC 1.2.20182.pdf](#)

Attachments

Attached File

[Advisory Board Minutes](#)

[BACCC Worksheet](#)

[LMI](#)

[BACCC](#)

Codes and Dates

Approval Dates

- State Approval Date
06/18/2019
- Board of Trustees

06/18/2019

- CC Approval Date

05/06/2019

Program Originator ~~Patterson~~ [Kutil](#) , ~~Drew~~ [Craig](#)

Implementation Date~~2020~~ [2024](#) - ~~08~~ [09](#) - ~~15~~[18](#)

Effective Term Fall ~~2020~~ [2025](#)

TOP Code 0506.40 - Small Business and Entrepreneurship*

CIP Code [52.0701 - Entrepreneurship/Entrepreneurial Studies.](#)

Catalog Description

The Certificate in Entrepreneurship is designed for students who are self-employed, current or prospective business owners, or those interested in new business ventures or startups. This certificate provides the foundation of business competencies including management, marketing, innovation, finance, communication, and leadership skills in a changing world. After a student completes the certificate, they may choose to continue their education and obtain a degree, apply their knowledge to their current job, or start their own business venture immediately.

Next Program Review (Month/Year) October ~~2020~~ [2026](#)

Program Control Number**Admin Use Only**

Program Requirements



LAS POSITAS
COLLEGE

Technical Program Revision: Business Entrepreneurship - Certificate of Achievement (16 to fewer than 30 units)

Program Title

Business Entrepreneurship

Award Type

Certificate of Achievement (16 to fewer than 30 units)

Effective Term

Fall 2025

Program Description

The Certificate in Entrepreneurship is designed for students who are self-employed, current or prospective business owners, or those interested in new business ventures or startups. This certificate provides the foundation of business competencies including management, marketing, innovation, finance, communication, and leadership skills in a changing world. After a student completes the certificate, they may choose to continue their education and obtain a degree, apply their knowledge to their current job, or start their own business venture immediately.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (10 Units)

BUSN 18	Business Law	2nd	3.0
BUSN 40	Introduction to Business	1st	3.0
BUSN 45	Entrepreneurship	2nd	3.0

List A: Select One (3-4 Units)

BUSN 1A	Financial Accounting	1st	4.0
BUSN 51	Accounting for Small Businesses	1st	3.0
BUSN 55	Business Mathematics	1st	3.0

List B: Select One (3 Units)

BUSN 56	Introduction to Management	2nd	3.0
BUSN 58	Small Business Management	2nd	3.0
MKTG 50	Introduction to Marketing	2nd	3.0
MKTG 61	Professional Selling	2nd	3.0

List C: Select One (3 Units)

BUSN 48	Human Relations in Organizations	1st	3.0
BUSN 52	Business Communications	1st	3.0
COMM C1000	Introduction to Public Speaking	1st	3.0

Total: 18.0-19.0



LAS POSITAS
COLLEGE

Technical Program Revision: Business Entrepreneurship - Certificate of Achievement (16 to fewer than 30 units)

The Certificate in Entrepreneurship is designed for students who are self-employed, current or prospective business owners, or those interested in new business ventures or startups. This certificate provides the foundation of business competencies including management, marketing, innovation, finance, communication, and leadership skills in a changing world. After a student completes the certificate, they may choose to continue their education and obtain a degree, apply their knowledge to their current job, or start their own business venture immediately.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 9.0-10.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
List A Course	3.0 - 4.0	Major/Required	
List C Course	3.0	Major/Required	
BUSN 40 Introduction to Business	3.0	Major/Required	

Term 2 - Spring Semester

Units: 9.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
BUSN 45 Entrepreneurship	3.0	Major/Required	
BUSN 18 Business Law	3.0	Major/Required	
List B Course	3.0	Major/Required	

Total: 18.0-19.0



Technical Program Revision: Computational Biology - Associate of Arts Degree

Technical Program Revision: Computational Biology - Associate of Arts Degree (Launched - Implemented 09-17-2024)

compared with

Computational Biology - Associate of Arts Degree (Active - Implemented 08-15-2021)

Cover

Degree/Certificate Name Computational Biology

Division Science, Technology, Engineering and Math

Department Biology

Subject BIO

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Associate of Arts Degree

Apprenticeship No

Program Information

TOP Code 0430.00 - Biotechnology and Biomedical Technology*

CIP Code [26.1104 - Computational Biology](#).

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2021~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 1-49%

Next Program Review (Month/Year) October ~~2020~~ [2027](#)

Origination Date ~~10 09 / 01 17 / 2020~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The Associate of Arts in Computational Biology degree is designed to train students entering careers that require the interpretation and analysis of large amounts of biological data. The objective is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics.

Catalog Description

Computational Biology uses data analysis, mathematical modeling, and computational simulation techniques to understand complex biological systems. The Computational Biology degree provides coursework designed to train students entering careers that require the interpretation and analysis of large amounts of biological data. The objective of the degree is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics. Career opportunities for students with an Associate of Arts in Computational Biology may include

employment with pharmaceutical companies, scientific software companies, academic research and biotechnology companies.

Students may also wish to transfer to a university for a BA/BS degree in Computational Biology, Biotechnology, Bioinformatics, or related field. Students transferring to a university are recommended to meet with a counselor and contact their transfer institution as some universities require additional computer science courses.

Career Opportunities

- pharmaceutical companies
- scientific software companies
- biotechnology companies
- academic research

Master Planning

The certificate meets California Community Colleges', and Las Positas College's, mission and vision to provide degrees that support lifelong learning, provide quality lower division transferable courses, and a record of academic achievement with a secondary goal of transfer.

Enrollment and Completer Projections

Five students are projected to complete this program annually.

Place of Program in Curriculum/Similar Programs

The AA in Computational Biology is part of the colleges existing Biology department.

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

- 1. **Min 21.000**
Max 21.000
Group Title Required Core: (21 Units)
Other
Header
Footer
Exception Identifier
Exception
Term
 - 1. **Min 5.000**
Max 5.000
Discipline BIO - Biological Sciences
Course BIO 1C - Cell and Molecular Biology
Course Detail [Units and Hours:](#)

Lecture Hours	54
Lab Hours	108
Inside of Class Hours	162
Outside of Class Hours	108

Requisites:

Prerequisite: BIO 1A with a minimum grade of C, or BIO 1B with a minimum grade of C _ **Enrollment Limitation:** Intermediate Algebra or a higher level of mathematics, _ **Prerequisite:** CHEM 1A with a minimum grade of C, _ **Enrollment Limitation:** Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method.. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

2. Min 4.000

Max 4.000

Discipline BIO - Biological Sciences

Course BIO 2A - Bioinformatics

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Prerequisite: BIO 30 with a minimum grade of C, or BIO 1C with a minimum grade of C, or CS 7 with a minimum grade of C, or CS 1 with a minimum grade of C _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

3. Min 5.000

Max 5.000

Discipline CHEM - Chemistry

Course CHEM 1A - General College Chemistry I

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>108</u>
<u>Inside of Class Hours</u>	<u>162</u>

Outside of Class Hours 108

Requisites:

Prerequisite: CHEM 31 with a minimum grade of C The CHEM 31 prerequisite can be fulfilled by demonstrating the appropriate skill level in the Chemistry Placement Process.

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics.

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

4. Min 3.000

Max 3.000

Discipline CS - Computer Science

Course CS 7 - Introduction to Computer Programming Concepts

Course Detail Units and Hours:

Lecture Hours	45
Lab Hours	27
Inside of Class Hours	72
Outside of Class Hours	90

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

5. Min 4.000

Max 4.000

Discipline **MATH STAT** - **Mathematics Statistics**

Course **MATH STAT 40 C1000** - Introduction to Statistics and Probability

(**Historical Launched**)

Course Detail Units and Hours:

Lecture Hours	72
Lab Hours	18
Inside of Class Hours	90
Outside of Class Hours	144

Requisites:

Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min 5.000

Max 5.000

Group Title List A: Select One (5 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 5.000

Max 5.000

Discipline BIO - Biological Sciences

Course BIO 1A - General Botany

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Lab Hours	<u>108</u>
Inside of Class Hours	<u>162</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics. **Recommended Course Preparation:** BIO 30 with a minimum grade of C

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 5.000

Max 5.000

Discipline BIO - Biological Sciences

Course BIO 1B - General Zoology

Course Detail [Units and Hours:](#)

Lecture Hours	54
Lab Hours	108
Inside of Class Hours	162
Outside of Class Hours	108

[Requisites:](#)

Enrollment Limitation: [Intermediate Algebra or a higher level of](#)

[mathematics.](#), **Recommended Course Preparation:** [BIO 30 with a minimum grade of C](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

3. Min 0.000

Max 0.000

Group Title Total Units for the Major

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 26.000

Max 26.000

Other

Non Course Requirement

Header

Footer

Exception Identifier

Exception

Term

4. Min 34.000

Max 34.000

Group Title Additional General Education and Elective Units

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 34.000

Max 34.000

Other

Non Course Requirement

Header

Footer [The Associate of Arts Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum \(Cal-GETC\) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course\(s\) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.](#)

Exception Identifier

Exception

Term

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

1. Min ~~24~~ 15 .000Max ~~24~~ 15 .000Term - Semester [Term 1 - Fall Semester](#)

Header

Footer

Program Courses

1. Min 5 3 .000

Max 5 3 .000

[Non-](#) Course [Requirement](#) [BIΘ](#)[English](#) ~~1C~~ [Composition](#) = (Area [Cell and Molecular Biology](#) [1A](#))Course [Detail](#) [Block Reference](#)

Exception Identifier

Exception

Footer

Category

[Semester\(s\)](#) [General](#) [Offered](#)

- Spring - No**
Summer - No
Fall - No
Rotating - No
 2. **Min - 4.000**
Max - 4.000
Course - BIO 2A--Bioinformatics
Course Detail -
Exception Identifier -
Exception -
Footer -
Category - [Education](#)
Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No
 3. **Min 5.000**
Max 5.000
Course CHEM 1A - General College Chemistry I
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>108</u>
<u>Inside of Class Hours</u>	<u>162</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Prerequisite: [CHEM 31 with a minimum grade of C The CHEM 31 prerequisite can be fulfilled by demonstrating the appropriate skill level in the Chemistry Placement Process.](#)

Enrollment Limitation: [Intermediate Algebra or a higher level of mathematics.](#)

- Exception Identifier**
Exception
Footer
Category [Major/Required](#)
Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No
 4. **Min 3.000**
Max 3.000
Course CS 7 - Introduction to Computer Programming Concepts

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>45</u>
<u>Lab Hours</u>	<u>27</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>90</u>

Requisites:

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

5. Min 4.000

Max 4.000

Course **MATH** **STAT** ~~40~~ **C1000** - [Introduction to](#) Statistics **and Probability**
(~~Historical~~ [Launched](#))

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

Requisites:

Prerequisite: [Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.](#) _

Exception Identifier _

Exception _

Footer _

[Recommend Concurrent Support](#)

Category [Major/Required](#)

Semester(s) Offered

Spring [No](#)

Summer [No](#)

Fall [No](#)

Rotating [No](#)

2. Min [15.000](#)

Max [15.000](#)

Term - Semester _ Term 2 - Spring SemesterHeader _Footer _Program Courses

1. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
AD Elective
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ Elective
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
2. Min _ 1.000
Max _ 1.000
Non-Course Requirement _
Kinesiology (Area 7)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ Major/Required
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
3. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
Social and Behavioral Sciences (Area 4)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ Major/Required
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No

- 4. Rotating _ No
Min _ 3.000
Max _ 3.000
Non-Course Requirement _
Oral Communication and Critical Thinking (Area 1B)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No

- 5. Rotating _ No
Min _ 5.000
Max _ 5.000
Group Title
Exception Identifier
Exception
Footer
Category
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

- 3. **Min - 5.000**
Max - 5.000
~~Term-- Semester -~~
~~Header -~~
~~Footer -~~
~~Program Courses~~

- 1. Min 5.000
Max 5.000
Course BIO 1A - General Botany
Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>108</u>
<u>Inside of Class Hours</u>	<u>162</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: [Intermediate Algebra or a higher level of mathematics.](#) **Recommended Course Preparation:** [BIO 30 with a minimum grade of C](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. **Min** 5.000

Max 5.000

Course BIO 1B - General Zoology

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>108</u>
Inside of Class Hours	<u>162</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Intermediate Algebra or a higher level of mathematics.](#) **Recommended Course Preparation:** [BIO 30 with a minimum grade of C](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ No

[Summer](#) _ No

[Fall](#) _ No

[Rotating](#) _ No

Min _ 15.000

Max _ 15.000

Term - Semester _ Term 3 - Fall Semester

Header _

Footer _

Program Courses

1. **Min** _ 5.000

Max _ 5.000

Course _ BIO 1C - Cell and Molecular Biology.

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>108</u>
<u>Inside of Class Hours</u>	<u>162</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Prerequisite: BIO 1A with a minimum grade of C, or BIO 1B with a minimum grade of C _ **Enrollment Limitation:** Intermediate Algebra or a higher level of mathematics. _ **Prerequisite:** CHEM 1A with a minimum grade of C. _ **Enrollment Limitation:** Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Exception Identifier _Exception _Footer _Category _ Major/RequiredSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No2. Min _ 4.000Max _ 4.000Non-Course Requirement _AD ElectiveCourse Block Reference _Exception Identifier _Exception _Footer _Category _ ElectiveSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No3. Min _ 3.000Max _ 3.000Non-Course Requirement _Health (Area 8)Course Block Reference _Exception Identifier _Exception _Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

4. Min _ 3.000

Max _ 3.000

Non-Course Requirement _

Arts and Humanities (Area 3)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Min θ 15 .000

Max θ 15 .000

Term - Semester Term 4 - Spring Semester

Header

Footer

Program Courses

1. Min ~~26~~ 4 .000

Max ~~26~~ 4 .000

~~Non-~~ Course ~~Requirement~~

BIO 2A - Bioinformatics

Course ~~Block-Reference~~ Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Prerequisite: BIO 30 with a minimum grade of C, or BIO 1C with a minimum grade of C, or CS 7 with a minimum grade of C, or CS 1 with a minimum grade of C _

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Min ~~34~~ 5.000Max ~~34.000~~~~Term - Semester -~~~~Header -~~~~Footer -~~**Program Courses**1. ~~Min - 34.000~~~~Max - 34~~ 5.000**Non-Course Requirement**AD Elective**Course Block Reference**

Exception Identifier

Exception

Footer

Category ElectiveSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No2. Min _ 3.000Max _ 3.000Non-Course Requirement _Ethnic Studies (Area 6)Course Block Reference _Exception Identifier _Exception _Footer _Category _ General EducationSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No3. Min _ 3.000Max _ 3.000Non-Course Requirement _American Institutions (Area 8)Course Block Reference _Exception Identifier _

[Exception](#) _[Footer](#) _[Category](#) _ [General Education](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Program Learning Outcomes

Outcomes

1. [Outcome](#) _

[Upon completion of this program, students are able to demonstrate an understanding of the fundamental concepts in molecular biology, including DNA, genes, proteins and genomes.](#)

[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)

[Course Student Learning Outcome Mappings](#)

2. [Outcome](#) _

[Upon completion of this program, students are able to explain the use of computational techniques to solve biological problems.](#)

[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)

[Course Student Learning Outcome Mappings](#)

3. [Outcome](#) _

[Upon completion of this program, students are able to use online resources such as NCBI \(National Center for Biotechnology Information\) and bioinformatics applications to research and analyze biological data.](#)

[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)

[Course Student Learning Outcome Mappings](#)

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\) LMI Report](#) is attached No[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[LMI Las Positas Computational Biology November 2020.pdf](#)[BACCC Call Agenda 1-21-21 \(1\).pdf](#)[Bio Advisory Minutes, Final, 10-25-16.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No
CSU/UC Baccalaureate Level Course List by Department is attached No
Articulation Agreement by Major (AAM) is attached No
Cal-GETC Certification Course List by Area (GECC) is attached No
Attached File

[LMI Las Positas Computational Biology November 2020.pdf](#)

[BACCC Call Agenda 1-21-21 \(1\).pdf](#)

[Bio Advisory Minutes, Final, 10-25-16.pdf](#)

Apprenticeship Documentation

Gainful Employment No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI](#) Report No

Attached File

[LMI Las Positas Computational Biology November 2020.pdf](#)

[BACCC Call Agenda 1-21-21 \(1\).pdf](#)

[Bio Advisory Minutes, Final, 10-25-16.pdf](#)

Attachments

Attached File

[LMI](#)

[BACCC](#)

[Minutes](#)

Codes and Dates

Approval Dates

- State Approval Date
01/28/2021
- Board of Trustees
01/19/2021
- CC Approval Date
11/02/2020

Program Originator [Carbone Kutil](#) , [Jill Craig](#)

Implementation Date

~~2021~~ 2024 - ~~08~~ 09 - ~~15~~
17

Effective Term Fall ~~2021~~ 2025

TOP Code 0430.00 - Biotechnology and Biomedical Technology*

CIP Code 26.1104 - Computational Biology.

Catalog Description

Computational Biology uses data analysis, mathematical modeling, and computational simulation techniques to understand complex biological systems. The Computational Biology degree provides coursework designed to train students entering careers that require the interpretation and analysis of large amounts of biological data. The objective of the degree is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics. Career opportunities for students with an Associate of Arts in Computational Biology may include employment with pharmaceutical companies, scientific software companies, academic research and biotechnology companies.

Students may also wish to transfer to a university for a BA/BS degree in Computational Biology, Biotechnology, Bioinformatics, or related field. Students transferring to a university are recommended to meet with a counselor and contact their transfer institution as some universities require additional computer science courses.

Next Program Review (Month/Year) October ~~2020~~ 2027

Program Control Number

Admin Use Only



LAS POSITAS
COLLEGE

Technical Program Revision: Computational Biology - Associate of Arts Degree

Program Title

Computational Biology

Award Type

Associate of Arts Degree

Effective Term

Fall 2025

Program Description

Computational Biology uses data analysis, mathematical modeling, and computational simulation techniques to understand complex biological systems. The Computational Biology degree provides coursework designed to train students entering careers that require the interpretation and analysis of large amounts of biological data. The objective of the degree is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics. Career opportunities for students with an Associate of Arts in Computational Biology may include employment with pharmaceutical companies, scientific software companies, academic research and biotechnology companies. Students may also wish to transfer to a university for a BA/BS degree in Computational Biology, Biotechnology, Bioinformatics, or related field. Students transferring to a university are recommended to meet with a counselor and contact their transfer institution as some universities require additional computer science courses.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (21 Units)

BIO 1C	Cell and Molecular Biology	3rd	5.0
BIO 2A	Bioinformatics	4th	4.0
CHEM 1A	General College Chemistry I	1st	5.0
CS 7	Introduction to Computer Programming Concepts	1st	3.0
STAT C1000	Introduction to Statistics	1st	4.0

List A: Select One (5 Units)

BIO 1A	General Botany	2nd	5.0
BIO 1B	General Zoology	2nd	5.0

Total Units for the Major

			26.0
--	--	--	------

Additional General Education and Elective Units

			34.0
--	--	--	------

The Associate of Arts Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum (Cal-GETC) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Total: 60.0



Technical Program Revision: Computational Biology - Associate of Arts Degree

Computational Biology uses data analysis, mathematical modeling, and computational simulation techniques to understand complex biological systems. The Computational Biology degree provides coursework designed to train students entering careers that require the interpretation and analysis of large amounts of biological data. The objective of the degree is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics. Career opportunities for students with an Associate of Arts in Computational Biology may include employment with pharmaceutical companies, scientific software companies, academic research and biotechnology companies. Students may also wish to transfer to a university for a BA/BS degree in Computational Biology, Biotechnology, Bioinformatics, or related field. Students transferring to a university are recommended to meet with a counselor and contact their transfer institution as some universities require additional computer science courses.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
English Composition (Area 1A)	3.0	General Education	
CHEM 1A General College Chemistry I	5.0	Major/Required	
CS 7 Introduction to Computer Programming Concepts	3.0	Major/Required	
STAT C1000 Introduction to Statistics	4.0	Major/Required	
Recommend Concurrent Support			

Term 2 - Spring Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
AD Elective	3.0	Elective	
Kinesiology (Area 7)	1.0	Major/Required	

Social and Behavioral Sciences (Area 4)		3.0	Major/Required
Oral Communication and Critical Thinking (Area 1B)		3.0	General Education
BIO 1A	General Botany	5.0	Major/Required
OR			
BIO 1B	General Zoology	5.0	Major/Required

Term 3 - Fall Semester**Units: 15.0**

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BIO 1C	Cell and Molecular Biology	5.0	Major/Required	
AD Elective		4.0	Elective	
Health (Area 8)		3.0	General Education	
Arts and Humanities (Area 3)		3.0	General Education	

Term 4 - Spring Semester**Units: 15.0**

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BIO 2A	Bioinformatics	4.0	Major/Required	
AD Elective		5.0	Elective	
Ethnic Studies (Area 6)		3.0	General Education	
American Institutions (Area 8)		3.0	General Education	

Total: 60.0



Technical Program Revision: Computational Biology - Certificate of Achievement (16 to fewer than 30 units)

Technical Program Revision: Computational Biology - Certificate of Achievement (16 to fewer than 30 units) (Launched - Implemented 09-17-2024)

compared with

Computational Biology - Certificate of Achievement (16 to fewer than 30 units) (Active - Implemented 08-15-2021)

Cover

Degree/Certificate Name Computational Biology

Division Science, Technology, Engineering and Math

Department Biology

Subject BIO

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Certificate of Achievement (16 to fewer than 30 units)

Apprenticeship No

Program Information

TOP Code 0430.00 - Biotechnology and Biomedical Technology*

CIP Code [26.1104 - Computational Biology](#).

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2021~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 1-49%

Next Program Review (Month/Year) October ~~2022~~ [2027](#)

Origination Date ~~10 09 / 01 17 / 2020~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The Computational Biology Certificate of Achievement is designed to train students entering, or continuing, in careers that require the interpretation and analysis of large amounts of biological data. The objective is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics.

Catalog Description

Computational Biology uses data analysis, mathematical modeling, and computational simulation techniques to understand complex biological systems. The Computational Biology certificate provides coursework designed to train students entering careers that require the interpretation and analysis of large amounts of biological data. The

objective of the certificate is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics. Students may also wish to obtain the Associate of Arts in Computational Biology degree, which can be used to transfer to a university for a BA/BS degree in Computational Biology, Biotechnology, Bioinformatics, or related field.

Career Opportunities

Career opportunities for students with a Certificate of Achievement in Computational Biology may include employment with pharmaceutical companies, biotechnology companies, academic research and scientific software companies.

Master Planning

The certificate meets California Community Colleges', and Las Positas College's, mission and vision to support lifelong learning and provide quality lower division transferable courses and records of academic achievement

Enrollment and Completer Projections

Five students are projected to complete this program annually.

Place of Program in Curriculum/Similar Programs

The Certificate of Achievement in Computational Biology is part of the colleges existing Biology department.

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

1. Min 21.000
Max 21.000
Group Title **REQUIRED** [Required](#) **CORE** [Core](#) : (21 **units** [Units](#))
Other
Header
Footer
Exception Identifier
Exception
Term
1. Min 5.000
Max 5.000
Discipline BIO - Biological Sciences
Course BIO 1C - Cell and Molecular Biology
Course Detail [Units and Hours:](#)

Lecture Hours	54
Lab Hours	108
Inside of Class Hours	162
Outside of Class Hours	108

[Requisites:](#)

[Prerequisite:](#) [BIO 1A with a minimum grade of C, or BIO 1B with a minimum grade of](#)

[C](#) . **[Enrollment Limitation:](#)** [Intermediate Algebra or a higher level of](#)

mathematics., Prerequisite: CHEM 1A with a minimum grade of C. Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method..

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

2. Min 4.000

Max 4.000

Discipline BIO - Biological Sciences

Course BIO 2A - Bioinformatics

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Prerequisite: BIO 30 with a minimum grade of C, or BIO 1C with a minimum grade of C, or CS 7 with a minimum grade of C, or CS 1 with a minimum grade of C

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

3. Min 5.000

Max 5.000

Discipline CHEM - Chemistry

Course CHEM 1A - General College Chemistry I

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>108</u>
<u>Inside of Class Hours</u>	<u>162</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Prerequisite: [CHEM 31 with a minimum grade of C](#) The CHEM 31 prerequisite can be fulfilled by demonstrating the appropriate skill level in the Chemistry Placement Process.

Enrollment Limitation: [Intermediate Algebra or a higher level of mathematics.](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

4. Min 3.000

Max 3.000

Discipline CS - Computer Science

Course CS 7 - Introduction to Computer Programming Concepts

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>45</u>
<u>Lab Hours</u>	<u>27</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>90</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

5. Min 4.000

Max 4.000

Discipline **MATH** [STAT](#) - **Mathematics** [Statistics](#)

Course **MATH** [STAT](#) ~~40~~ [C1000](#) - [Introduction to](#) Statistics **and Probability**

(**Historical** [Launched](#))

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

[Requisites:](#)

Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min 5.000

Max 5.000

Group Title **HST List A:** Select **one One** (5 **units Units**)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 5.000

Max 5.000

Discipline BIO - Biological Sciences

Course BIO 1A - General Botany

Course Detail [Units and Hours:](#)

Lecture Hours	54
Lab Hours	108
Inside of Class Hours	162
Outside of Class Hours	108

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics. **Recommended Course Preparation:** BIO 30 with a minimum grade of C

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 5.000

Max 5.000

Discipline BIO - Biological Sciences

Course BIO 1B - General Zoology

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>108</u>
<u>Inside of Class Hours</u>	<u>162</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics. **Recommended Course Preparation:** BIO 30 with a minimum grade of C

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

3. **Min** -

Max -

Group Title -

Other -

Header -

Footer - Although Bio 30 can be taken as a pre-req for Bio 2A, Bio 1C is required for the Computational Biology degree or certificate:

Exception Identifier -

Exception -

Term -

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

1. **Min** ~~21~~ 12.000

Max ~~21~~ 12.000

Term - Semester Term 1 - Fall Semester

Header

Footer

Program Courses

1. **Min** 5.000

Max 5.000

Course [BIO CHEM 1C 1A](#) - [Cell General and College Molecular Chemistry Biology I](#)

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>108</u>
Inside of Class Hours	<u>162</u>
Outside of Class Hours	<u>108</u>

Requisites:

Prerequisite: [CHEM 31 with a minimum grade of C](#) The CHEM 31 prerequisite can be fulfilled by demonstrating the appropriate skill level in the [Chemistry Placement Process.](#)

Enrollment Limitation: [Intermediate Algebra or a higher level of mathematics.](#)

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. **Min** - 4.000

Max - 4.000

Course - [BIO 2A -- Bioinformatics](#)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min** - 5.000

Max - 5.000

Course - [CHEM 1A -- General College Chemistry I](#)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - [Major/Required](#)

Semester(s) Offered

Spring No
 Summer No
 Fall No
 Rotating No

4. Min 3.000
 Max 3.000

Course CS 7 - Introduction to Computer Programming Concepts
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>45</u>
Lab Hours	<u>27</u>
Inside of Class Hours	<u>72</u>
Outside of Class Hours	<u>90</u>

[Requisites:](#)

Exception Identifier
 Exception
 Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No
 Summer No
 Fall No
 Rotating No

5. Min 4.000
 Max 4.000

Course ~~MATH~~ ~~STAT~~ ~~40~~ ~~C1000~~ - [Introduction to](#) Statistics ~~and Probability~~
 (~~Historical~~ [Launched](#))

Course Detail [Units and Hours:](#)

Lecture Hours	<u>72</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>144</u>

[Requisites:](#)

Prerequisite: [Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.](#) _

Exception Identifier
 Exception
 Footer

[With Concurrent Support](#)

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 5.000

Max 5.000

Term - Semester [Term 2 - Spring Semester](#)

Header

Footer

Program Courses

1. Min 5.000

Max 5.000

Course [Group](#) **BIO-1A - General Botany**

Course Detail [Title](#)

Exception Identifier

Exception

Footer

Category

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

1. [Min](#) _ [5.000](#)

[Max](#) _ [5.000](#)

[Course](#) _ [BIO 1A - General Botany](#)

[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Lab Hours	108
Inside of Class Hours	162
Outside of Class Hours	108

[Requisites:](#)

[Enrollment Limitation:](#) [Intermediate Algebra or a higher level of mathematics.](#), _ **[Recommended Course Preparation:](#)** [BIO 30 with a minimum grade of C](#) _

[Exception Identifier](#) _

[Exception](#) _

[Footer](#) _

[Category](#) _ [Major/Required](#)

Semester(s) Offered

- Spring No
- Summer No
- Fall No
- Rotating No
- 2. Min 5.000
- Max 5.000
- Course BIO 1B - General Zoology
- Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>108</u>
Inside of Class Hours	<u>162</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics. **Recommended Course Preparation:** BIO 30 with a minimum grade of C

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

- 3. Min 5.000
- Max 5.000

Term - Semester Term 3 - Fall Semester

Header

Footer

Although Bio 30 can be taken as a pre-req for Bio 2A, Bio 1C is required for the Computational Biology degree or certificate.

Program Courses

- 1. Min 5.000
- Max 5.000
- Course BIO 1C - Cell and Molecular Biology
- Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Lab Hours	<u>108</u>
Inside of Class Hours	<u>162</u>

Outside of Class Hours 108

Requisites:

Prerequisite: BIO 1A with a minimum grade of C, or BIO 1B with a minimum grade of

C **Enrollment Limitation:** Intermediate Algebra or a higher level of

mathematics. **Prerequisite:** CHEM 1A with a minimum grade of C. **Enrollment**

Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as

determined by college assessment or other appropriate method..

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

4. Min 4.000

Max 4.000

Term - Semester Term 4 - Spring Semester

Header

Footer

Program Courses

1. Min 4.000

Max 4.000

Course BIO 2A - Bioinformatics

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Prerequisite: BIO 30 with a minimum grade of C, or BIO 1C with a minimum grade of C,

or CS 7 with a minimum grade of C, or CS 1 with a minimum grade of C

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating _ No

Program Learning Outcomes

Outcomes

1. Outcome _
Upon completion of this program, students are able to demonstrate an understanding of the fundamental concepts in molecular biology, including DNA, genes, proteins and genomes.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
2. Outcome _
Upon completion of this program, students are able to explain the use of computational techniques to solve biological problems.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
3. Outcome _
Upon completion of this program, students are able to use online resources such as NCBI (National Center for Biotechnology Information) and bioinformatics applications to research and analyze biological data.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\) LMI Report](#) is attached No[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[LMI Las Positas Computational Biology November 20201.pdf](#)[Bio Advisory Minutes, Final, 10-25-161.pdf](#)[BACCC Call Agenda 1-21-21 \(1\)1.pdf](#)I have reviewed this tab and have completed the requirements for this proposal. Yes

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Deparement is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File[LMI Las Positas Computational Biology November 20201.pdf](#)[Bio Advisory Minutes, Final, 10-25-161.pdf](#)[BACCC Call Agenda 1-21-21 \(1\)1.pdf](#)**Apprenticeship Documentation**

Gainful Employment No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI Report](#) No**Attached File**[LMI Las Positas Computational Biology November 20201.pdf](#)[Bio Advisory Minutes, Final, 10-25-161.pdf](#)[BACCC Call Agenda 1-21-21 \(1\)1.pdf](#)**Attachments**

Attached File[LMI](#)[Minutes](#)[BACCC](#)**Codes and Dates**

Approval Dates

- State Approval Date
01/29/2021
- Board of Trustees
01/19/2021
- CC Approval Date
11/02/2020

Program Originator **Carbone Kutil**, **Jill Craig****Implementation Date**~~2021~~ 2024 - ~~08~~ 09 - ~~15~~17Effective Term Fall ~~2021~~ 2025

TOP Code 0430.00 - Biotechnology and Biomedical Technology*

CIP Code [26.1104 - Computational Biology](#).

Catalog Description

Computational Biology uses data analysis, mathematical modeling, and computational simulation techniques to understand complex biological systems. The Computational Biology certificate provides coursework designed to train students entering careers that require the interpretation and analysis of large amounts of biological data. The objective of the certificate is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics. Students may also wish to obtain the Associate of Arts in Computational Biology degree, which can be used to transfer to a university for a BA/BS degree in Computational Biology, Biotechnology, Bioinformatics, or related field.

Next Program Review (Month/Year) October ~~2022~~ [2027](#)

Program Control Number

Admin Use Only



LAS POSITAS

COLLEGE

Technical Program Revision: Computational Biology - Certificate of Achievement (16 to fewer than 30 units)

Program Title

Computational Biology

Award Type

Certificate of Achievement (16 to fewer than 30 units)

Effective Term

Fall 2025

Program Description

Computational Biology uses data analysis, mathematical modeling, and computational simulation techniques to understand complex biological systems. The Computational Biology certificate provides coursework designed to train students entering careers that require the interpretation and analysis of large amounts of biological data. The objective of the certificate is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics. Students may also wish to obtain the Associate of Arts in Computational Biology degree, which can be used to transfer to a university for a BA/BS degree in Computational Biology, Biotechnology, Bioinformatics, or related field.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (21 Units)

BIO 1C	Cell and Molecular Biology	3rd	5.0
BIO 2A	Bioinformatics	4th	4.0
CHEM 1A	General College Chemistry I	1st	5.0
CS 7	Introduction to Computer Programming Concepts	1st	3.0
STAT C1000	Introduction to Statistics	1st	4.0

List A: Select One (5 Units)

BIO 1A	General Botany	2nd	5.0
BIO 1B	General Zoology	2nd	5.0

Total: 26.0



Technical Program Revision: Computational Biology - Certificate of Achievement (16 to fewer than 30 units)

Computational Biology uses data analysis, mathematical modeling, and computational simulation techniques to understand complex biological systems. The Computational Biology certificate provides coursework designed to train students entering careers that require the interpretation and analysis of large amounts of biological data. The objective of the certificate is to acquire skills in computer science, biology and statistics that can be applied to bioinformatics. Students may also wish to obtain the Associate of Arts in Computational Biology degree, which can be used to transfer to a university for a BA/BS degree in Computational Biology, Biotechnology, Bioinformatics, or related field.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 12.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
CHEM 1A	General College Chemistry I	5.0	Major/Required	
CS 7	Introduction to Computer Programming Concepts	3.0	Major/Required	
STAT C1000 With Concurrent Support	Introduction to Statistics	4.0	Major/Required	

Term 2 - Spring Semester

Units: 5.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BIO 1A	General Botany	5.0	Major/Required	
OR				
BIO 1B	General Zoology	5.0	Major/Required	

Term 3 - Fall Semester

Units: 5.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BIO 1C	Cell and Molecular Biology	5.0	Major/Required	

Although Bio 30 can be taken as a pre-req for Bio 2A, Bio 1C is required for the Computational Biology degree or certificate.

Term 4 - Spring Semester

Units: 4.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BIO 2A	Bioinformatics	4.0	Major/Required	

Total: 26.0



Technical Program Revision: Environmental Studies - Associate of Arts Degree

Technical Program Revision: Environmental Studies - Associate of Arts Degree (Launched - Implemented 09-20-2024)

compared with

Environmental Studies - Associate of Arts Degree (Active - Implemented 08-18-2024)

Cover

Degree/Certificate Name Environmental Studies

Division Science, Technology, Engineering and Math

Department Environmental Systems

Subject EVST

Program Goal Local (community need)

Award Type Associate of Arts Degree

Apprenticeship No

Program Information

TOP Code 0302.00 - Environmental Studies

CIP Code 03.0103 - Environmental Studies.

Does program also prepare students for transfer? [Yes](#)

Proposal Information

Effective Term Fall ~~2024~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 100%

Next Program Review (Month/Year) October 2026

Origination Date ~~11 09 / 03 20 / 2023~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The Associate of Arts in Environmental Studies degree is a local program designed to prepare students to transfer to CSU and UC Environmental Studies programs. The program has courses that fulfill the lower division requirements for many university Environmental Studies programs.

Catalog Description

The Associate of Arts in Environmental Studies is a multi-disciplinary program which provides students the academic foundation for understanding the scientific and technological basis of energy technology, as well as the political, social, and economic factors that underlie — energy policy choices. This transferable program features a diverse array of classes in the degree pattern from the natural and physical sciences in such associated disciplines

as geology, geography, ecology, chemistry, statistics, philosophy, and economics. Students can further expand this foundation by selecting electives from other disciplines such as anthropology and political science.

Career Opportunities

Master Planning

The program meets the Mission of the California Community College System, as well as the Mission and Master Plan of Las Positas College, of providing local degrees for transfer.

Enrollment and Completer Projections

Five students are projected to complete this program annually.

Place of Program in Curriculum/Similar Programs

The AA in Environmental Studies is part of the colleges existing Environmental [Studies](#) [Systems](#) department : [family of programs](#)

This program has been recommended by the BACCC [No](#)

Explain

[The AA in Environmental Studies is an established program within the colleges in our service area.](#)

Program Requirements

Program Requirements

1. Min 31.000

Max 31.000

Group Title Required Core: (31 Units)

Other

Header

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Exception Identifier

Exception

Term

1. Min 4.000

Max 4.000

Discipline BIO - Biological Sciences

Course BIO 30 - Introduction to College Biology

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

[Enrollment Limitation:](#) [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method., . \[Elementary Algebra or a higher level of mathematics.\]\(#\)](#) .

Other

Header

Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [3](#)

2. Min 3.000
 Max 3.000
 Discipline BIO - Biological Sciences
 Course BIO 40 - Humans and the Environment
 Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

[Recommended Course Preparation:](#) - [Eligib](#) -

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [1](#)

3. Min 4.000
 Max 4.000
 Group Title
 Other
 Header
 Footer
 Exception Identifier
 Exception
 Term
1. Min 4.000
 Max 4.000
 Discipline CHEM - Chemistry
 Course CHEM 31 - Introduction to College Chemistry
 Course Detail [Units and Hours:](#)

Lecture Hours	54
Lab Hours	54
Inside of Class Hours	108
Outside of Class Hours	108

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics..

Other

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Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 4.000

Max 4.000

Discipline CHEM - Chemistry

Course CHEM 6 - Environmental Chemistry

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Elementary Algebra or a higher level of mathematics., Reading proficiency in English.

Other

Header

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Exception Identifier

Exception

Include in PLO Mapping No

Term 2

4. Min 3.000

Max 3.000

Discipline ECON - Economics

Course ECON 1 - Principles of Microeconomics

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Elementary Algebra or a higher level of mathematics., Intermediate Algebra or a higher level of mathematics..

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No

Term [4](#)

5. Min 3.000

Max 3.000

Discipline EVST - Environmental Studies

Course EVST 5 - Energy and Sustainability

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [- Eligib](#) [-](#)

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No

Term [1](#)

6. Min 1.000

Max 1.000

Discipline EVST - Environmental Studies

Course EVST 5L - Energy and Sustainability Laboratory

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>

[Requisites:](#)

Prerequisite: [EVST 5 with a minimum grade of C](#) [-](#)

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No

Term 1

7. Min 3.000

Max 3.000

Discipline GEOL - Geology

Course GEOL 1 - Physical Geology

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

8. Min 3.000

Max 3.000

Discipline GEOG - Geography

Course GEOG 1 - Introduction to Physical Geography

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 39. Min ~~4~~ 3.000Max ~~4~~ 3.000Discipline ~~MATH~~ PHIL - ~~Mathematics~~ PhilosophyCourse ~~MATH~~ PHIL ~~40~~ 2 - ~~Statistics and Probability~~ Ethics (~~Historical~~ Approved)Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
----------------------	-----------

Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition as determined by college assessment or other appropriate method.. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

10. Min ~~3~~ 4 .000

Max ~~3~~ 4 .000

Discipline ~~PHIL~~ STAT - ~~Philosophy~~ Statistics

Course ~~PHIL~~ STAT 2 C1000 - ~~Ethics~~ Introduction to Statistics (Launched)

Course Detail Units and Hours:

Lecture Hours	<u>72</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>144</u>

Requisites:

Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra. _

Other

Header

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Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 6.000

Max 8.000

Group Title List A: Select Two (6-8 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000
Max 3.000
Discipline ANTR - Anthropology
Course ANTR 1 - Biological Anthropology [_\(Draft\)](#)
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [- Eligib](#) [_](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

2. Min 3.000
Max 3.000
Discipline ANTR - Anthropology
Course ANTR 2 - Introduction to Archaeology [_\(Draft\)](#)
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [- Eligib](#) [_](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

3. Min 3.000
Max 3.000
Discipline ANTR - Anthropology
Course ANTR 3 - Cultural Anthropology
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: - Eligib -

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

4. Min 4.000

Max 4.000

Discipline BIO - Biological Sciences

Course BIO 60 - Marine Biology

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

5. Min 3.000

Max 3.000

Discipline BIO - Biological Sciences

Course BIO 70 - Field Biology

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>36</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>72</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

6. Min 3.000

Max 3.000

Discipline GEOG - Geography

Course GEOG 15 - Introduction to GIS

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

7. Min 4.000

Max 4.000

Discipline GEOL - Geology

Course GEOL 2 - Historical Geology

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:**Recommended Course Preparation:** GEOL 1 with a minimum grade of C .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [4](#)

8. Min 3.000

Max 3.000

Discipline GEOL - Geology

Course GEOL 5 - Environmental Geology: Hazards & Disasters

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [4](#)

9. Min 3.000

Max 3.000

Discipline GEOL - Geology

Course GEOL 7 - Environmental Geology: Resources, Use Impact & Pollution

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [4](#)

10. Min 3.000

Max 3.000

Discipline GEOL - Geology

Course GEOL 12 - Introduction to Oceanography

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

11. Min 3.000

Max 3.000

Discipline HUMN - Humanities

Course HUMN 6 - Nature and Culture ~~(Historical)~~Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 412. Min ~~4~~ 3.000Max ~~4~~ 3.000

Discipline POLI - Political Science

Course POLI ~~7~~ 12 - Introduction to ~~American~~ [California State and Local](#)
Government [\(Launched\)](#)Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

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Exception Identifier

Exception

Include in PLO Mapping No

Term 4

13. Min 3.000

Max 3.000

Discipline ~~POH~~ POLS - Political Science

Course ~~POH~~ POLS 12 C1000 - ~~Introduction American to California State Government~~
and ~~Local Politics Government~~ (Launched)

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

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Exception Identifier

Exception

Include in PLO Mapping No

Term 4

14. Min 3.000

Max 3.000

Group Title

Other

Header

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Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline SOC - Sociology

Course SOC 5 - Introduction to Global Studies

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
-----------------------------	-----------

<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

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Exception Identifier

Exception

Include in PLO Mapping No

Term 4

2. Min 3.000

Max 3.000

Discipline GS - Global Studies

Course GS 1 - Introduction to Global Studies

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

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Exception Identifier

Exception

Include in PLO Mapping No

Term 4

15. Min 3.000

Max 3.000

Discipline NTRN - Nutrition

Course NTRN 1 - Introduction to Nutrition Science

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method..](#) .

Other

Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [3](#)

3. Min 0.000

Max 0.000

Group Title Total Units in the Major

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 37.000

Max 39.000

Other

Non Course Requirement

Header

Footer

Exception Identifier

Exception

Term

4. Min 23.000

Max 21.000

Group Title Additional General Education and Elective Units

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 21.000

Max 23.000

Other

Non Course Requirement

Header

Footer [The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum \(Cal-GETC\) patterns for a listing of areas and courses. Double counting courses in GE and the major](#)

is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Exception Identifier

Exception

Term

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

1. Min ~~27~~ 14 .000

Max ~~27~~ 14 .000

Term - Semester Term 1 - Fall Semester

Header

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Program Courses

1. Min ~~4~~ 3 .000

Max ~~4~~ 3 .000

Course ~~BIO 30~~ 40 - ~~Introduction~~ Humans ~~to and~~ College ~~the~~ Biology Environment

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: - Eligib -

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Course ~~BIO~~ EVST ~~40~~ 5 - ~~Humans~~ Energy ~~and~~ the Environment Sustainability

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)**[Recommended Course Preparation:](#)** [- Eligib](#) [_](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring [No](#)Summer [No](#)Fall [No](#)Rotating [No](#)3. [Min](#) [_ 1.000](#)[Max](#) [_ 1.000](#)[Course](#) [_ EVST 5L - Energy and Sustainability Laboratory](#)[Course Detail](#) [_ Units and Hours:](#)

<u>Lecture Hours</u>	
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>

[Requisites:](#)**[Prerequisite:](#)** [EVST 5 with a minimum grade of C](#) [_](#)[Exception Identifier](#) [_](#)[Exception](#) [_](#)[Footer](#) [_](#)[Category](#) [_ Major/Required](#)[Semester\(s\) Offered](#)[Spring](#) [_ No](#)[Summer](#) [_ No](#)[Fall](#) [_ No](#)[Rotating](#) [_ No](#)4. [Min](#) [_ 3.000](#)[Max](#) [_ 3.000](#)[Non-Course Requirement](#) [_](#)[English Composition \(Area 1A\)](#)[Course Block Reference](#) [_](#)[Exception Identifier](#) [_](#)[Exception](#) [_](#)

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

5. Min _ 4.000

Max _ 4.000

Non-Course Requirement _

AD Elective

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ Elective

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min _ 15.000

Max _ 15.000

Term - Semester _ Term 2 - Spring Semester

Header _

Footer _

Program Courses

1. Min 4.000

Max 4.000

Group Title

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

1. Min 4.000

Max 4.000

Course CHEM ~~31~~ 6 - Introduction to College Environmental Chemistry

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Elementary Algebra or a higher level of mathematics. Reading proficiency in English.

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 4.000

Max 4.000

Course CHEM **6 31** - **Environmental** Introduction to College Chemistry

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics.

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Course **ECON** GEOL **1** - **Principles** Physical **of Microeconomics** Geology

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min 3.000

Max 3.000

Course [EVST PHIL 5 2 - Energy Ethics and Sustainability \(Approved\)](#)Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)**[Enrollment Limitation:](#)** [Eligibility for college-level composition as determined by college assessment or other appropriate method..](#) _

Exception Identifier

Exception

Footer

[AD GE Area 3](#)Category [Major/Required](#)[Semester\(s\) Offered](#)[Spring](#) _ [No](#)[Summer](#) _ [No](#)[Fall](#) _ [No](#)[Rotating](#) _ [No](#)4. [Min](#) _ [4.000](#)[Max](#) _ [4.000](#)[Course](#) _ [STAT C1000 - Introduction to Statistics \(Launched\)](#)[Course Detail](#) _ [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
-----------------------------	-----------

Lab Hours	<u>18</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>144</u>

Requisites:

Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.

Exception Identifier

Exception

Footer

AD GE Area 2

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

5. Min 1.000

Max 1.000

Non- Course Requirement **EVST**

Kinesiology 5E (Area -Energy and Sustainability Laboratory 7)

Course **Detail** Block Reference

Exception Identifier

Exception

Footer

Category General Education

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min **3** 16.000

Max 16.000

Term - Semester Term 3 - Fall Semester

Header

Footer

Program Courses

1. Min 4.000

Max 4.000

Course **GEOL** BIO 1 30 - Physical Introduction **Geology** to College Biology

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Lab Hours	<u>54</u>

<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method., Elementary Algebra or a higher level of mathematics.

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Course GEOG 1 - Introduction to Physical Geography

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min - 4.000**

Max - 4.000

Course - MATH 40 – Statistics and Probability (Historical)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - Major/Required

Semester(s) Offered

- Spring No
 Summer No
 Fall No
 Rotating No
4. Min 3.000
 Max 3.000
[Non- Course Requirement](#) [PHIL](#)
[List 2 A -Ethics Course](#)
[Course Detail](#) [Block Reference](#)
 Exception Identifier
 Exception
 Footer
 Category
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
4. **Min - 6.000**
Max - 8.000
Term--Semester -
Header -
Footer -
Program Courses
1. **Min - 3.000**
Max - 3.000
Course - ANTR 1--Biological Anthropology
Course Detail -
Exception Identifier -
Exception -
Footer -
Category - [Major/Required](#)
 Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No
2. Min 3.000
 Max 3.000
[Non- Course Requirement](#) [ANTR](#)
[Oral 2 Communication = and Introduction Critical to Thinking Archaeology \(Area 1B\)](#)
[Course Detail](#) [Block Reference](#)
 Exception Identifier
 Exception

Footer

Category [General Education](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min 3.000

Max 3.000

[Non-](#) Course [Requirement](#) ANTR[American](#) 3 [Institutions](#) = (Area [Cultural Anthropology](#) 9)Course [Detail](#) [Block Reference](#)

Exception Identifier

Exception

Footer

Category [General Education](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

5. Min 4 15 .000

Max 15.000

[Term - Semester](#) _ [Term](#) 4 - [Spring Semester](#)[Header](#) _[Footer](#) _[Program Courses](#)1. [Min](#) _ 3.000[Max](#) _ 3 .000Course [BI](#) [ECON](#) 60 1 - [Marine](#) [Principles](#) [Biology](#) [of Microeconomics](#)Course Detail [Units and Hours](#):

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites](#):[Enrollment Limitation](#): [Elementary Algebra or a higher level of mathematics.](#) _ [Intermediate Algebra or a higher level of mathematics.](#) _

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

- Spring No
 Summer No
 Fall No
 Rotating No
2. Min 3.000
 Max 3.000
[Non- Course Requirement](#) [BIO](#)
[List 70 A -Field Biology Course](#)
[Course Detail](#) [Block Reference](#)
 Exception Identifier
 Exception
 Footer
 Category [Major/Required](#)
 Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No
3. Min 3.000
 Max 3.000
[Non- Course Requirement](#) [GEOG](#)
[Health 15 \(Area -Introduction to GIS 8\)](#)
[Course Detail](#) [Block Reference](#)
 Exception Identifier
 Exception
 Footer
 Category
[Semester\(s\) General](#) [Offered](#)
[Spring](#) - No
[Summer](#) - No
[Fall](#) - No
[Rotating](#) - No
4. [Min](#) - 4.000
[Max](#) - 4.000
[Course](#) - [GEOL 2 - Historical Geology](#)
[Course Detail](#) -
[Exception Identifier](#) -
[Exception](#) -
[Footer](#) -
[Category](#) - [Education](#)
 Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No

5. Min 3.000
Max 3.000
[Non- Course Requirement](#) [GEOL](#)
[Ethnic 5 Studies](#) = [\(Area Environmental Geology: Hazards & Disasters 6\)](#)
[Course Detail](#) [Block Reference](#)
Exception Identifier
Exception
Footer
Category [General Education](#)
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No
6. Min 3.000
Max 3.000
~~Course - GEOL 7 - Environmental Geology: Resources, Use Impact & Pollution~~
~~Course Detail -~~
~~Exception Identifier -~~
~~Exception -~~
~~Footer -~~
~~Category -~~
~~Semester(s) Offered~~
~~Spring - No~~
~~Summer - No~~
~~Fall - No~~
~~Rotating - No~~
7. ~~Min - 3.000~~
~~Max - 3.000~~
~~Course - GEOL 12 - Introduction to Oceanography~~
~~Course Detail -~~
~~Exception Identifier -~~
~~Exception -~~
~~Footer -~~
~~Category -~~
~~Semester(s) Offered~~
~~Spring - No~~
~~Summer - No~~
~~Fall - No~~
~~Rotating - No~~
8. ~~Min - 3.000~~
~~Max - 3.000~~
~~Course - HUMN 6 - Nature and Culture (Historical)~~
~~Course Detail -~~
~~Exception Identifier -~~

- Exception -**
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
9. **Min - 4.000**
Max - 4.000
Course - POLI 7 - Introduction to American Government
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
10. **Min - 3.000**
Max - 3.000
Course - POLI 12 - Introduction to California State and Local Government
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
11. **Min - 3.000**
Max - 3.000
Group Title -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No

Rotating - No

1. **Min - 3.000**
Max - 3.000
Course - SOC 5--Introduction to Global Studies
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

2. **Min - 3.000**
Max - 3.000
Course - GS 1--Introduction to Global Studies
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

12. **Min - 3.000**
Max - 3.000
Course - NTRN 1--Introduction to Nutrition Science
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

6. **Min - 0.000**
Max - 0.000
Term--Semester -
Header -
Footer -

Program Courses

1. **Min** - 37.000
Max - 39.000
Non-Course Requirement
[AD Elective](#)
Course Block Reference
Exception Identifier
Exception
Footer
Category
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
7. **Min** - 23.000
Max - 21.000
Term - Semester -
Header -
Footer -
Program Courses
 1. **Min** - 21.000
Max - 23.000
Non-Course Requirement -
Course Block Reference -
Exception Identifier -
Exception -
Footer -
Category - [Elective](#)
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

Program Learning Outcomes

Outcomes

1. **Outcome** -
[Upon completion of this program, students are able to analyze natural phenomena using fundamental scientific principles in the physical and biological sciences.](#)
[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)
[Course Student Learning Outcome Mappings](#)

2. Outcome _

Upon completion of this program, students are able to conduct a literature search, identify and evaluate legitimate sources, and clearly communicate the results.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

3. Outcome _

Upon completion of this program, students are able to construct arguments for environmental policy based on a sociopolitical and scientific understanding of human interactions with the environment.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

4. Outcome _

Upon completion of this program, students are able to perform scientific experiments, analyze the data, and evaluate the results.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[Environmental Studies AAM.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal.

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Department is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[Environmental Studies AAM.pdf](#)

Apprenticeship Documentation

Gainful Employment No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours
Related/Supplemental Instruction (RSI) Year 2 hours
Related/Supplemental Instruction (RSI) Year 3 hours
California Division of Apprenticeship Standards (DAS) letter No
[Current LMI](#) Report No
Attached File
[Environmental Studies AAM.pdf](#)

Attachments

Attached File

Codes and Dates

Approval Dates

- State Approval Date
02/09/2024
- Board of Trustees
01/16/2024
- CC Approval Date
12/04/2023

Program Originator ~~Dudzik~~ [Kutil](#) , ~~Christopher~~ [Craig](#)

Implementation Date 2024- ~~08~~ [09](#) - ~~18~~ [20](#)

Effective Term Fall ~~2024~~ [2025](#)

TOP Code 0302.00 - Environmental Studies

CIP Code 03.0103 - Environmental Studies.

Catalog Description

The Associate of Arts in Environmental Studies is a multi-disciplinary program which provides students the academic foundation for understanding the scientific and technological basis of energy technology, as well as the political, social, and economic factors that underlie – _ energy policy choices. This transferable program features a diverse array of classes in the degree pattern from the natural and physical sciences in such associated disciplines as geology, geography, ecology, chemistry, statistics, philosophy, and economics. Students can further expand this foundation by selecting electives from other disciplines such as anthropology and political science.

Next Program Review (Month/Year) October 2026

Program Control Number

Admin Use Only

Program Requirements



LAS POSITAS
COLLEGE

Technical Program Revision: Environmental Studies - Associate of Arts Degree

Program Title

Environmental Studies

Award Type

Associate of Arts Degree

Effective Term

Fall 2025

Program Description

The Associate of Arts in Environmental Studies is a multi-disciplinary program which provides students the academic foundation for understanding the scientific and technological basis of energy technology, as well as the political, social, and economic factors that underlie energy policy choices. This transferable program features a diverse array of classes in the degree pattern from the natural and physical sciences in such associated disciplines as geology, geography, ecology, chemistry, statistics, philosophy, and economics. Students can further expand this foundation by selecting electives from other disciplines such as anthropology and political science.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (31 Units)

BIO 30	Introduction to College Biology	3rd	4.0
BIO 40	Humans and the Environment	1st	3.0
CHEM 31	Introduction to College Chemistry	2nd	4.0
OR			
CHEM 6	Environmental Chemistry	2nd	4.0
ECON 1	Principles of Microeconomics	4th	3.0
EVST 5	Energy and Sustainability	1st	3.0
EVST 5L	Energy and Sustainability Laboratory	1st	1.0
GEOL 1	Physical Geology	2nd	3.0
GEOG 1	Introduction to Physical Geography	3rd	3.0
PHIL 2	Ethics	2nd	3.0
STAT C1000	Introduction to Statistics	2nd	4.0

List A: Select Two (6-8 Units)

ANTR 1	Biological Anthropology	3rd	3.0
ANTR 2	Introduction to Archaeology	3rd	3.0
ANTR 3	Cultural Anthropology	3rd	3.0
BIO 60	Marine Biology	3rd	4.0
BIO 70	Field Biology	3rd	3.0
GEOG 15	Introduction to GIS	3rd	3.0
GEOL 2	Historical Geology	4th	4.0
GEOL 5	Environmental Geology: Hazards & Disasters	4th	3.0
GEOL 7	Environmental Geology: Resources, Use Impact	4th	3.0

GEOL 7	& FOUNDATION	4th	3.0
GEOL 12	Introduction to Oceanography	4th	3.0
HUMN 6	Nature and Culture	4th	3.0
POLI 12	Introduction to California State and Local Government	4th	3.0
POLS C1000	American Government and Politics	4th	3.0
SOC 5	Introduction to Global Studies	4th	3.0
OR			3.0
GS 1	Introduction to Global Studies	4th	3.0
NTRN 1	Introduction to Nutrition Science	3rd	3.0

Total Units in the Major

37.0-39.0

Additional General Education and Elective Units

21.0-23.0

The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum (Cal-GETC) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Total: 60.0



Technical Program Revision: Environmental Studies - Associate of Arts Degree

The Associate of Arts in Environmental Studies is a multi-disciplinary program which provides students the academic foundation for understanding the scientific and technological basis of energy technology, as well as the political, social, and economic factors that underlie energy policy choices. This transferable program features a diverse array of classes in the degree pattern from the natural and physical sciences in such associated disciplines as geology, geography, ecology, chemistry, statistics, philosophy, and economics. Students can further expand this foundation by selecting electives from other disciplines such as anthropology and political science.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 14.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BIO 40	Humans and the Environment	3.0	Major/Required	
EVST 5	Energy and Sustainability	3.0	Major/Required	
EVST 5L	Energy and Sustainability Laboratory	1.0	Major/Required	
English Composition (Area 1A)		3.0	General Education	
AD Elective		4.0	Elective	

Term 2 - Spring Semester

Units: 15.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
CHEM 6	Environmental Chemistry	4.0	Major/Required	
OR				
CHEM 31	Introduction to College Chemistry	4.0	Major/Required	
GEOL 1	Physical Geology	3.0	Major/Required	
PHIL 2	Ethics	3.0	Major/Required	

AD GE Area 3

STAT C1000	Introduction to Statistics	4.0	Major/Required
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AD GE Area 2

Kinesiology (Area 7)		1.0	General Education
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Term 3 - Fall Semester**Units: 16.0**

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BIO 30	Introduction to College Biology	4.0	Major/Required	
GEOG 1	Introduction to Physical Geography	3.0	Major/Required	
List A Course		3.0	Major/Required	
Oral Communication and Critical Thinking (Area 1B)		3.0	General Education	
American Institutions (Area 9)		3.0	General Education	

Term 4 - Spring Semester**Units: 15.0**

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
ECON 1	Principles of Microeconomics	3.0	Major/Required	
List A Course		3.0	Major/Required	
Health (Area 8)		3.0	General Education	
Ethnic Studies (Area 6)		3.0	General Education	
AD Elective		3.0	Elective	

Total: 60.0



LAS POSITAS
COLLEGE

Technical Program Revision: Marketing - Associate of Arts Degree

Technical Program Revision: Marketing - Associate of Arts Degree (Launched - Implemented 09-20-2024)

compared with

Marketing - Associate of Arts Degree (Active - Implemented 08-15-2022)

Cover

Degree/Certificate Name Marketing

Division Business, Social Science, and Learning Resources

Department Business

Subject MKTG

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Associate of Arts Degree

Apprenticeship No

Program Information

TOP Code 0509.00 - Marketing and Distribution*

CIP Code 52.1401 - Marketing/Marketing Management, General.

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2022~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 100%

Next Program Review (Month/Year) October 2024

Origination Date ~~03 09 / 25 20~~ / ~~2021~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

This degree is part of the Career Technical Education program and designed to prepare students for entry-level marketing positions. This degree provides students with an understanding of business operations, including determining the demand for products and services to be offered by a firm and the identification of appropriate target markets to construct a detailed marketing plan. By the end of the program, a student will be able to develop and implement marketing strategies, develop a comprehensive marketing plan, construct and implement a promotional program, and research and analyze consumer decision parameters.

Catalog Description

The Marketing Associate of Arts ~~Degree~~ [degree](#) provides students with entry-level career paths in marketing management, e-commerce, advertising and promotions, public relations, social media coordinator, sales, retail,

and customer service. Marketing is a vital function of any business' operation. It explores customer perceptions and journeys as primary sources of profit. It also utilizes various data to make smart and insightful business decisions.

_ Students will complete course work that emphasizes customer segmentation, marketing plans, management, marketing research, consumer behavior, customer service, sales, social media marketing, and marketing communication.

Career Opportunities

Entry-level career opportunities in marketing management, e-commerce, advertising and promotions, public relations, social media coordinator, sales, retail, marketing consultant, and customer service.

_ Students can use their associates' degree in marketing as a stepping stone to further education or, if students feel adequately prepared, can jump straight into a marketing career.

Master Planning

This CTE program fits our Educational Master Plan strategies A2 to "Support existing and new programs" and A6 to "Focus on workforce readiness."

_ With the proliferation of smartphones, wearables, and other constantly connected devices, digital marketing remains a strong growth industry. The Bureau of Labor Statistics reports that advertising, promotions, and marketing managers should see an increased emphasis on digital marketing. -

_ The Bureau of Labor Statistics project steady job growth across other marketing industry professions. For example, employment of market research analysts is projected to increase by 23% from 2016 through 2026, which is much faster than the national average. -

_ An well-crafted, and effectively promoted, associate's degree in marketing should attract more students to attend Las Positas College and complete their studies to earn a marketing degree from Las Positas College.

Enrollment and Completer Projections

The Business Discipline has awarded an average of 1 degree each year over the past three years. This

_ the number could be increased by creating a clearer pathway to achieve this degree, as well as more effective promotion.

Place of Program in Curriculum/Similar Programs

This program will be placed in the Business **Discipline** [family_of_programs](#) at Las Positas College.

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

1. Min **19** [18](#) .000

Max **19** [18](#) .000

Group Title Required Core: (**19** [18](#) Units)

Other

Header

Footer

Exception Identifier

Exception

Term

- 1. Min ~~4~~ 3 .000
 Max ~~4~~ 3 .000
 Discipline BUSN - Business
 Course BUSN 18 - Business Law (Approved)
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: BUSN 40 with a minimum grade of C, _ ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

- 2. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 40 - Introduction to Business
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

- 3. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 55 - Business Mathematics ~~(Historical)~~
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 1

- 4. Min 3.000
 Max 3.000
 Discipline MKTG - Marketing
 Course MKTG 50 - Introduction to Marketing
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 2

- 5. Min 3.000
 Max 3.000
 Discipline MKTG - Marketing
 Course MKTG 56 - Marketing Strategies
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

6. Min 3.000

Max 3.000

Discipline MKTG - Marketing

Course MKTG 61 - Professional Selling

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

2. Min 3.000

Max 4.000

Group Title List A: Select One (3-4 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 4.000

Max 4.000

Discipline BUSN - Business

Course BUSN 1A - Financial Accounting ~~(Historical)~~

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

2. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 51 - Accounting for Small Businesses

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

3. Min 3.000

Max 3.000

Group Title List B: Select One (3 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

- 1. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 48 - Human Relations in Organizations
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 3

- 2. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 52 - Business Communications
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 3

- 3. Min 3.000
 Max 3.000
 Discipline **EMST** COMM - Communication Studies
 Course **EMST** COMM **†** C1000 - **Fundamentals** Introduction **of to** Public Speaking (Launched)

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [3](#)

4. Min 3.000

Max 3.000

Group Title List C: Select One (3 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline ECON - Economics

Course ECON 1 - Principles of Microeconomics

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Elementary Algebra or a higher level of mathematics.](#), [Intermediate Algebra or a higher level of mathematics.](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

- 2. Min 3.000
 Max 3.000
 Discipline ECON - Economics
 Course ECON 2 - Principles of Macroeconomics ~~(Historical)~~
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Elementary Algebra or a higher level of mathematics., _ Intermediate Algebra or a higher level of mathematics.. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

- 3. Min 3.000
 Max 3.000
 Discipline ECON - Economics
 Course ECON 10 - General Economics
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

- 5. Min 3.000
 Max 3.000
 Group Title List D: Select One (3 Units)
 Other
 Header
 Footer

Exception Identifier

Exception

Term

- 1. Min 3.000
Max 3.000
Discipline BUSN - Business
Course BUSN 45 - Entrepreneurship
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

- 2. Min 3.000
Max 3.000
Discipline BUSN - Business
Course BUSN 58 - Small Business Management
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [BUSN 1A with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

- 3. Min 3.000
Max 3.000
Discipline BUSN - Business

Course BUSN 86 - Management Strategies & Dilemmas

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [BUSN 40 with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

4. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 87 - Organizational Management and Leadership

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [BUSN 40 with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

6. Min 3.000

Max 3.000

Group Title List E: Select from Below (3 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

- 1. **Min** ~~1~~ 3 .000
Max 3.000
Discipline ~~WRKX~~ BUSN - ~~Work Experience~~ Business
Course ~~WRKX~~ BUSN ~~94~~ 56 - ~~Occupational Introduction~~ Work to Experience/Internship Management
Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

- 2. **Min** _ 1.000
Max _ 3.000
Discipline _ WRKX - Work Experience
Course _ WRKX 94 - Occupational Work Experience/Internship
Course Detail _ Units and Hours:

Work Experience Hours	<u>54 - 432</u>
------------------------------	-----------------

Requisites:

Other _

Header _

Footer _

Exception Identifier _

Exception _

Include in PLO Mapping _ No

Term _ 4

- 3. **Min** 1.000
Max 3.000
Discipline WRKX - Work Experience
Course WRKX 95 - General Work Experience
Course Detail Units and Hours:

Work Experience Hours	<u>54 - 324</u>
------------------------------	-----------------

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term

4. ~~Min~~ - 3.000

~~Max~~ - 3.000

~~Discipline~~ - BUSN--Business

~~Course~~ - BUSN-56--Introduction to Management

~~Course Detail~~ -

~~Other~~ -

~~Header~~ -

~~Footer~~ -

~~Exception Identifier~~ -

~~Exception~~ -

~~Include in PLO Mapping~~ - No

~~Term~~ - 4

7. Min 0.000

Max 0.000

Group Title Total Units for the Major

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min ~~34~~ 33 .000

Max ~~35~~ 34 .000

Other

Non Course Requirement

Header

Footer

Exception Identifier

Exception

Term

8. Min ~~26~~ 27 .000

Max ~~25~~ 26 .000

Group Title Additional General Education and Electives

Other

Header

Footer See Las Positas College General Education Pattern for Associate of Arts Degree for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Exception Identifier

Exception

Term

- 1. Min ~~25~~ 26 .000
Max ~~26~~ 27 .000

Other

Non Course Requirement

Header

Footer

Exception ~~The~~ Identifier ~~Associate~~

Exception Degree

Term is

- 2. **Min** conferred

Max upon

Other those

Non students ~~Course~~ who ~~Requirement~~ complete

Header the

Footer required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum (Cal-GETC) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Exception Identifier

Exception

Term

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

- 1. Min ~~19~~ 15 .000

Max ~~19~~ 15 .000

Term - Semester Term 1 - Fall Semester

Header

Footer

Program Courses

1. **Min** ~~4~~ 3.000
Max ~~4~~ 3.000
Non- Course Requirement **BUSN**
Health ~~18~~ (Area ~~=Business Law~~ 8)
Course **Detail** **Block Reference**
Exception Identifier
Exception
Footer
Category General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
2. **Min** _ 3.000
Max _ 3.000
Non-Course Requirement _
Natural Sciences (Area 5)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
3. **Min** _ 3.000
Max _ 3.000
Non-Course Requirement _
English Composition (Area 1A)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

- 4. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Course](#) _ [BUSN 55 - Business Mathematics](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [Major/Required](#)

[Semester\(s\) Offered](#)
[Spring](#) No
[Summer](#) No
[Fall](#) No
[Rotating](#) No

- 5. [Min](#) [3.000](#)
[Max](#) [3.000](#)
[Course](#) [BUSN 40 - Introduction to Business](#)
[Course Detail](#) [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)
[Enrollment Limitation:](#) [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

[Exception Identifier](#)
[Exception](#)
[Footer](#)
[Category](#) [Major/Required](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)

- 2. [Min](#) _ [16.000](#)
[Max](#) _ [16.000](#)
[Term - Semester](#) _ [Term 2 - Spring Semester](#)
[Header](#) _

[Footer](#) _

[Program Courses](#)

1. [Min](#) _ 3.000
[Max](#) _ 3.000
[Course](#) _ [MKTG 50 - Introduction to Marketing](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

[Enrollment Limitation:](#) [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

[Exception Identifier](#) _

[Exception](#) _

[Footer](#) _

[Category](#) _ [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. [Min](#) 3.000

[Max](#) 3.000

[Non- Course Requirement](#) **BUSN**

[List](#) **55 C** [-Business Mathematics \(Historical\)](#) [Course](#)

[Course](#) **Detail** [Block Reference](#)

[Exception Identifier](#)

[Exception](#)

[Footer](#)

[Category](#) [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. [Min](#) 3.000

[Max](#) 3.000

[Non- Course Requirement](#) **MKTG**

[List](#) **50 D** [-Introduction to Marketing](#) [Course](#)

[Course](#) **Detail** [Block Reference](#)

[Exception Identifier](#)

[Exception](#)

Footer

Category Major/RequiredSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No4. Min _ 3.000Max _ 3.000Non-Course Requirement _Oral Communication and Critical Thinking (Area 1B)Course Block Reference _Exception Identifier _Exception _Footer _Category _ General EducationSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No5. Min _ 4.000Max _ 4.000Non-Course Requirement _STAT C1000 plus concurrent supportCourse Block Reference _Exception Identifier _Exception _Footer _Category _ General EducationSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No3. Min _ 14.000Max _ 14.000Term - Semester _ Term 3 - Fall SemesterHeader _Footer _Program Courses1. Min _ 3.000Max _ 3.000Course _ MKTG 61 - Professional Selling

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:Exception Identifier _Exception _Footer _Category _ Major/RequiredSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No2. Min _ 3.000Max _ 4.000Non-Course Requirement _List A CourseCourse Block Reference _Exception Identifier _Exception _Footer _Category _ Major/RequiredSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No3. Min _ 3.000Max _ 3.000Non-Course Requirement _List B CourseCourse Block Reference _Exception Identifier _Exception _Footer _Category _ Major/RequiredSemester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No4. Min _ 1.000

- Max _ 1.000
Non-Course Requirement _
 Kinesiology (Area 7)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
5. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
 Arts and Humanities (Area 3)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
6. Min _ 1.000
Max _ 0.000
Non-Course Requirement _
 AD Elective
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ Elective
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
4. Min _ 15.000
Max _ 15.000
Term - Semester _ Term 4 - Spring Semester
Header _

[Footer](#) _

[Program Courses](#)

1. [Min](#) _ 3.000
[Max](#) _ 3.000
[Course](#) _ [BUSN 18 - Business Law \(Approved\)](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

[Recommended Course Preparation:](#) [BUSN 40 with a minimum grade of C](#) _ [ENG 1A with a minimum grade of C](#), or [ENG 1AEX with a minimum grade of C](#) _

[Exception Identifier](#) _

[Exception](#) _

[Footer](#) _

[Category](#) _ [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. [Min](#) 3.000
[Max](#) 3.000
[Course](#) [MKTG 56 - Marketing Strategies](#)
[Course Detail](#) [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. [Min](#) 3.000

Max 3.000

Non- Course Requirement MKTG

List 61 E -Professional-Selling Course

Course Detail Block Reference

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

5. Min - 3.000

Max - 4.000

Term--Semester -

Header -

Footer -

Program Courses

1. Min - 4.000

Max - 4.000

Course - BUSN 1A -Financial Accounting (Historical)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Non- Course Requirement BUSN

Ethnic 51 Studies = (Area Accounting for Small Businesses 6)

Course Detail Block Reference

Exception Identifier

Exception

Footer

Category

Semester(s) General Offered

Spring - No

Summer - No

Fall - No

Rotating - No

6. **Min - 3.000**

Max - 3.000

Term--Semester -

Header -

Footer -

Program-Courses

1. **Min - 3.000**

Max - 3.000

Course - BUSN-48--Human-Relations-in-Organizations

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category - [Education](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. **Min 3.000**

Max 3.000

Course - BUSN-52--Business-Communications

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min - 3.000**

Max - 3.000

Course - CMST-1--Fundamentals-of-Public-Speaking

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No7. **Min - 3.000****Max - 3.000****Term--Semester -****Header -****Footer -****Program Courses**1. **Min - 3.000****Max - 3.000****Course - ECON 1--Principles of Microeconomics****Course Detail -****Exception Identifier -****Exception -****Footer -****Category -****Semester(s) Offered****Spring - No****Summer - No****Fall - No****Rotating - No**2. **Min - 3.000****Max - 3.000****Course - ECON 2--Principles of Macroeconomics (Historical)****Course Detail -****Exception Identifier -****Exception -****Footer -****Category -****Semester(s) Offered****Spring - No****Summer - No****Fall - No****Rotating - No**3. **Min - 3.000****Max - 3.000****Course - ECON 10--General Economics****Course Detail -****Exception Identifier -****Exception -****Footer -****Category -****Semester(s) Offered****Spring - No****Summer - No****Fall - No**

Rotating - No

8. **Min - 3.000**

Max - 3.000

Term--Semester -

Header -

Footer -

Program-Courses

1. **Min - 3.000**

Max - 3.000

Course - BUSN-45--Entrepreneurship

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s)-Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. **Min - 3.000**

Max - 3.000

Course - BUSN-58--Small Business Management

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s)-Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min - 3.000**

Max - 3.000

Course - BUSN-86--Management Strategies & Dilemmas

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s)-Offered

Spring - No

Summer - No

Fall - No

- Rotating** - No
- 4. **Min** - 3.000
 - Max** - 3.000
 - Course** - BUSN-87--Organizational Management and Leadership
 - Course Detail** -
 - Exception Identifier** -
 - Exception** -
 - Footer** -
 - Category** -
 - Semester(s) Offered**
 - Spring** - No
 - Summer** - No
 - Fall** - No
 - Rotating** - No
- 9. **Min** - 3.000
 - Max** - 3.000
 - Term--Semester** -
 - Header** -
 - Footer** -
 - Program Courses**
 - 1. **Min** - 1.000
 - Max** - 3.000
 - Course** - WRKX-94--Occupational Work Experience/Internship
 - Course Detail** -
 - Exception Identifier** -
 - Exception** -
 - Footer** -
 - Category** -
 - Semester(s) Offered**
 - Spring** - No
 - Summer** - No
 - Fall** - No
 - Rotating** - No
 - 2. **Min** - 1.000
 - Max** - 3.000
 - Course** - WRKX-95--General Work Experience
 - Course Detail** -
 - Exception Identifier** -
 - Exception** -
 - Footer** -
 - Category** -
 - Semester(s) Offered**
 - Spring** - No
 - Summer** - No
 - Fall** - No

- 3. **Rotating** - No
- Min** - 3.000
- Max** - 3.000
- Course** - BUSN-56--Introduction to Management
- Course Detail** -
- Exception Identifier** -
- Exception** -
- Footer** -
- Category** -
- Semester(s) Offered**
- Spring** - No
- Summer** - No
- Fall** - No
- Rotating** - No

- 10. **Min** - 0.000
- Max** - 0.000
- Term--Semester** -
- Header** -
- Footer** -
- Program Courses**

- 1. **Min** - 34.000
- Max** - 35.000
- Non-Course Requirement**
- [American Institutions \(Area 9\)](#)
- Course Block Reference**
- Exception Identifier**
- Exception**
- Footer**
- Category**
- Semester(s) Offered**
- Spring** - No
- Summer** - No
- Fall** - No
- Rotating** - No

- 11. **Min** - 26.000
- Max** - 25.000
- Term--Semester** -
- Header** -
- Footer** -

See Las Positas College General Education Pattern for Associate of Arts Degree for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Program Courses

1. **Min** - 25.000
Max - 26.000
Non-Course Requirement -
Course Block Reference -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
2. **Min** -
Max -
Non-Course Requirement -
Course Block Reference -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

Program Learning Outcomes

Outcomes

1. **Outcome** _
Upon completion of this program, students are able to compare and contrast the processes used to determine the (1) demand for products and services to be offered by a firm and the (2) identification of appropriate target markets.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
2. **Outcome** _
Upon completion of this program, students are able to construct a detailed marketing plan, which includes all aspects of the marketing mix.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
3. **Outcome** _

Upon completion of this program, students are able to demonstrate knowledge of business operations, the business organization, business environments, and business procedures.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

4. Outcome _

Upon completion of this program, students are able to detail available pricing strategies and prepare comparisons of strategies to achieve a firm's market objectives.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved Yes

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[prod 20170123 186489 ApprovalLetter 01037.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. Yes

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Deparement is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[prod 20170123 186489 ApprovalLetter 01037.pdf](#)

Apprenticeship Documentation

Gainful Employment No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI](#) Report No

Attached File

[prod 20170123 186489 ApprovalLetter 01037.pdf](#)

Attachments

Attached File

[CCCCO Approval](#)

Codes and Dates

Approval Dates

- State Approval Date
11/05/2021
- Board of Trustees
10/19/2021
- CC Approval Date
05/17/2021

Program Originator ~~Patterson~~ [Kutil](#), ~~Drew~~ [Craig](#)

Implementation Date

~~2022~~ [2024](#) - ~~08~~ [09](#) - ~~15~~
[20](#)

Effective Term Fall ~~2022~~ [2025](#)

TOP Code 0509.00 - Marketing and Distribution*

CIP Code 52.1401 - Marketing/Marketing Management, General.

Catalog Description

The Marketing Associate of Arts ~~Degree~~ [degree](#) provides students with entry-level career paths in marketing management, e-commerce, advertising and promotions, public relations, social media coordinator, sales, retail, and customer service. Marketing is a vital function of any business' operation. It explores customer perceptions and journeys as primary sources of profit. It also utilizes various data to make smart and insightful business decisions.

_ Students will complete course work that emphasizes customer segmentation, marketing plans, management, marketing research, consumer behavior, customer service, sales, social media marketing, and marketing communication.

Next Program Review (Month/Year) October 2024

Program Control Number

Admin Use Only



LAS POSITAS

COLLEGE

Technical Program Revision: Marketing - Associate of Arts Degree

Program Title

Marketing

Award Type

Associate of Arts Degree

Effective Term

Fall 2025

Program Description

The Marketing Associate of Arts degree provides students with entry-level career paths in marketing management, e-commerce, advertising and promotions, public relations, social media coordinator, sales, retail, and customer service. Marketing is a vital function of any business' operation. It explores customer perceptions and journeys as primary sources of profit. It also utilizes various data to make smart and insightful business decisions. Students will complete course work that emphasizes customer segmentation, marketing plans, management, marketing research, consumer behavior, customer service, sales, social media marketing, and marketing communication.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (18 Units)

BUSN 18	Business Law	4th	3.0
BUSN 40	Introduction to Business	1st	3.0
BUSN 55	Business Mathematics	1st	3.0
MKTG 50	Introduction to Marketing	2nd	3.0
MKTG 56	Marketing Strategies	4th	3.0
MKTG 61	Professional Selling	3rd	3.0

List A: Select One (3-4 Units)

BUSN 1A	Financial Accounting	3rd	4.0
BUSN 51	Accounting for Small Businesses	3rd	3.0

List B: Select One (3 Units)

BUSN 48	Human Relations in Organizations	3rd	3.0
BUSN 52	Business Communications	3rd	3.0
COMM C1000	Introduction to Public Speaking	3rd	3.0

List C: Select One (3 Units)

ECON 1	Principles of Microeconomics	2nd	3.0
ECON 2	Principles of Macroeconomics	2nd	3.0
ECON 10	General Economics	2nd	3.0

List D: Select One (3 Units)

BUSN 45	Entrepreneurship	2nd	3.0
BUSN 58	Small Business Management	2nd	3.0
BUSN 86	Management Strategies & Dilemmas	2nd	3.0
BUSN 87	Organizational Management and Leadership	2nd	3.0

List E: Select from Below (3 Units)

3.0

BUSN 56	Introduction to Management	4th	1.0-3.0
WRKX 94	Occupational Work Experience/Internship	4th	1.0-3.0
WRKX 95	General Work Experience	4th	

Total Units for the Major

33.0-34.0

Additional General Education and Electives

26.0-27.0

The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum (Cal-GETC) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

See Las Positas College General Education Pattern for Associate of Arts Degree for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Total: 60.0



Technical Program Revision: Marketing - Associate of Arts Degree

The Marketing Associate of Arts degree provides students with entry-level career paths in marketing management, e-commerce, advertising and promotions, public relations, social media coordinator, sales, retail, and customer service. Marketing is a vital function of any business' operation. It explores customer perceptions and journeys as primary sources of profit. It also utilizes various data to make smart and insightful business decisions. Students will complete course work that emphasizes customer segmentation, marketing plans, management, marketing research, consumer behavior, customer service, sales, social media marketing, and marketing communication.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
Health (Area 8)	3.0	General Education	
Natural Sciences (Area 5)	3.0	General Education	
English Composition (Area 1A)	3.0	General Education	
BUSN 55 Business Mathematics	3.0	Major/Required	
BUSN 40 Introduction to Business	3.0	Major/Required	

Term 2 - Spring Semester

Units: 16.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
MKTG 50 Introduction to Marketing	3.0	Major/Required	
List C Course	3.0	Major/Required	
List D Course	3.0	Major/Required	
Oral Communication and Critical Thinking (Area 1B)	3.0	General Education	

STAT C1000 plus
concurrent support

4.0

General
Education

Term 3 - Fall Semester

Units: 14.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
MKTG 61	Professional Selling	3.0	Major/Required	
List A Course		3.0 - 4.0	Major/Required	
List B Course		3.0	Major/Required	
Kinesiology (Area 7)		1.0	General Education	
Arts and Humanities (Area 3)		3.0	General Education	
AD Elective		1.0 - 0.0	Elective	

Term 4 - Spring Semester

Units: 15.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BUSN 18	Business Law	3.0	Major/Required	
MKTG 56	Marketing Strategies	3.0	Major/Required	
List E Course		3.0	Major/Required	
Ethnic Studies (Area 6)		3.0	General Education	
American Institutions (Area 9)		3.0	General Education	

Total: 60.0



LAS POSITAS
COLLEGE

Technical Program Revision: Marketing - Certificate of Achievement (16 to fewer than 30 units)

Technical Program Revision: Marketing - Certificate of Achievement (16 to fewer than 30 units) (Launched - Implemented 09-19-2024)

compared with

Marketing - Certificate of Achievement (16 to fewer than 30 units) (Active - Implemented 08-17-2022)

Cover

Degree/Certificate Name Marketing

Division Business, Social Science, and Learning Resources

Department Business

Subject MKTG

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Certificate of Achievement (16 to fewer than 30 units)

Apprenticeship No

Rationale -

Program Information

TOP Code 0509.00 - Marketing and Distribution*

CIP Code 52.1401 - Marketing/Marketing Management, General.

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2022~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 100%

Next Program Review (Month/Year) October ~~2023~~ [2026](#)

Origination Date ~~03 09 / 25 19 / 2021~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

This Certificate of Achievement is part of the Career Technical Education program and designed to prepare students to pursue marketing opportunities. Prepares individuals to undertake and manage the process of developing both consumer and business markets and communicating product benefits to targeted market segments. Fulfills a portion of the Associate of Arts degree in Marketing.

Catalog Description

The Certificate in Marketing Management is designed for an entry-level understanding of marketing and business management. Students will complete course work that emphasizes customer segmentation, marketing plans, management marketing research, consumer behavior, customer service, sales, social media marketing, and marketing communication.

Career Opportunities

Entry-level career opportunities in marketing management, e-commerce, advertising and promotions, public relations, social media coordinator, sales, retail, marketing consultant, and customer service.

Students can use their certificate in marketing as a stepping stone to further education or, if students feel adequately prepared, can jump straight into a marketing career.

Master Planning

This CTE program fits our Educational Master Plan strategies A2 to "Support existing and new programs" and A6 to "Focus on workforce readiness." With the proliferation of smartphones, wearables, and other constantly connected devices, digital marketing remains a strong growth industry. The Bureau of Labor Statistics reports that advertising, promotions, and marketing managers should see an increased emphasis on digital marketing. The Bureau of Labor Statistics project steady job growth across other marketing industry professions. For example, employment of market research analysts is projected to increase by 23% from 2016 through 2026, which is much faster than the national average. An well-crafted, and effectively promoted, associate's degree in marketing should attract more students to attend Las Positas College and complete their studies to earn a marketing degree from Las Positas College.

Enrollment and Completer Projections

There were no new courses added to this certificate so enrollments in the individual courses will be strong. Completion rate projections are five certificates per year.

Place of Program in Curriculum/Similar Programs

This program will be placed in the Business Discipline at Las Positas College.

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

1. **Min** 12.000
Max 12.000
Group Title Required Core: (12 Units)
Other
Header
Footer
Exception Identifier
Exception
Term
 1. **Min** 3.000
Max 3.000
Discipline BUSN - Business
Course BUSN 40 - Introduction to Business

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min 3.000

Max 3.000

Discipline MKTG - Marketing

Course MKTG 50 - Introduction to Marketing

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

3. Min 3.000

Max 3.000

Discipline MKTG - Marketing

Course MKTG 56 - Marketing Strategies

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
----------------------	-----------

Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

4. Min 3.000

Max 3.000

Discipline MKTG - Marketing

Course MKTG 61 - Professional Selling

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min 3.000

Max 3.000

Group Title List A: Select One (3 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 45 - Entrepreneurship

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 56 - Introduction to Management

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

3. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 58 - Small Business Management

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

[Recommended Course Preparation:](#) [BUSN 1A with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

4. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 86 - Management Strategies & Dilemmas

Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

[Recommended Course Preparation:](#) [BUSN 40 with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

5. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 87 - Organizational Management and Leadership

Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

[Recommended Course Preparation:](#) [BUSN 40 with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception
Include in PLO Mapping No
Term 2

3. Min 3.000
Max 3.000
Group Title List B: Select from Below (3 Units)
Other
Header
Footer
Exception Identifier
Exception
Term

1. Min 1.000
Max 3.000
Discipline WRKX - Work Experience
Course WRKX 94 - Occupational Work Experience/Internship
Course Detail [Units and Hours:](#)

Work Experience Hours [54 - 432](#)

[Requisites:](#)
Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 2

2. Min 1.000
Max 3.000
Discipline WRKX - Work Experience
Course WRKX 95 - General Work Experience
Course Detail [Units and Hours:](#)

Work Experience Hours [54 - 324](#)

[Requisites:](#)
Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 2

- 3. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 52 - Business Communications
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C](#) -

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

- 4. Min 3.000
 Max 3.000
 Discipline ~~CMST~~ [COMM](#) - Communication Studies
 Course ~~CMST~~ [COMM](#) † [C1000](#) - ~~Fundamentals~~ [Introduction](#) of to Public Speaking [\(Launched\)](#)
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

1. Min ~~12~~ 9 .000

Max ~~12~~ 9 .000

Term - Semester [Term 1 - Fall Semester](#)

Header

Footer

Program Courses

1. Min 3.000

Max 3.000

Course BUSN 40 - Introduction to Business

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Course MKTG 50 - Introduction to Marketing

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Exception Identifier

Exception

Footer

Category [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

3. [Min](#) _ [3.000](#)

[Max](#) _ [3.000](#)

[Course](#) _ [MKTG 61 - Professional Selling](#)

[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

[Exception Identifier](#) _

[Exception](#) _

[Footer](#) _

[Category](#) _ [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

2. [Min](#) _ [9.000](#)

[Max](#) _ [9.000](#)

[Term - Semester](#) _ [Term 2 - Spring Semester](#)

[Header](#) _

[Footer](#) _

[Program Courses](#)

1. [Min](#) _ [3.000](#)

[Max](#) _ [3.000](#)

[Non-Course Requirement](#) _

[List B Course](#)

[Course Block Reference](#) _

[Exception Identifier](#) _

[Exception](#) _

[Footer](#) _

[Category](#) _ [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

- [Summer](#) _ [No](#)
- [Fall](#) _ [No](#)
- [Rotating](#) _ [No](#)
- 2. [Min](#) _ [3.000](#)
- [Max](#) _ [3.000](#)
- [Non-Course Requirement](#) _
- [List A Course](#)
- [Course Block Reference](#) _
- [Exception Identifier](#) _
- [Exception](#) _
- [Footer](#) _
- [Category](#) _ [Major/Required](#)
- Semester(s) Offered
- Spring No
- Summer No
- Fall No
- Rotating No
- 3. [Min](#) [3.000](#)
- [Max](#) [3.000](#)
- Course [MKTG 56 - Marketing Strategies](#)
- Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

- [Requisites:](#)
- Exception Identifier
- Exception
- Footer
- Category
- [Semester\(s\) Offered](#)**
- [Spring](#)** - [No](#)
- [Summer](#)** - [No](#)
- [Fall](#)** - [No](#)
- [Rotating](#)** - [No](#)
- 4. **[Min](#)** - [3.000](#)
- [Max](#)** - [3.000](#)
- [Course](#)** - [MKTG 61 - Professional Selling](#)
- [Course Detail](#)** -
- [Exception Identifier](#)** -
- [Exception](#)** -
- [Footer](#)** -
- [Category](#)** -
- [Semester\(s\) Offered](#)**

Spring - No
 Summer - No
 Fall - No
 Rotating - No

3. **Min** - 3.000
Max - 3.000
~~Term - Semester~~ -
~~Header~~ -
~~Footer~~ -
~~Program Courses~~

1. **Min** - 3.000
Max - 3.000
~~Course~~ - BUSN 45 - Entrepreneurship
~~Course Detail~~ -
~~Exception Identifier~~ -
~~Exception~~ -
~~Footer~~ -
~~Category~~ -
~~Semester(s) Offered~~
~~Spring~~ - No
~~Summer~~ - No
~~Fall~~ - No
~~Rotating~~ - No

2. **Min** - 3.000
Max - 3.000
~~Course~~ - BUSN 56 - Introduction to Management
~~Course Detail~~ -
~~Exception Identifier~~ -
~~Exception~~ -
~~Footer~~ -
~~Category~~ -
~~Semester(s) Offered~~
~~Spring~~ - No
~~Summer~~ - No
~~Fall~~ - No
~~Rotating~~ - No

3. **Min** - 3.000
Max - 3.000
~~Course~~ - BUSN 58 - Small Business Management
~~Course Detail~~ -
~~Exception Identifier~~ -
~~Exception~~ -
~~Footer~~ -
~~Category~~ -
~~Semester(s) Offered~~

Spring - No

Summer - No

Fall - No

Rotating - No

4. Min - 3.000

Max - 3.000

Course - BUSN-86--Management Strategies & Dilemmas

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s)-Offered

Spring - No

Summer - No

Fall - No

Rotating - No

5. Min - 3.000

Max - 3.000

Course - BUSN-87--Organizational Management and Leadership

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s)-Offered

Spring - No

Summer - No

Fall - No

Rotating - No

4. Min - 3.000

Max - 3.000

Term--Semester -

Header -

Footer -

Program-Courses

1. Min - 1.000

Max - 3.000

Course - WRKX-94--Occupational Work Experience [Major / Internship](#)

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s)-Offered

- Spring - No
 - Summer - No
 - Fall - No
 - Rotating - No
- 2.
 - Min - 1.000
 - Max - 3.000
 - Course - WRKX-95--General Work Experience
 - Course Detail -
 - Exception Identifier -
 - Exception -
 - Footer -
 - Category -
 - Semester(s) Offered
 - Spring - No
 - Summer - No
 - Fall - No
 - Rotating - No
- 3.
 - Min - 3.000
 - Max - 3.000
 - Course - BUSN-52--Business Communications
 - Course Detail -
 - Exception Identifier -
 - Exception -
 - Footer -
 - Category -
 - Semester(s) Offered
 - Spring - No
 - Summer - No
 - Fall - No
 - Rotating - No
- 4.
 - Min - 3.000
 - Max - 3.000
 - Course - CMST-1--Fundamentals of Public Speaking
 - Course Detail -
 - Exception Identifier -
 - Exception -
 - Footer -
 - Category - [Required](#)
 - Semester(s) Offered
 - Spring No
 - Summer No
 - Fall No
 - Rotating No

Program Learning Outcomes

Outcomes

1. **Outcome** _
Upon completion of this program, students are able to construct a marketing plan using all the elements of the marketing mix and defining a target market.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
2. **Outcome** _
Upon completion of this certificate, students are able to describe the role of marketing in building and managing customer relationships.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
3. **Outcome** _
Upon completion of this program, students are able to demonstrate an understanding of how marketing fits with the other business disciplines within an organization.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment Yes

CTE Regional Consortium Approved Yes

Advisory Board is attached No

[Center of Excellence \(COE\) LMI Report](#) is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[Business Studies Advisory Board Meeting Minutes LPC 10-19-2021.pdf](#)

[LMI Marketing Program \(AY 21-22\).pdf](#)

[BACCC Approval LPC Marketing Cert.pdf](#)

[CCCCO Approval Letter Marketing A CA \(LPC\).pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Department is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[Business Studies Advisory Board Meeting Minutes LPC 10-19-2021.pdf](#)

[LMI Marketing Program \(AY 21-22\).pdf](#)

[BACCC Approval LPC Marketing Cert.pdf](#)

[CCCCO Approval Letter Marketing A CA \(LPC\).pdf](#)

Apprenticeship Documentation

Gainful Employment Yes

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI Report](#) No

Attached File

[Business Studies Advisory Board Meeting Minutes LPC 10-19-2021.pdf](#)

[LMI Marketing Program \(AY 21-22\).pdf](#)

[BACCC Approval LPC Marketing Cert.pdf](#)

[CCCCO Approval Letter Marketing A CA \(LPC\).pdf](#)

Attachments

Attached File

[Advisory Board Minutes](#)

[LMI](#)

[BACCC Approval](#)

[CCCCO Approval Letter](#)

Codes and Dates

Approval Dates

- State Approval Date
10/20/2021
- Board of Trustees
10/19/2021
- CC Approval Date
05/17/2021

Program Originator **Patterson** [Kutil](#), **Drew** [Craig](#)

Implementation Date

~~2022~~ [2024](#) - ~~08~~ [09](#) - ~~17~~ [19](#)

Effective Term Fall ~~2022~~ [2025](#)

TOP Code 0509.00 - Marketing and Distribution*

CIP Code 52.1401 - Marketing/Marketing Management, General.

Catalog Description

The Certificate in Marketing Management is designed for an entry-level understanding of marketing and business management. Students will complete course work that emphasizes customer segmentation, marketing plans, management marketing research, consumer behavior, customer service, sales, social media marketing, and marketing communication.

Next Program Review (Month/Year) October ~~2023~~ 2026

Program Control Number

Admin Use Only

Program Requirements



LAS POSITAS
COLLEGE

Technical Program Revision: Marketing - Certificate of Achievement (16 to fewer than 30 units)

Program Title

Marketing

Award Type

Certificate of Achievement (16 to fewer than 30 units)

Effective Term

Fall 2025

Program Description

The Certificate in Marketing Management is designed for an entry-level understanding of marketing and business management. Students will complete course work that emphasizes customer segmentation, marketing plans, management marketing research, consumer behavior, customer service, sales, social media marketing, and marketing communication.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (12 Units)

BUSN 40	Introduction to Business	1st	3.0
MKTG 50	Introduction to Marketing	1st	3.0
MKTG 56	Marketing Strategies	2nd	3.0
MKTG 61	Professional Selling	1st	3.0

List A: Select One (3 Units)

BUSN 45	Entrepreneurship	2nd	3.0
BUSN 56	Introduction to Management	2nd	3.0
BUSN 58	Small Business Management	2nd	3.0
BUSN 86	Management Strategies & Dilemmas	2nd	3.0
BUSN 87	Organizational Management and Leadership	2nd	3.0

List B: Select from Below (3 Units)

WRKX 94	Occupational Work Experience/Internship	2nd	1.0-3.0
WRKX 95	General Work Experience	2nd	1.0-3.0
BUSN 52	Business Communications	2nd	3.0
COMM C1000	Introduction to Public Speaking	2nd	3.0

Total: 18.0



LAS POSITAS
COLLEGE

Technical Program Revision: Marketing - Certificate of Achievement (16 to fewer than 30 units)

The Certificate in Marketing Management is designed for an entry-level understanding of marketing and business management. Students will complete course work that emphasizes customer segmentation, marketing plans, management marketing research, consumer behavior, customer service, sales, social media marketing, and marketing communication.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 9.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BUSN 40	Introduction to Business	3.0	Major/Required	
MKTG 50	Introduction to Marketing	3.0	Major/Required	
MKTG 61	Professional Selling	3.0	Major/Required	

Term 2 - Spring Semester

Units: 9.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
List B Course		3.0	Major/Required	
List A Course		3.0	Major/Required	
MKTG 56	Marketing Strategies	3.0	Major/Required	

Total: 18.0



Technical Program Revision: Occupational Safety and Health - Associate of Science Degree

Technical Program Revision: Occupational Safety and Health - Associate of Science Degree
(Launched - Implemented 09-19-2024)

compared with

Occupational Safety and Health - Associate of Science Degree (Active - Implemented 08-15-2021)

Cover

Degree/Certificate Name Occupational Safety and Health

Division Science, Technology, Engineering and Math

Department Occupational Health and Safety

Subject OSH

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Associate of Science Degree

Apprenticeship [No](#)

Program Information

TOP Code [0956.70 - Industrial and Occupational Safety and Health*](#)

CIP Code [15.0703 - Industrial Safety Technology/Technician.](#)

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2021~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 1-49%

Next Program Review (Month/Year) October 2022

Origination Date ~~11 09 / 11 19 / 2020~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The ~~Associate of Science in~~ Occupational Safety and Health, ~~(OSH)~~ [Associate of Science](#) degree program is designed to provide students the academic foundation for understanding hazardous materials management, construction safety, OSH safety training and accident investigation, for workplace safety and health standards. Occupational Safety and Health students learn to recognize and control workplace hazards (using OSHA's hierarchy of controls) including chemical, physical, radiological, biological agents and ergonomic factors and how to prepare an emergency response plan. Students apply a working knowledge of mathematics and the sciences to conduct experiments and to analyze and interpret data to solve safety and health related issues.

Industries needing Occupational Safety and Health personnel are Manufacturing, Construction, Health Care, Agriculture, Maritime, Oil & Gas, and State and Federal Agencies.

Catalog Description

The ~~Associate of Science in~~ Occupational Safety and Health Associate of Science degree ~~program~~ is designed to provide students the academic foundation for understanding hazardous materials management, construction safety, OSH safety training and accident investigation, for workplace safety and health standards. The Occupational Safety and Health specialist implements mandated health and safety regulations in an effort to control occupational accidents and diseases, property losses and injuries due to unsafe working conditions. The scope of this position includes the identification of physical hazards and the design and implementation of remediation, the evaluation of potential toxic agent risk to the employer, the development of safety management and employee training/management programs.

The demand for occupational safety and health specialists has grown over the past 10 years. According to the U.S. Bureau of Labor Statistics, federal, state and local government job growth will continue through 2022.

Career Opportunities

The safety and health practitioner may specialize in general workplace safety, construction, fire and property protection, transportation, chemical and radiological safety, emergency response, systems or product design. The Associate in Science degree in Occupational Safety and Health is designed for direct job entry and/or career enhancement. Completion of the degree may be used to provide work experience credit toward OHST (Occupational Health and Safety Technician) certification requirements. Completion of the degree may be used to provide work experience credit toward CSP (Certified Safety Professional) certification requirements.

Career opportunities include Safety Manager, Safety Technician, Safety Specialist, Safety Officer, Industrial Hygienist, Safety Professional – Construction, Safety Professional – Manufacturing, Safety Professional – Metals, Field Safety and OSHA Specialist, and Safety and Environmental Manager.

Master Planning

The program meets the Mission of the California Community College System, as well as the Mission and Master Plan of Las Positas College, of providing a degree in Career Technical Education.

Enrollment and Completer Projections

5 annual completers

Place of Program in Curriculum/Similar Programs

This program will remain in the Occupational Safety and Health department.

This program has been recommended by the BACCC Yes

Explain

Program Requirements

Program Requirements

1. **Min** 32.000
Max 33.000
Group Title Required Core: (32-33 Units)
Other
Header
Footer

Exception Identifier

Exception

Term

- 1. **Min 3.000**
Max 3.000
Discipline BIO - Biological Sciences
Course BIO 20 - Contemporary Human Biology
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

- 2. **Min 4.000**
Max 5.000
Group Title
Other
Header
Footer
Exception Identifier
Exception
Term
 - 1. **Min 4.000**
Max 4.000
Discipline CHEM - Chemistry
Course CHEM 30A - Introductory and Applied Chemistry I
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>54</u>
Inside of Class Hours	<u>108</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: [Elementary Algebra or a higher level of mathematics..](#) _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 2

2. Min 5.000

Max 5.000

Discipline CHEM - Chemistry

Course CHEM 1A - General College Chemistry I

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>108</u>
Inside of Class Hours	<u>162</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Prerequisite: [CHEM 31 with a minimum grade of C The CHEM 31 prerequisite can be fulfilled by demonstrating the appropriate skill level in the Chemistry Placement Process.](#) **Enrollment Limitation:** [Intermediate Algebra or a higher level of mathematics.](#)

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term 2

3. Min 3.000

Max 3.000

Discipline CIS - Computer Information Systems

Course CIS 50 - Introduction to Computing Information Technology

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>72</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [4](#)

- 4. Min 3.000
 Max 3.000
 Discipline FST - Fire Service Technology
 Course FST 4 - Fire Prevention
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [FST 1 with a minimum grade of C](#) _

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [3](#)

- 5. Min 3.000
 Max 3.000
 Discipline OSH - Occupational Health and Safety
 Course OSH 50 - Introduction to Occupational Safety and Health
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [1](#)

- 6. Min 3.000

Max 3.000

Discipline OSH - Occupational Health and Safety

Course OSH 60 - Elements of Industrial Hygiene

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

7. Min 3.000

Max 3.000

Discipline OSH - Occupational Health and Safety

Course OSH 62 - Physical Hazards

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

8. Min 3.000

Max 3.000

Discipline OSH - Occupational Health and Safety

Course OSH 67 - Comprehensive Regulatory Requirements

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>

Outside of Class Hours 108

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

9. Min 3.000

Max 3.000

Discipline PHYS - Physics

Course PHYS 10 - Descriptive Physics

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics..

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

10. Min 2.000

Max 2.000

Discipline RADS - Radiation Safety

Course RADS 40A - Radiation Safety .(Draft)

Course Detail Units and Hours:

Lecture Hours	<u>36</u>
Inside of Class Hours	<u>36</u>
Outside of Class Hours	<u>72</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

11. Min 1.000

Max 1.000

Discipline RADS - Radiation Safety

Course RADS 40B - Emergency Response and Monitoring (Draft)

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>18</u>
<u>Outside of Class Hours</u>	<u>36</u>

[Requisites:](#)

[Prerequisite:](#) [RADS 40A with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

12. Min 1.000

Max 1.000

Discipline RADS - Radiation Safety

Course RADS 40C - Safety Controls and Regulation (Draft)

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>18</u>
<u>Outside of Class Hours</u>	<u>36</u>

[Requisites:](#)

[Prerequisite:](#) [RADS 40A with a minimum grade of C or Instructor Approval](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

2. Min 4.000

Max 5.000

Group Title List A: Select One (4-5 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 5.000
Max 5.000
Discipline CHEM - Chemistry
Course CHEM 1B - General College Chemistry II
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>108</u>
<u>Inside of Class Hours</u>	<u>162</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)[Prerequisite:](#) [CHEM 1A with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [3](#)

2. Min 4.000
Max 4.000
Discipline CHEM - Chemistry
Course CHEM 30B - Introductory and Applied Chemistry II
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)[Prerequisite:](#) [CHEM 30A with a minimum grade of C](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

3. Min 4.000

Max 4.000

Discipline **MATH STAT** - **Mathematics Statistics**

Course **MATH STAT 40 C1000** - **Introduction to Statistics and Probability**
(**Historical Launched**)

Course Detail [Units and Hours:](#)

Lecture Hours	<u>72</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>144</u>

Requisites:

Prerequisite: MATH 55 with a minimum grade of C Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra. .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

3. Min 3.000

Max 4.000

Group Title List B: Select One (3-4 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 4.000

Max 4.000

Discipline **BIO** - **Biological Sciences**

Course **BIO 30** - **Introduction to College Biology**

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>54</u>

<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method., Elementary Algebra or a higher level of mathematics.

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

2. Min 3.000

Max 3.000

Discipline BIO - Biological Sciences

Course BIO 40 - Humans and the Environment

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: - Eligib

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

3. Min 4.000

Max 4.000

Discipline BIO - Biological Sciences

Course BIO 50 - Anatomy and Physiology

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

4. Min 0.000

Max 0.000

Group Title Total Units for the Major

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 39.000

Max 42.000

Other

Non Course Requirement

Header

Footer

Exception Identifier

Exception

Term

5. Min ~~18~~ 21 .000

Max ~~15~~ 19 .000

Group Title Additional General Education and Elective Units

Other

Header

Footer See Las Positas College General Education Pattern for Associate of Science Degree for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Exception Identifier

Exception

Term

1. Min ~~15~~ 19 .000

Max ~~18~~ 21 .000

Other

Non Course Requirement

Header

Footer [The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum \(Cal-GETC\) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course\(s\) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal..](#)

Exception Identifier

Exception

Term

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

1. Min ~~32~~ 15 .000

Max ~~33~~ 15 .000

Term - Semester [Term 1 - Fall Semester](#)

[Header](#) _

[Footer](#) _

[Program Courses](#)

1. **Min** _ 4.000

Max _ 4.000

Course _ [STAT C1000 - Introduction to Statistics \(Launched\)](#)

[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	72
Lab Hours	18
Inside of Class Hours	90
Outside of Class Hours	144

[Requisites:](#)

Prerequisite: [MATH 55 with a minimum grade of C Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.](#) _

[Exception Identifier](#) _

[Exception](#) _

Footer _
Category _ Major/Required
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

2. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
English Composition (Area 1A)
Course Block Reference _
Exception Identifier _
Exception _

Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

3. Min _ 3.000
Max _ 3.000
Course _ BIO 20 - Contemporary Human Biology
Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Exception Identifier _
Exception _
Footer _

Category _ Major/Required
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

4. Min _ 3.000
Max _ 3.000
Course _ OSH 50 - Introduction to Occupational Safety and Health
Course Detail _ Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

5. Min _ 2.000

Max _ 2.000

Course _ RADS 40A - Radiation Safety

Course Detail _ Units and Hours:

Lecture Hours	<u>36</u>
Inside of Class Hours	<u>36</u>
Outside of Class Hours	<u>72</u>

Requisites:

Recommended Course Preparation: MATH 110 with a minimum grade of C, or MATH 110B with a minimum grade of C _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min _ 15.000

Max _ 16.000

Term - Semester _ Term 2 - Spring Semester

Header

Footer

Program Courses

1. Min 3.000

Max 3.000

Non- Course Requirement ~~BI~~

Social ~~20~~ and = Behavioral Contemporary Sciences Human (Area Biology 4).

Course Detail Block Reference

Exception Identifier

Exception

Footer

Category General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min _ 3.000

Max _ 3.000

Non-Course Requirement _

AD Elective

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ Elective

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min 4.000

Max 5.000

Group Title

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

1. Min ~~4~~ 5.000

Max ~~4~~ 5.000

Course CHEM ~~30A~~ 1A - Introductory General and Applied College Chemistry I

Course Detail Units and Hours:

Lecture Hours 54

Lab Hours	<u>108</u>
Inside of Class Hours	<u>162</u>
Outside of Class Hours	<u>108</u>

Requisites:

Prerequisite: CHEM 31 with a minimum grade of C The CHEM 31 prerequisite can be fulfilled by demonstrating the appropriate skill level in the Chemistry Placement Process. **Enrollment Limitation:** Intermediate Algebra or a higher level of mathematics.

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min ~~5~~ 4.000Max ~~5~~ 4.000Course CHEM ~~1A~~ 30A - ~~General~~ Introductory ~~College~~ and Applied Chemistry ICourse Detail Units and Hours:

Lecture Hours	<u>54</u>
Lab Hours	<u>54</u>
Inside of Class Hours	<u>108</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Elementary Algebra or a higher level of mathematics.

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

4. Min 3.000

Max 3.000

Course ~~CIS~~ OSH 50 67 - ~~Introduction~~ Comprehensive ~~to~~ Regulatory ~~Computing~~ Information Technology Requirements

Course Detail _ [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

5. **Min** _ 1.000

Max _ 1.000

Course _ RADS 40B - Emergency Response and Monitoring (Draft)

Course Detail _ [Units and Hours:](#)

<u>Lecture Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>18</u>
<u>Outside of Class Hours</u>	<u>36</u>

Requisites:

Prerequisite: RADS 40A with a minimum grade of C _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

6. **Min** _ 1.000

Max _ 1.000

Course _ RADS 40C - Safety Controls and Regulation (Draft)

Course Detail _ [Units and Hours:](#)

<u>Lecture Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>18</u>

Outside of Class Hours 36

Requisites:

Prerequisite: RADS 40A with a minimum grade of C or Instructor Approval _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

3. Min _ 15.000
Max _ 13.000
Term - Semester _ Term 3 - Fall Semester
Header _
Footer _
Program Courses

1. Min _ 0.000
Max _ 2.000
Non-Course Requirement _
AD Elective
Course Block Reference
Exception Identifier
Exception
Footer
Category Elective
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No
2. Min 3.000
Max 3.000
Non- Course Requirement **FST**
Oral **4** Communication - and Fire Critical Prevention Thinking (Area 1B)
Course **Detail** Block Reference
Exception Identifier
Exception
Footer
Category General Education
Semester(s) Offered
Spring No
Summer No

Fall No

Rotating No

3. Min ~~3~~ 1.000

Max ~~3~~ 1.000

Non- Course Requirement ~~OSH~~

Kinesiology 50 (Area -Introduction to Occupational Safety and Health 7).

Course ~~Detail~~ Block Reference

Exception Identifier

Exception

Footer

Category General Education

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

4. Min 3.000

Max 3.000

Course OSH 60 - Elements of Industrial Hygiene

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

5. Min _ 3.000

Max _ 3.000

Course _ PHYS 10 - Descriptive Physics

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics..

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

6. Min 3.000

Max 3.000

Course FST 4 - Fire Prevention

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: FST 1 with a minimum grade of C

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

4. Min 15.000

Max 16.000

Term - Semester Term 4 - Spring Semester

Header

Footer

Program Courses

1. Min 3.000

Max 4.000

Non-Course Requirement

List B Course

Course Block Reference

Exception Identifier

Exception

Footer _
Category _ Major/Required
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No

- 2. Min _ 3.000
Max _ 3.000
Course _ CIS 50 - Introduction to Computing Information Technology
Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Exception Identifier _
Exception _
Footer _
Category _ Major/Required

Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

- 3. Min 3.000
Max 3.000
Course OSH 62 - Physical Hazards
Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Exception Identifier
Exception
Footer
Category Major/Required

Semester(s) Offered
Spring No
Summer No

- Fall No
Rotating No
4. Min 3.000
Max 3.000
Non- Course Requirement OSH
Arts 67 and = Humanities Comprehensive (Area Regulatory Requirements 3)
Course Detail Block Reference
Exception Identifier
Exception
Footer
Category General Education
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No
5. Min 3.000
Max 3.000
~~Course - PHYS-10--Descriptive-Physics~~
~~Course Detail -~~
~~Exception Identifier -~~
~~Exception -~~
~~Footer -~~
~~Category -~~
~~Semester(s) Offered~~
~~Spring - No~~
~~Summer - No~~
~~Fall - No~~
~~Rotating - No~~
6. ~~Min - 2.000~~
~~Max - 2.000~~
~~Course - RADS-40A--Radiation-Safety~~
~~Course Detail -~~
~~Exception Identifier -~~
~~Exception -~~
~~Footer -~~
~~Category -~~
~~Semester(s) Offered~~
~~Spring - No~~
~~Summer - No~~
~~Fall - No~~
~~Rotating - No~~
7. ~~Min - 1.000~~
~~Max - 1.000~~
~~Course - RADS-40B--Emergency-Response-and-Monitoring~~

- [Course-Detail](#) -
[Exception-Identifier](#) -
[Exception](#) -
[Footer](#) -
[Category](#) -
Semester(s) Offered
 Spring - No
 Summer - No
 Fall - No
 Rotating - No
8. **Min** - 1.000
Max - 1.000
Course - RADS-40C--Safety Controls and Regulation
[Course-Detail](#) -
[Exception-Identifier](#) -
[Exception](#) -
[Footer](#) -
[Category](#) -
Semester(s) Offered
 Spring - No
 Summer - No
 Fall - No
 Rotating - No
5. **Min** - 4.000
Max - 5.000
Term--Semester -
Header -
Footer -
Program-Courses
1. **Min** - 5.000
Max - 5.000
Course - CHEM-1B--General College Chemistry II
[Course-Detail](#) -
[Exception-Identifier](#) -
[Exception](#) -
[Footer](#) -
[Category](#) -
Semester(s) Offered
 Spring - No
 Summer - No
 Fall - No
 Rotating - No
2. **Min** - 4.000
Max - 4.000
Course - CHEM-30B--Introductory and Applied Chemistry II

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min** - 4.000

Max - 4.000

Course - MATH 40 - Statistics and Probability (Historical)

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

6. **Min** - 3.000

Max - 4.000

Term - Semester -

Header -

Footer -

Program-Courses

1. **Min** - 4.000

Max - 4.000

Course - BIO 30 - Introduction to College Biology

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. **Min** - 3.000

Max - 3.000

Course - BIO 40 - Humans and the Environment

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s)-Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. Min - 4.000

Max - 4.000

Course - BIO-50--Anatomy and Physiology

Course-Detail -

Exception-Identifier -

Exception -

Footer -

Category -

Semester(s)-Offered

Spring - No

Summer - No

Fall - No

Rotating - No

7. Min - 0.000

Max - 0.000

Term--Semester -

Header -

Footer -

Program-Courses

1. Min - 39.000

Max - 42.000

Non-Course Requirement

[Ethnic Studies \(Area 6\)](#)

Course Block Reference

Exception Identifier

Exception

Footer

Category

Semester(s)-Offered

Spring - No

Summer - No

Fall - No

Rotating - No

8. Min - 18.000

Max - 15.000

~~Term - Semester -~~

~~Header -~~

~~Footer -~~

~~See Las Positas College General Education Pattern for Associate of Science Degree for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.~~

~~Program Courses~~

1. ~~Min - 15.000~~
~~Max - 18.000~~
~~Non-Course Requirement -~~
~~Course Block Reference -~~
~~Exception Identifier -~~
~~Exception -~~
~~Footer -~~
~~Category -~~
 Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No

Program Learning Outcomes

Outcomes

1. Outcome _
Upon completion of this program, students are able to apply a working knowledge of mathematics and the sciences to conduct experiments and to analyze and interpret data to solve safety and health-related issues in the workplace.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
2. Outcome _
Upon completion of this program, students are able to prepare emergency response and fire prevention plans that meet regulatory requirements.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
3. Outcome _
Upon completion of this program, students are able to design programs to control, eliminate, and prevent occupational disease or injury caused by chemical, physical, radiological, and biological agents or ergonomic factors.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\) LMI Report](#) is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[OSH Advisory Meeting Minutes Advisory Fall2016 Draft.docx](#)

[OSH LMI Summary1.docx](#)

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Deparement is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[OSH Advisory Meeting Minutes Advisory Fall2016 Draft.docx](#)

[OSH LMI Summary1.docx](#)

Apprenticeship Documentation

Gainful Employment No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI Report](#) No

Attached File

[OSH Advisory Meeting Minutes Advisory Fall2016 Draft.docx](#)

[OSH LMI Summary1.docx](#)

Attachments

Attached File

[Advisory Board](#)

[LMI](#)

Codes and Dates

Approval Dates

- State Approval Date
01/28/2021
- Board of Trustees
01/19/2021
- CC Approval Date
11/30/2020

Program Originator Kutil, Craig

Implementation Date

~~2021~~ 2024 - ~~08~~ 09 - ~~15~~ 19

Effective Term Fall ~~2021~~ 2025

TOP Code 0956.70 - Industrial and Occupational Safety and Health*

CIP Code 15.0703 - Industrial Safety Technology/Technician.

Catalog Description

The ~~Associate of Science in~~ Occupational Safety and Health , Associate of Science degree ~~program~~ is designed to provide students the academic foundation for understanding hazardous materials management, construction safety, OSH safety training and accident investigation, for workplace safety and health standards. The Occupational Safety and Health specialist implements mandated health and safety regulations in an effort to control occupational accidents and diseases, property losses and injuries due to unsafe working conditions. The scope of this position includes the identification of physical hazards and the design and implementation of remediation, the evaluation of potential toxic agent risk to the employer, the development of safety management and employee training/management programs.

The demand for occupational safety and health specialists has grown over the past 10 years. According to the U.S. Bureau of Labor Statistics, federal, state and local government job growth will continue through 2022.

Next Program Review (Month/Year) October 2022

Program Control Number

Admin Use Only



LAS POSITAS

COLLEGE

Technical Program Revision: Occupational Safety and Health - Associate of Science Degree

Program Title

Occupational Safety and Health

Award Type

Associate of Science Degree

Effective Term

Fall 2025

Program Description

The Occupational Safety and Health, Associate of Science degree is designed to provide students the academic foundation for understanding hazardous materials management, construction safety, OSH safety training and accident investigation, for workplace safety and health standards. The Occupational Safety and Health specialist implements mandated health and safety regulations in an effort to control occupational accidents and diseases, property losses and injuries due to unsafe working conditions. The scope of this position includes the identification of physical hazards and the design and implementation of remediation, the evaluation of potential toxic agent risk to the employer, the development of safety management and employee training/management programs. The demand for occupational safety and health specialists has grown over the past 10 years. According to the U.S. Bureau of Labor Statistics, federal, state and local government job growth will continue through 2022.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (32-33 Units)

BIO 20	Contemporary Human Biology	1st	3.0
CHEM 30A	Introductory and Applied Chemistry I	2nd	4.0
OR			
CHEM 1A	General College Chemistry I	2nd	5.0
CIS 50	Introduction to Computing Information Technology	4th	3.0
FST 4	Fire Prevention	3rd	3.0
OSH 50	Introduction to Occupational Safety and Health	1st	3.0
OSH 60	Elements of Industrial Hygiene	3rd	3.0
OSH 62	Physical Hazards	4th	3.0
OSH 67	Comprehensive Regulatory Requirements	2nd	3.0
PHYS 10	Descriptive Physics	3rd	2.0
RADS 40A	Radiation Safety	1st	1.0
RADS 40B	Emergency Response and Monitoring	2nd	1.0
RADS 40C	Safety Controls and Regulation	2nd	1.0

List A: Select One (4-5 Units)

CHEM 1B	General College Chemistry II	3rd	5.0
CHEM 30B	Introductory and Applied Chemistry II	3rd	4.0
STAT C1000	Introduction to Statistics	1st	4.0

List B: Select One (3-4 Units)

BIO 30	Introduction to College Biology	4th	4.0
BIO 40	Humans and the Environment	4th	3.0
BIO 50	Anatomy and Physiology	4th	4.0

Total Units for the Major

39.0-42.0

Additional General Education and Elective Units

19.0-21.0

The Associate Degree is conferred upon those students who complete the required 60 or more semester units of the degree pattern with a grade-point average of 2.0 or better, of which 12 units must be earned at Las Positas College. In addition, students must complete a General Education pattern in order to earn a degree: see the Las Positas College Associate Degree General Education Pattern or the California General Education Transfer Curriculum (Cal-GETC) patterns for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program, the optional course(s) taken, and the GE pattern selected. Elective units must be degree applicable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal..

See Las Positas College General Education Pattern for Associate of Science Degree for listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Total: 60.0-61.0



Technical Program Revision: Occupational Safety and Health - Associate of Science Degree

The Occupational Safety and Health, Associate of Science degree is designed to provide students the academic foundation for understanding hazardous materials management, construction safety, OSH safety training and accident investigation, for workplace safety and health standards. The Occupational Safety and Health specialist implements mandated health and safety regulations in an effort to control occupational accidents and diseases, property losses and injuries due to unsafe working conditions. The scope of this position includes the identification of physical hazards and the design and implementation of remediation, the evaluation of potential toxic agent risk to the employer, the development of safety management and employee training/management programs. The demand for occupational safety and health specialists has grown over the past 10 years. According to the U.S. Bureau of Labor Statistics, federal, state and local government job growth will continue through 2022.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 15.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
STAT C1000	Introduction to Statistics	4.0	Major/Required	
English Composition (Area 1A)		3.0	General Education	
BIO 20	Contemporary Human Biology	3.0	Major/Required	
OSH 50	Introduction to Occupational Safety and Health	3.0	Major/Required	
RADS 40A	Radiation Safety	2.0	Major/Required	

Term 2 - Spring Semester

Units: 15.0-16.0

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
Social and Behavioral Sciences (Area 4)		3.0	General Education	
AD Elective		3.0	Elective	

CHEM 1A	General College Chemistry I	5.0	Major/Required
OR			
CHEM 30A	Introductory and Applied Chemistry I	4.0	Major/Required
OSH 67	Comprehensive Regulatory Requirements	3.0	Major/Required
RADS 40B	Emergency Response and Monitoring	1.0	Major/Required
RADS 40C	Safety Controls and Regulation	1.0	Major/Required

Term 3 - Fall Semester**Units: 15.0-13.0**

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
AD Elective	0.0 - 2.0	Elective	
Oral Communication and Critical Thinking (Area 1B)	3.0	General Education	
Kinesiology (Area 7)	1.0	General Education	
OSH 60	Elements of Industrial Hygiene	3.0	Major/Required
PHYS 10	Descriptive Physics	3.0	Major/Required
FST 4	Fire Prevention	3.0	Major/Required

Term 4 - Spring Semester**Units: 15.0-16.0**

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
List B Course	3.0 - 4.0	Major/Required	
CIS 50	Introduction to Computing Information Technology	3.0	Major/Required
OSH 62	Physical Hazards	3.0	Major/Required
Arts and Humanities (Area 3)	3.0	General Education	
Ethnic Studies (Area 6)	3.0	General Education	

Total: 60.0



Program Modification: Political Science - Associate in Arts Degree for Transfer

Program Modification: Political Science - Associate in Arts Degree for Transfer (Launched - Implemented 09-18-2024)

compared with

Political Science - Associate in Arts Degree for Transfer (Active - Implemented 08-15-2022)

Cover

Degree/Certificate Name Political Science

Division Business, Social Science, and Learning Resources

Department Political Science

Subject POLI

Program Goal Transfer (ADTs and Cal-GETC certificates only)

Award Type Associate in Arts Degree for Transfer

Apprenticeship No

Program Information

TOP Code 2207.00 - Political Science

CIP Code 45.1001 - Political Science and Government, General.

Does program also prepare students for transfer? [Yes](#)

Proposal Information

Effective Term Fall ~~2022~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 50-99%

Next Program Review (Month/Year) October ~~2025~~ [2026](#)

Origination Date ~~11 09 / 10 12~~ / ~~2021~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The Associate in Arts in Political Science for Transfer Degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Political Science. The Associate in Arts in Political Science for Transfer Degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Political Science.

Catalog Description

The Las Positas College Political Science program offers courses that lead to an Associate in Arts in Political Science for Transfer Degree. Students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the program requirements. Students should consult with a counselor to

determine whether this degree is the best option for their transfer goals. General education requirements should be selected carefully based on the intended transfer institution

Career Opportunities

Master Planning

Enrollment and Completer Projections

Place of Program in Curriculum/Similar Programs

This program has been recommended by the BACCC No

Explain

=

Program Requirements

Program Requirements

- 1. Min ~~4~~ 9.000
 Max ~~4~~ 9.000
 Group Title Required Core: Select Three (~~4~~ 9 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

- 1. Min ~~4~~ 3.000
 Max ~~4~~ 3.000
 Discipline ~~POL~~ POLS - Political Science
 Course ~~POL~~ POLS 7 C1000 - ~~Introduction to~~ American Government and Politics
 (Launched)
 Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

- 2. Min ~~9~~ 3.000
 Max ~~10~~.000
Group Title - ~~List A: Select Three (9-10 Units)~~

- Other -
- Header -
- Footer -
- Exception Identifier -
- Exception -
- Term -

1. **Min** - 4.000
Max - 4 3.000
 Discipline **MATH** POLI - **Mathematics** Political Science
 Course **MATH** POLI ~~40~~ 20 - **Statistics** Comparative **and Probability**
 (Historical) Government
 Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: POLI 7 with a minimum grade of C, - Eligib -

- Other
- Header
- Footer
- Exception Identifier
- Exception
- Include in PLO Mapping No
- Term

2. **Min** - 3.000
Max - 3.000
Discipline - **POLI** - **Political Science**
Course - **POLI** ~~20~~ - **Comparative Government**
Course Detail -
Other -
Header -
Footer -
Exception Identifier -
Exception -
Include in PLO Mapping - **No**
Term - 2
3. **Min** 3.000
Max 3.000
Discipline **POLI** - **Political Science**
Course **POLI** 25 - **Introduction to Political Theory**

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: - Eligib. - POLI 7 with a minimum grade of C -

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

4. Min 3.000

Max 3.000

Discipline POLI - Political Science

Course POLI 30 - International Relations

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: POLI 7 with a minimum grade of C, - Eligib -

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

3. Min 6.000

Max 7.000

Group Title List **B** A : Select Two (6-7 [Units](#))

[Other](#) -

[Header](#) -

[Footer](#) -

[Exception Identifier](#) -

Exception _

Term _

- 1. Min _ 3.000
Max _ 3.000
Other _
Non Course Requirement _ Any course not selected from Required Core
Header _
Footer _
Exception Identifier _
Exception _
Term _ 4
- 2. Min _ 4.000
Max _ 4.000
Discipline _ STAT - Statistics
Course _ STAT C1000 - Introduction to Statistics (Launched)
Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>72</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>90</u>
<u>Outside of Class Hours</u>	<u>144</u>

Requisites:

Enrollment Limitation: Intermediate Algebra or a higher level of mathematics.. _

Other _

Header _

Footer _

Exception Identifier _

Exception _

Include in PLO Mapping _ No

Term _ 1

- 3. Min _ 3.000
Max _ 3.000
Discipline _ POLI - Political Science
Course _ POLI 12 - Introduction to California State and Local Government
Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: _ Eligib _

[Other](#) _
[Header](#) _
[Footer](#) _
[Exception Identifier](#) _
[Exception](#) _
[Include in PLO Mapping](#) _ [No](#)
[Term](#) _ [4](#)

4. [Min](#) _ [3.000](#)
[Max](#) _ [4.000](#)
[Group Title](#) _ [List B: Select One \(3-4 Units\)](#)

[Other](#)
[Header](#)
[Footer](#)
[Exception Identifier](#)
[Exception](#)
[Term](#)

1. [Min](#) [3.000](#)
[Max](#) [4.000](#)

[Other](#)
 Non Course Requirement Any [List A](#) course not [already selected](#) [used](#) [from Required Core](#)
[or List A](#)

[Header](#)
[Footer](#)
[Exception Identifier](#)
[Exception](#)
[Term](#) [3](#)

2. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Discipline](#) _ [HIST - History](#)
[Course](#) _ [HIST 7 - US History Through Reconstruction](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)
[Other](#) _
[Header](#) _
[Footer](#) _
[Exception Identifier](#) _
[Exception](#) _
[Include in PLO Mapping](#) _ [No](#)
[Term](#) _ [1](#)

- 3. Min _ 3.000
Max _ 3.000
Discipline _ HIST - History
Course _ HIST 8 - US History Post-Reconstruction
Course Detail _ Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:
Other _
Header _
Footer _
Exception Identifier _
Exception _
Include in PLO Mapping _ No
Term _ 1

- 4. **Min** 3.000
Max 3.000
Group Title
Other
Header
Footer
Exception Identifier
Exception
Term

- 1. **Min** 3.000
Max 3.000
Discipline GS - Global Studies
Course GS 1 - Introduction to Global Studies
Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:
Other
Header
Footer
Exception Identifier
Exception

Include in PLO Mapping No

Term 3

2. Min 3.000

Max 3.000

Discipline SOC - Sociology

Course SOC 5 - Introduction to Global Studies

Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

5. Min 3.000

Max 3.000

~~Discipline - HIST--History~~

~~Course - HIST-7--US History Through Reconstruction~~

~~Course Detail -~~

~~Other -~~

~~Header -~~

~~Footer -~~

~~Exception Identifier -~~

~~Exception -~~

~~Include in PLO Mapping - No~~

~~Term -~~

6. Min - 3.000

Max - 3.000

~~Discipline - HIST--History~~

~~Course - HIST-8--US History Post-Reconstruction~~

~~Course Detail -~~

~~Other -~~

~~Header -~~

~~Footer -~~

~~Exception Identifier -~~

~~Exception -~~

~~Include in PLO Mapping - No~~

~~Term -~~

7. Min - 3.000

Max - 3.000
Discipline - POLI= Political Science
Course - POLI 12= Introduction to California State and Local Government
Course Detail -
Other -
Header -
Footer -
Exception Identifier -
Exception -
Include in PLO Mapping - No
Term -

8. **Min** - 3.000
Max - 3.000
Discipline - POLI= Political Science
Course - POLI 26= Introduction to Gender, Sexuality, and Politics
Course Detail -
Other -
Header -
Footer -
Exception Identifier -
Exception -
Include in PLO Mapping - No
Term -

Min - 0.000
Max - 0.000

Group Title Total Units for the Major
 Other
 Header
 Footer
 Exception Identifier
 Exception
 Term

1. **Min** ~~19~~ 18.000
Max ~~20~~ 19.000
Other
Non Course Requirement
Header
Footer
Exception Identifier
Exception
Term

Min ~~41~~ 42.000
Max ~~39~~ 40.000

Group Title Additional General Education and Elective Units
 Other

Header
Footer
Exception Identifier
Exception
Term

- 1. Min 40.000
Max 41.000
Other
Non Course Requirment
Header
Footer
Exception Identifier
Exception
Term

Program Mapper

Map Header
Map Footer
Curriculum Committee Approval Date
Effective Term
Program Mapper

- 1. Min ~~4~~ 15 .000
Max ~~4~~ 15 .000
Term - Semester Term 1 - Fall Semester
Header
Footer
Program Courses
 - 1. Min ~~4~~ 3 .000
Max ~~4~~ 3 .000
Non- Course Requirement ~~POH~~
CSU 7 - Introduction to American Government Elective
Course ~~Detail~~ Block Reference
Exception Identifier
Exception
Footer
Category
~~Semester(s) Offered~~
~~Spring - No~~
~~Summer - No~~
~~Fall - No~~
~~Rotating - No~~
- 2. ~~Min - 9.000~~
~~Max - 10.000~~

~~Term - Semester -~~

~~Header -~~

~~Footer -~~

~~Program Courses~~

- 1. ~~Min - 4.000~~
~~Max - 4.000~~
~~Course - MATH 40 - Statistics and Probability (Historical)~~
~~Course Detail -~~
~~Exception Identifier -~~
~~Exception -~~
~~Footer -~~
~~Category - Elective~~
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No
- 2. Min 3.000
Max 3.000
Non- Course Requirement ~~POH~~
English 20 Composition = (Area Comparative Government 1A)
Course ~~Detail~~ Block Reference
Exception Identifier
Exception
Footer
Category General Education
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No
- 3. Min 3.000
Max 3.000
~~Course - POH 25 - Introduction to Political Theory~~
~~Course Detail -~~
~~Exception Identifier -~~
~~Exception -~~
~~Footer -~~
~~Category -~~
~~Semester(s) Offered~~
~~Spring - No~~
~~Summer - No~~
~~Fall - No~~
~~Rotating - No~~
- 4. ~~Min - 3.000~~

Max - 3.000
Course - POLI 30 – International Relations
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No

3. **Min - 6.000**
Max - 7.000
Term - Semester -
Header -
Footer -
Program Courses

1. **Min - 3.000**
Max - 4.000
Non-Course Requirement
Any [Arts](#) [List](#) ([Area](#) [A](#) [course](#) [not](#) [already](#) [used](#) [3A](#))
Course Block Reference
Exception Identifier
Exception
Footer
Category [General Education](#)
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

2. **Min 3.000**
Max 3.000
Group Title
Exception Identifier
Exception
Footer
Category
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

1. **Min 3.000**

Max 3.000

Course [GS HIST 17 - Introduction US to History Global Through Studies Reconstruction](#)

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. **Min - 3.000**

Max - 3.000

Course - SOC 5 - Introduction to Global Studies

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min - 3.000**

Max - 3.000

Course - HIST 7 - US History Through Reconstruction

Course Detail -

Exception Identifier -

Exception -

Footer -

Category - [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

- 4. Min 3.000
Max 3.000
Course HIST 8 - US History Post-Reconstruction
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Min 3.000

Max 3.000

Course ~~POL~~ [POL](#) ~~12~~ [12](#) [C1000](#) - ~~Introduction~~ [American](#) ~~to California State~~ [Government](#) and ~~Local~~ [Politics](#) ~~Government~~ [\(Launched\)](#)

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

[Exception Identifier](#) _

[Exception](#) _

[Footer](#) _

[Category](#) _ [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

[Min](#) _ [15.000](#)

[Max](#) _ [15.000](#)

[Term - Semester](#) _ [Term 2 - Spring Semester](#)

[Header](#) _

[Footer](#) _

Program Courses

1. Min _ 3.000

Max _ 3.000

Group Title

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

1. Min _ 3.000

Max _ 3.000

Course _ POLI 20 - Comparative Government

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: POLI 7 with a minimum grade of C, _ - Eligib _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min 3.000

Max 3.000

Course POLI **26** 25 - Introduction to **Gender,** Political **Sexuality, and Politics** Theory

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	
<u>Inside of Class Hours</u>	<u>54</u>

Outside of Class Hours 108

Requisites:

Recommended Course Preparation: - Eligib. - POLI 7 with a minimum grade of C -

Exception Identifier -

Exception -

Footer -

Category - Major/Required

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. Min - 3.000

Max - 3.000

Course - POLI 30 - International Relations

Course Detail - Units and Hours:

Lecture Hours	<u>54</u>
Lab Hours	
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: POLI 7 with a minimum grade of C, - Eligib -

Exception Identifier -

Exception -

Footer -

Category - Major/Required

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. Min - 3.000

Max - 3.000

Non-Course Requirement -

Critical Thinking and Composition (Area 1B)

Course Block Reference -

Exception Identifier -

Exception -

Footer -

Category - General Education

Semester(s) Offered

- [Spring](#) _ [No](#)
- [Summer](#) _ [No](#)
- [Fall](#) _ [No](#)
- [Rotating](#) _ [No](#)
- 3. [Min](#) _ [4.000](#)
- [Max](#) _ [4.000](#)
- [Course](#) _ [STAT C1000 - Introduction to Statistics \(Launched\)](#)
- [Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	72
Lab Hours	18
Inside of Class Hours	90
Outside of Class Hours	144

- [Requisites:](#)
- [Prerequisite:](#) [Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.](#) _
 - [Exception Identifier](#) _
 - [Exception](#) _
 - [Footer](#) _
 - [Category](#) _ [Major/Required](#)
 - [Semester\(s\) Offered](#)
 - [Spring](#) _ [No](#)
 - [Summer](#) _ [No](#)
 - [Fall](#) _ [No](#)
 - [Rotating](#) _ [No](#)
 - 4. [Min](#) _ [5.000](#)
 - [Max](#) _ [5.000](#)
 - [Non-Course Requirement](#) _
 - [CSU Elective](#)
 - [Course Block Reference](#) _
 - [Exception Identifier](#) _
 - [Exception](#) _
 - [Footer](#) _
 - [Category](#) _ [Elective](#)
 - [Semester\(s\) Offered](#)
 - [Spring](#) _ [No](#)
 - [Summer](#) _ [No](#)
 - [Fall](#) _ [No](#)
 - [Rotating](#) _ [No](#)
 - [Min](#) _ [15.000](#)
 - [Max](#) _ [15.000](#)
 - [Term - Semester](#) _ [Term 3 - Fall Semester](#)
 - [Header](#) _

[Footer](#)

[Program Courses](#)

- 1. [Min](#) ~~3~~.000
[Max](#) ~~3~~.000
[Group Title](#)
 Exception Identifier
 Exception
 Footer
 Category
 Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No

- 1. [Min](#) ~~3~~.000
[Max](#) ~~3~~.000
Term [Course](#) POLI 20 - **Semester** [Comparative Government](#)
[Course Detail](#) Units and Hours:

Lecture Hours	54
Lab Hours	
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

Recommended Course Preparation: [POLI 7 with a minimum grade of C.](#) - Eligib

[Exception Identifier](#)

Header [Exception](#)

Footer

Program [Category](#) **Courses** [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) No

[Summer](#) No

[Fall](#) No

[Rotating](#) No

- 2. [Min](#) ~~19~~ [3](#).000
[Max](#) ~~20~~ [3](#).000
[Course](#) POLI 25 - Introduction to Political Theory
[Course Detail](#) Units and Hours:

Lecture Hours	54
Lab Hours	
Inside of Class Hours	54

Outside of Class Hours 108

Requisites:

Recommended Course Preparation: - Eligib. - POLI 7 with a minimum grade of C -

Exception Identifier -

Exception -

Footer -

Category - Major/Required

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. Min - 3.000

Max - 3.000

Course - POLI 30 - International Relations

Course Detail - Units and Hours:

Lecture Hours	54
Lab Hours	
Inside of Class Hours	54
Outside of Class Hours	108

Requisites:

Recommended Course Preparation: POLI 7 with a minimum grade of C. - Eligib -

Exception Identifier -

Exception -

Footer -

Category - Major/Required

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

Min - 3.000

Max - 3.000

Non-Course Requirement

List B Course

Course Block Reference

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

Min _

Max _

Non-Course Requirement _

Oral Communication (Area 1C)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

Min _ 3.000

Max _ 3.000

Non-Course Requirement _

Biological Sciences (Area 5B)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

Min _ 3.000

Max _ 3.000

Non-Course Requirement _

CSU Elective

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ Elective

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Min ~~41~~ 15 .000

Max ~~39~~ 15 .000

Term - Semester Term 4 - Spring Semester

Header

Footer

Program Courses

1. Min ~~40~~ 3 .000

Max ~~41~~ 3 .000

Non-Course Requirement

List A Course

Course Block Reference

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min _ 4.000

Max _ 4.000

Non-Course Requirement _

Physical Sciences with Lab (Area 5A/5C)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

3. Min _ 3.000

Max _ 3.000

Non-Course Requirement _

Ethnic Studies (Area 6)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) OfferedSpring _ NoSummer _ NoFall _ NoRotating _ No4. Min _ 5.000Max _ 5.000Non-Course Requirement _Elective (Non-political science Area 4 required if Soc 5 not taken for List B. If complete, elective units still required.)Course Block Reference _Exception Identifier _Exception _Footer _Category _ Elective

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

Program Learning Outcomes**Outcomes**1. Outcome _Upon completion of the AA-T in Political Science, students are able to research, synthesize, and argue a political thesis.This program aligns to the following Institutional Outcomes (check all that apply):Course Student Learning Outcome Mappings2. Outcome _Upon completion of the AA-T in Political Science, students are able to demonstrate understanding and application of theories and concepts in political science to contemporary political phenomenon.This program aligns to the following Institutional Outcomes (check all that apply):Course Student Learning Outcome Mappings3. Outcome _Upon completion of the AA-T in Political Science, students are able to demonstrate an understanding of socioeconomic and/or political power disparities existing along the lines of identities such as race, class, gender, sexuality, legal status, and religion.This program aligns to the following Institutional Outcomes (check all that apply):Course Student Learning Outcome Mappings4. Outcome _Upon completion of the AA-T in Political Science, students are able to analyze and assess various types of sources in the discipline.

[This program aligns to the following Institutional Outcomes \(check all that apply\):](#)

[Course Student Learning Outcome Mappings](#)

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[Political poli-sci-form.pdf](#)

[Science Sociology _ BCT1 Unit Calculations .pdf](#)

[GECC D5 4F .pdf](#)

[TMC Poli Sci Template REV 5.pdf](#)

[GECC Political Science Elective Unit Range 4 .pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Department is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[Political poli-sci-form.pdf](#)

[Science Sociology _ BCT1 Unit Calculations .pdf](#)

[GECC D5 4F .pdf](#)

[TMC Poli Sci Template REV 5.pdf](#)

[GECC Political Science Elective Unit Range 4 .pdf](#)

Apprenticeship Documentation

Gainful Employment No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI](#) Report No

Attached File

[Political poli-sci-form.pdf](#)

[Science Sociology - BCT1 Unit Calculations .pdf](#)
[GECC D5 4F .pdf](#)
[TMC Poli_Sci_Template_REV_5.pdf](#)
[GECC Political Science Elective Unit Range 4 .pdf](#)

Attachments

Attached File

[BCT poli-sci-form.pdf](#)
[_ Sociology Unit Calculations.pdf](#)
[GECC D 4F.pdf](#)
[TMC](#)
[GECC Double-Counting 4.pdf](#)

Codes and Dates

Approval Dates

- State Approval Date
04/13/2022
- Board of Trustees
01/18/2022
- CC Approval Date
12/06/2021

Program Originator Jen, Joanna

Implementation Date ~~2022~~ 2024 - ~~08~~ 09 - ~~15~~ 18

Effective Term Fall ~~2022~~ 2025

TOP Code 2207.00 - Political Science

CIP Code 45.1001 - Political Science and Government, General.

Catalog Description

The Las Positas College Political Science program offers courses that lead to an Associate in Arts in Political Science for Transfer Degree. Students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the program requirements. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals. General education requirements should be selected carefully based on the intended transfer institution

Next Program Review (Month/Year) October ~~2025~~ 2026

Completion Requirements: 1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: a. The California Intersegmental General Education Transfer Curriculum (Cal-GETC). b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADT's) also require that students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

Program Control Number

Admin Use Only

Program Requirements



LAS POSITAS
COLLEGE

Program Modification: Political Science - Associate in Arts Degree for Transfer

Program Title

Political Science

Award Type

Associate in Arts Degree for Transfer

Effective Term

Fall 2025

Program Description

The Las Positas College Political Science program offers courses that lead to an Associate in Arts in Political Science for Transfer Degree. Students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the program requirements. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals. General education requirements should be selected carefully based on the intended transfer institution

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: Select Three (9 Units)

POLS C1000	American Government and Politics	1st	3.0
POLI 20	Comparative Government	2nd	3.0
POLI 25	Introduction to Political Theory	2nd	3.0
POLI 30	International Relations	2nd	3.0

List A: Select Two (6-7 Units)

Any course not selected from Required Core		4th	3.0
STAT C1000	Introduction to Statistics	1st	4.0
POLI 12	Introduction to California State and Local Government	4th	3.0

List B: Select One (3-4 Units)

Any course not selected from Required Core or List A		3rd	3.0-4.0
HIST 7	US History Through Reconstruction	1st	3.0
HIST 8	US History Post-Reconstruction	1st	3.0
GS 1	Introduction to Global Studies	3rd	3.0
OR			3.0
SOC 5	Introduction to Global Studies	3rd	3.0

Total Units for the Major

18.0-19.0

Additional General Education and Elective Units

40.0-41.0

Total: 60.0



Program Modification: Political Science - Associate in Arts Degree for Transfer

The Las Positas College Political Science program offers courses that lead to an Associate in Arts in Political Science for Transfer Degree. Students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the program requirements. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals. General education requirements should be selected carefully based on the intended transfer institution

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
CSU Elective	3.0	Elective	
English Composition (Area 1A)	3.0	General Education	
Arts (Area 3A)	3.0	General Education	
HIST 7	US History Through Reconstruction	3.0	Major/Required
OR			
HIST 8	US History Post-Reconstruction	3.0	Major/Required
POLS C1000	American Government and Politics	3.0	Major/Required

Term 2 - Spring Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
POLI 20	Comparative Government	3.0	Major/Required
OR			
POLI 25	Introduction to Political Theory	3.0	Major/Required
OR			

POLI 30	International Relations	3.0	Major/Required
Critical Thinking and Composition (Area 1B)		3.0	General Education
STAT C1000	Introduction to Statistics	4.0	Major/Required
CSU Elective		5.0	Elective

Term 3 - Fall Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
POLI 20	Comparative Government	3.0	Major/Required
OR			
POLI 25	Introduction to Political Theory	3.0	Major/Required
OR			
POLI 30	International Relations	3.0	Major/Required
List B Course		3.0	Major/Required
Oral Communication (Area 1C)			General Education
Biological Sciences (Area 5B)		3.0	General Education
CSU Elective		3.0	Elective

Term 4 - Spring Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
List A Course		3.0	Major/Required
Physical Sciences with Lab (Area 5A/5C)		4.0	General Education
Ethnic Studies (Area 6)		3.0	General Education
Elective (Non-political science Area 4 required if Soc 5 not taken for List B. If complete, elective units still required.)		5.0	Elective

Total: 60.0



Technical Program Revision: Retailing - Certificate of Achievement (16 to fewer than 30 units)

Technical Program Revision: Retailing - Certificate of Achievement (16 to fewer than 30 units)
(Launched - Implemented 09-19-2024)

compared with

Retailing - Certificate of Achievement (16 to fewer than 30 units) (Active - Implemented 04-19-2022)

Cover

Degree/Certificate Name Retailing

Division Business, Social Science, and Learning Resources

Department Business

Subject MKTG

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Certificate of Achievement (16 to fewer than 30 units)

Apprenticeship No

Program Information

TOP Code 0506.50 - Retail Store Operations and Management*

CIP Code 52.0212 - Retail Management.

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2022~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 50-99%

Next Program Review (Month/Year) October 2023

Origination Date ~~03 09 / 14 19~~ / ~~2022~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

Successful retailers already know the value of meeting and exceeding customers'

_ expectations. Fueled by our increasingly digital-first lifestyles, those expectations change rapidly. -

_ While most customers see fast, easy and personalized online shopping as the norm the shopping mall and retail brick and mortar sites are not disappearing, just changing.

_ The industry is primed for experimentation and innovation through technology. Through this program, students

will focus on that changing environment, identifying strategies on meeting and exceeding consumers' expectations. Students will investigate the importance of making connections with the consumer. The Internet of Things (IoT) and radio-frequency identification (RFID) have enabled a world of connected devices creating enormous potential in retail. The fusion of these technologies will lead to a smarter, more integrated shopping experience benefitting consumers

_ With the right skills, retailers can harness this data to predict and create a more personalized experience that builds customer loyalty for each shopper in their ecosystem. It can also shed a brighter light on the supply chain, adding greater precision to the ordering process while reducing waste and inefficiencies.

Data integration becomes the key ingredient used in every aspect of retail. It's not just taking a look and last week's sales report – it's knowing what customers are going to do, buy or experience next.

The operative word associated with customer experience in retail is "engagement". Briefly defined, engagement means to get someone to "feel excited or impressed to do something". Retailers' goals are to excite and impress us enough that we will purchase something. For retail focused on digital fulfillment most retail sites require "rich content", which engages and motivates consumers.

Catalog Description

The [Retailing](#) Certificate of Achievement **-in-Retailing** provides a detailed focus on the retailing efforts of products and services with the objective of meeting and exceeding consumers expectations and engaging consumers for the long term. This certificate provides students with the knowledge needed in the various retail marketing environments. Students learn the fundamentals of marketing goods and services in the B2C and B2B environments. This certificate provide students with essential knowledge concerning retailing, including effective operations, retail structure, non-store retailing, and upcoming trends. The Retailing Certificate is designed for individuals with career interests in the retail management field or those seeking to enhance existing knowledge and skills.

Career Opportunities

Retail is a growing fast paced, and **diverse** [diverse](#) industry with many opportunities for career advancement. -

- _ Careers are **availble** [available](#) in all areas of business. -

- _ Opportunities for retailing professionals are growing exponentially due to the rapidly expanding retail platforms. The Bureau of Labor Statistics indicates that the field employs over 42 million people and is responsible for 1 in 4 jobs in the United States. Projections indicate the field will be viable over the next 20 years.

_ Career options include positions in merchandising, independent small retailer management, online engagement specialists, display positions, and others.

Master Planning

This program meets the Mission of the California Community College System, as well as the Mission and Master Plan of Las Positas College, of providing certificates in Career Technical Education.

Enrollment and Completer Projections

5 per academic year

Place of Program in Curriculum/Similar Programs

This program will remain a part of the Marketing family of programs within the Business Department offerings

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

- 1. **Min 16.000**
Max 16.000
Group Title Required Core: (16 Units)
Other
Header
Footer
Exception Identifier
Exception
Term

- 1. **Min 3.000**
Max 3.000
Discipline BUSN - Business
Course BUSN 48 - Human Relations in Organizations
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

- Other**
- Header**
- Footer**
- Exception Identifier**
- Exception**
- Include in PLO Mapping No**
- Term 1**

- 2. **Min 4.000**
Max 4.000
Discipline CIS - Computer Information Systems
Course CIS 55 - Integrating Office Applications
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: CIS 50 _

- Other**
- Header**
- Footer**

Exception Identifier
Exception
Include in PLO Mapping No
Term 1

- 3. Min 3.000
Max 3.000
Discipline MKTG - Marketing
Course MKTG 50 - Introduction to Marketing
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Other

Header

Footer

Exception Identifier
Exception
Include in PLO Mapping No
Term 1

- 4. Min 3.000
Max 3.000
Discipline MKTG - Marketing
Course MKTG 56 - Marketing Strategies
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier
Exception
Include in PLO Mapping No
Term 2

- 5. Min 3.000
Max 3.000

Discipline MKTG - Marketing
Course MKTG 61 - Professional Selling
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other
Header
Footer
Exception Identifier
Exception
Include in PLO Mapping No
Term 1

- 2. Min 3.000
Max 3.000
Group Title List A: Select One (3 Units)
Other
Header
Footer
Exception Identifier
Exception
Term

- 1. Min 3.000
Max 3.000
Discipline BUSN - Business
Course BUSN 52 - Business Communications
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C](#) .

Other
Header
Footer
Exception Identifier
Exception

Include in PLO Mapping No

Term 2

2. Min 3.000

Max 3.000

Discipline ~~CMST~~ COMM - Communication Studies

Course ~~CMST~~ COMM † C1000 - Fundamentals Introduction of to Public Speaking (Launched)

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

3. Min 3.000

Max 6.000

Group Title List B: Select One (3-6 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 6.000

Discipline WRKX - Work Experience

Course WRKX 94 - Occupational Work Experience/Internship

Course Detail Units and Hours:

<u>Work Experience Hours</u>	<u>54 - 432</u>
-------------------------------------	-----------------

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

2. Min 3.000

Max 6.000

Discipline WRKX - Work Experience

Course WRKX 95 - General Work Experience

Course Detail

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

1. Min ~~16~~ [13](#) .000

Max ~~16~~ [13](#) .000

Term - Semester [Term 1 - Fall Semester](#)

Header

Footer

Program Courses

1. Min 3.000

Max 3.000

Course BUSN 48 - Human Relations in Organizations

Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

- Summer No
- Fall No
- Rotating No
- 2. Min 4.000
- Max 4.000
- Course CIS 55 - Integrating Office Applications
- Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Recommended Course Preparation: [CIS 50](#) _

- Exception Identifier
- Exception
- Footer
- Category [Major/Required](#)
- Semester(s) Offered
- Spring No
- Summer No
- Fall No
- Rotating No
- 3. Min 3.000
- Max 3.000
- Course MKTG 50 - Introduction to Marketing
- Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:
Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

- Exception Identifier
- Exception
- Footer
- Category [Major/Required](#)
- Semester(s) Offered**
- [Spring](#) _ [No](#)
- [Summer](#) _ [No](#)
- [Fall](#) _ [No](#)

- 4. [Rotating](#) _ [No](#)
[Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Course](#) _ [MKTG 61 - Professional Selling](#)
[Course Detail](#) _ [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

[Exception Identifier](#) _

[Exception](#) _

[Footer](#) _

[Category](#) _ [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)

[Summer](#) _ [No](#)

[Fall](#) _ [No](#)

[Rotating](#) _ [No](#)

- 2. [Min](#) _ [9.000](#)
[Max](#) _ [12.000](#)
[Term - Semester](#) _ [Term 2 - Spring Semester](#)
[Header](#) _
[Footer](#) _
[Program Courses](#)

- 1. [Min](#) _ [3.000](#)
[Max](#) _ [6.000](#)
[Non-Course Requirement](#) _
[WRKX - Work Experience](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [Major/Required](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)
- 2. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Non-Course Requirement](#) _
[List A Course](#)

[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min 3.000

Max 3.000

Course MKTG 56 - Marketing Strategies

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier

Exception

Footer

Category

~~Semester(s) Offered~~

~~Spring - No~~

~~Summer - No~~

~~Fall - No~~

~~Rotating - No~~

4. ~~Min - 3.000~~

~~Max - 3.000~~

~~Course - MKTG 61--Professional Selling~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category -~~

~~Semester(s) Offered~~

~~Spring - No~~

~~Summer - No~~

~~Fall - No~~

~~Rotating - No~~

3. ~~Min - 3.000~~

~~Max - 3.000~~

~~Term--Semester -~~

Header -

Footer -

Program Courses

- 1. **Min** - 3.000
Max - 3.000
Course - BUSN 52--Business Communications

Course Detail -
Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

- 2. **Min** - 3.000
Max - 3.000
Course - CMST 1--Fundamentals of Public Speaking

Course Detail -
Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

- 4. **Min** - 3.000
Max - 6.000
Term--Semester -

Header -

Footer -

Program Courses

- 1. **Min** - 3.000
Max - 6.000
Course - WRKX 94--Occupational Work Experience [Major](#) / [Internship](#)

Course Detail -
Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

- Summer** - No
Fall - No
Rotating - No
 2. **Min** - 3.000
Max - 6.000
Course - WRKX-95 - General Work Experience
Course Detail -
Exception Identifier -
Exception -
Footer -
Category - Required
Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No

Program Learning Outcomes

Outcomes

1. **Outcome** _
Upon completion of this program, students are able to compare and contrast the various pricing strategies.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
2. **Outcome** _
Upon completion of this program, students are able to determine the demand for products and services offered by a firm and identify potential customers.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
3. **Outcome** _
Upon completion of this program, students are able to develop pricing strategies with the goal of maximizing the firm's profits and/or market share while ensuring customer satisfaction.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
4. **Outcome** _
Upon completion of this program, students are able to explain promotional mixes and effective strategies for each.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
5. **Outcome** _

Upon completion of this program, students are able to identify distinctions between distribution channels.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

6. Outcome _

Upon completion of this program, students are able to identify the primary business operations, business organizational options, and business procedures.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

7. Outcome _

Upon completion of this program, students are able to list resources and strategies for monitoring trends which help identify the need for new products and services.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

8. Outcome _

Upon completion of this program, students are able to summarize measures that can be taken by individuals and organizations to correct organizational dysfunctions.

This program aligns to the following Institutional Outcomes (check all that apply):

Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment Yes

CTE Regional Consortium Approved Yes

Advisory Board is attached No

[Center of Excellence \(COE\) LMI Report](#) is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[BACCC WORKSHEET FOR ONLINE PORTAL DATA ENTRY Retailing_Certificate1.docx](#)

[Busn Advisory Minutes 111520131.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal.

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Deparement is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[BACCC WORKSHEET FOR ONLINE PORTAL DATA ENTRY Retailing_Certificate1.docx](#)

[Busn Advisory Minutes 111520131.pdf](#)

Apprenticeship Documentation

Gainful Employment Yes

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI Report](#) No

Attached File

[BACCC WORKSHEET FOR ONLINE PORTAL DATA ENTRY Retailing_Certificate1.docx](#)

[Busn Advisory Minutes 111520131.pdf](#)

Attachments

Attached File

[BACCC Form](#)

[Advisory Board Minutes 10302017](#)

Codes and Dates

Approval Dates

- State Approval Date
08/19/2022
- Board of Trustees
07/19/2022
- CC Approval Date
04/26/2022

Program Originator Kutil, Craig

Implementation Date

~~2022~~ 2024 - ~~04~~ 09 -19

Effective Term Fall ~~2022~~ 2025

TOP Code 0506.50 - Retail Store Operations and Management*

CIP Code 52.0212 - Retail Management.

Catalog Description

The Retailing Certificate of Achievement **in Retailing** provides a detailed focus on the retailing efforts of products and services with the objective of meeting and exceeding consumers expectations and engaging consumers for the long term. This certificate provides students with the knowledge needed in the various retail marketing environments. Students learn the fundamentals of marketing goods and services in the B2C and B2B environments. This certificate provide students with essential knowledge concerning retailing, including effective operations, retail structure, non-store retailing, and upcoming trends. The Retailing Certificate is designed for individuals with career interests in the retail management field or those seeking to enhance existing knowledge and skills.

Next Program Review (Month/Year) October 2023

Program Control Number

Admin Use Only

Program Requirements



LAS POSITAS
COLLEGE

Technical Program Revision: Retailing - Certificate of Achievement (16 to fewer than 30 units)

Program Title

Retailing

Award Type

Certificate of Achievement (16 to fewer than 30 units)

Effective Term

Fall 2025

Program Description

The Retailing Certificate of Achievement provides a detailed focus on the retailing efforts of products and services with the objective of meeting and exceeding consumers expectations and engaging consumers for the long term. This certificate provides students with the knowledge needed in the various retail marketing environments. Students learn the fundamentals of marketing goods and services in the B2C and B2B environments. This certificate provide students with essential knowledge concerning retailing, including effective operations, retail structure, non-store retailing, and upcoming trends. The Retailing Certificate is designed for individuals with career interests in the retail management field or those seeking to enhance existing knowledge and skills.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (16 Units)

BUSN 48	Human Relations in Organizations	1st	3.0
CIS 55	Integrating Office Applications	1st	4.0
MKTG 50	Introduction to Marketing	1st	3.0
MKTG 56	Marketing Strategies	2nd	3.0
MKTG 61	Professional Selling	1st	3.0

List A: Select One (3 Units)

BUSN 52	Business Communications	2nd	3.0
COMM C1000	Introduction to Public Speaking	2nd	3.0

List B: Select One (3-6 Units)

WRKX 94	Occupational Work Experience/Internship	2nd	3.0-6.0
WRKX 95	General Work Experience	2nd	3.0-6.0

Total: 22.0-25.0



LAS POSITAS
COLLEGE

Technical Program Revision: Retailing - Certificate of Achievement (16 to fewer than 30 units)

The Retailing Certificate of Achievement provides a detailed focus on the retailing efforts of products and services with the objective of meeting and exceeding consumers expectations and engaging consumers for the long term. This certificate provides students with the knowledge needed in the various retail marketing environments. Students learn the fundamentals of marketing goods and services in the B2C and B2B environments. This certificate provide students with essential knowledge concerning retailing, including effective operations, retail structure, non-store retailing, and upcoming trends. The Retailing Certificate is designed for individuals with career interests in the retail management field or those seeking to enhance existing knowledge and skills.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester**Units: 13.0**

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
BUSN 48	Human Relations in Organizations	3.0	Major/Required	
CIS 55	Integrating Office Applications	4.0	Major/Required	
MKTG 50	Introduction to Marketing	3.0	Major/Required	
MKTG 61	Professional Selling	3.0	Major/Required	

Term 2 - Spring Semester**Units: 9.0-12.0**

Course		Units	MAJ/GEN/ELEC	Semester(s) Offered
WRKX - Work Experience		3.0 - 6.0	Major/Required	
List A Course		3.0	Major/Required	
MKTG 56	Marketing Strategies	3.0	Major/Required	

Total: 22.0-25.0



LAS POSITAS
COLLEGE

Program Modification: Sociology - Associate in Arts Degree for Transfer

Program Modification: Sociology - Associate in Arts Degree for Transfer (Launched - Implemented 09-12-2024)

compared with

Sociology (Active - Implemented 08-15-2021)

Cover

Degree/Certificate Name Sociology

Division Business, Social Science, and Learning Resources

Department Sociology

Subject SOC

Program Goal Transfer (ADTs and Cal-GETC certificates only)

Award Type Associate in Arts Degree for Transfer

Apprenticeship [No](#)

Rationale -

Program Information

TOP Code [2208.00 - Sociology](#)

CIP Code [45.0101 - Social Sciences, General](#)

Does program also prepare students for transfer? [Yes](#)

Proposal Information

Effective Term Fall ~~2024~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 100%

Next Program Review (Month/Year) October ~~2023~~ [2026](#)

Origination Date ~~11 09 / 20 09 / 2020~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

The Associate in Arts in Sociology for Transfer program prepares students for a seamless transfer to a CSU to complete a baccalaureate degree in Sociology by providing students with the common core of lower division courses required to transfer in the major.

Catalog Description

The Associate in Arts in Sociology for Transfer program prepares students for a seamless transfer a CSU for continued study in sociology and other various fields of social science. Students who complete the program will have a basic understanding of sociological theory, skills and methods relevant to conducting rigorous sociological

research, and critical knowledge of various substantive topics of sociology such as race, gender, class, sexuality, family, culture, globalization, and social problems.

Career Opportunities

Master Planning

Enrollment and Completer Projections

Place of Program in Curriculum/Similar Programs

This program has been recommended by the BACCC

Explain

Program Requirements

Program Requirements

1. Min 10.000

Max ~~11~~ 10 .000

Group Title Required Core: (10 ~~11~~ Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline SOC - Sociology

Course SOC 1 - Principles of Sociology

Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min

~~Max -~~

~~Other -~~

~~Non-Course Requirement -~~

~~Header -~~

- Footer -
- Exception Identifier -
- Exception -
- Term -
- 3. Min -
- Max -
- Other -
- Non Course Requirement - Select two
- Header -
- Footer -
- Exception Identifier -
- Exception -
- Term -
- 4. Min - 4 3 .000
- Max 4 3 .000
- Discipline MATH SOC - Mathematics Sociology
- Course MATH SOC 40 6 - Statistics Social and Probability (Historical) Problems
- Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

- 5. Min 3 4 .000

Max 3 4 .000

Discipline SOC STAT - Sociology Statistics

Course SOC STAT 6 C1000 - Social Introduction Problems to Statistics (Launched)

Course Detail [Units and Hours:](#)

Lecture Hours	72
Lab Hours	18
Inside of Class Hours	90
Outside of Class Hours	144

[Requisites:](#)

Prerequisite: [Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term

6. **Min** - 4.000
Max - 4.000
Discipline - SOC--Sociology
Course - SOC-13--Research Methods (Historical)
Course Detail -
Other -
Header -
Footer -
Exception Identifier -
Exception -
Include in PLO Mapping - No
Term - 1

2. Min 6.000
Max 7.000
Group Title List A: Select Two (6-7 Units)
Other
Header
Footer
Exception Identifier
Exception
Term
 1. Min 3.000
Max ~~4.000~~
Other -
Non-Course Requirement - Any REQUIRED CORE not already used
Header -
Footer -
Exception Identifier -
Exception -
Term -
 2. **Min** - 3.000
Max - 3.000
Discipline PSYC - Psychology
Course PSYC 3 - Introduction to Social Psychology
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: PSYC 1 with a minimum grade of C. **Enrollment Limitation:** Eligibility for college-level composition as determined by college assessment or other appropriate method.

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

3. Min 3.000

Max 3.000

Group Title

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 3.000

Discipline SOC - Sociology

Course SOC 3 - Introduction to Race and Ethnicity

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: SOC 1 with a minimum grade of C.

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

2. Min 3.000
 Max 3.000
 Discipline ETHS - Ethnic Studies
 Course ETHS 6 - Introduction to Race and Ethnicity ~~(Historical)~~
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [SOC 1](#) .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

4. Min 3.000
 Max 3.000
 Discipline SOC - Sociology
 Course SOC 4 - Marriage and Family Relations
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

5. Min 3.000
 Max 3.000
 Discipline SOC - Sociology
 Course SOC 7 - Sociology of Sexuality
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
----------------------	-----------

<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

6. Min 3.000

Max 3.000

Discipline SOC - Sociology

Course SOC 11 - Sociology of Gender

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 27. **Min** 4.000**Max** 4.000**Discipline** SOC - Sociology**Course** SOC 13 - Research Methods**Course Detail** Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>108</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:**Prerequisite:** SOC 1 with a minimum grade of C, **Recommended Course Preparation:**MATH 40 with a minimum grade of C

[Other](#) _
[Header](#) _
[Footer](#) _
[Exception Identifier](#) _
[Exception](#) _
[Include in PLO Mapping](#) _ [No](#)
[Term](#) _ [2](#)

3. Min 3.000
 Max 4.000
 Group Title List B: Select One (3-4 Units)
 Other
 Header
 Footer
 Exception Identifier
 Exception
 Term

1. Min 3.000
 Max 4.000
 Other
 Non Course Requirement Any [List A](#) course not already used
 Header
 Footer
 Exception Identifier
 Exception
 Term [3](#)

2. Min 3.000
 Max 3.000
 Discipline ANTR - Anthropology
 Course ANTR 3 - Cultural Anthropology
 Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)
[Recommended Course Preparation:](#) _ [Eligib](#) _
 Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [3](#)

3. Min 3.000
 Max 3.000
 Discipline PSYC - Psychology
 Course PSYC + [C1000](#) - **General** [Introduction to Psychology](#) [\(Launched\)](#)
 Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [3](#)

4. Min 3.000
 Max 3.000
 Discipline SOC - Sociology
 Course SOC 12 - Popular Culture
 Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other
 Header
 Footer
 Exception Identifier
 Exception
 Include in PLO Mapping No
 Term [3](#)

5. Min 3.000
 Max 3.000
 Discipline SOC - Sociology
 Course SOC 5 - Introduction to Global Studies
 Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
-----------------------------	-----------

Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 3

6. Min _ 3.000

Max _ 3.000

Discipline _ GS - Global Studies

Course _ GS 1 - Introduction to Global Studies

Course Detail _ Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Other _

Header _

Footer _

Exception Identifier _

Exception _

Include in PLO Mapping _ No

Term _ 3

4. Min ~~0.000~~

Max ~~0.000~~

Group Title Total Units in the Major

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 19.000

Max 20.000

Other

Non Course Requirement

Header

Footer

Exception Identifier**Exception****Term**

5. Min 41.000

Max ~~38~~ 39 .000

Group Title Additional General Education and Elective Units

Other**Header****Footer****Exception Identifier****Exception****Term**

1. Min 40.000

Max 41.000

Other**Non Course Requirement****Header**

Footer [See the Las Positas College California General Education Transfer Curriculum \(Cal-GETC\) pattern for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course\(s\) taken. Elective units must be CSU transferable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.](#)

Exception Identifier**Exception****Term**

Program Mapper

Map Header**Map Footer****Curriculum Committee Approval Date**Effective Term [Fall 2025](#)**Program Mapper**1. Min ~~10~~ 15 .000Max ~~11~~ 15 .000Term - Semester [Term 1 - Fall Semester](#)**Header****Footer****Program Courses**

1. Min 3.000

Max 3.000

Course SOC 1 - Principles of Sociology

Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring ~~No~~ [Yes](#)Summer ~~No~~ [Yes](#)Fall ~~No~~~~Rotating - No~~2. ~~Min -~~~~Max -~~~~Non-Course Requirement -~~~~Course Block Reference -~~~~Exception Identifier -~~~~Exception -~~~~Footer -~~~~Category -~~~~Semester(s) Offered~~~~Spring - No~~~~Summer - No~~~~Fall - No~~~~Rotating - No~~3. ~~Min -~~~~Max -~~~~Non-Course Requirement -~~~~Select two~~~~Course Block Reference -~~~~Exception Identifier -~~~~Exception -~~~~Footer -~~~~Category -~~~~Semester(s) Offered~~~~Spring - No~~~~Summer - No~~~~Fall - No~~ [Yes](#)

Rotating No

4. Min 4.000

Max 4.000

Course **MATH STAT 40 C1000** - [Introduction to Statistics and Probability](#)
([Historical Launched](#))

Course Detail [Units and Hours:](#)

Lecture Hours	<u>72</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>144</u>

[Requisites:](#)

Prerequisite: [Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.](#) _

Exception Identifier

Exception

Footer

[Recommend Concurrent Support](#)

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

5. Min 3.000

Max 3.000

Course - **SOC 6--Social Problems**

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

6. **Min** - 4.000

Max - 4.000

Course - **SOC 13--Research Methods (Historical)**

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No
 Summer - No
 Fall - No
 Rotating - No

2. Min - 6.000

Max - 7.000

Term - Semester -

Header -

Footer -

Program Courses

1. Min - 3.000

Max - 4.000

Non-Course Requirement

Any English REQUIRED Composition CORE (Area not already used 1A).

Course Block Reference

Exception Identifier

Exception

Footer

Category General Education

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Non- Course Requirement PSYC

US 3 History = Through Introduction Reconstruction to (HIST Social Psychology 7).

Course Detail Block Reference

Exception Identifier

Exception

Footer

Category General Education

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min _ 2.000

Max _ 2.000

Non-Course Requirement _

CSU Elective

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ Elective

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

3. Min _ 15.000

Max _ 15.000

Term - Semester _ Term 2 - Spring Semester

Header _

Footer _

Program Courses

1. Min _ 6.000

Max _ 6.000

Non-Course Requirement _

SOC AA-T (List A)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min _ 3.000

Max _ 3.000

Non-Course Requirement _

Critical Thinking and Composition (Area 1B)

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ General Education

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

3. Min _ 3.000

Max _ 3.000

Non-Course Requirement _

[HIST 8 or HIST 14](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [General Education](#)
[Semester\(s\) Offered](#)

[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)

4. [Min](#) _ [3.000](#)
[Max](#) _ [3.000](#)
[Non-Course Requirement](#) _

[CSU Elective](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _

[Category](#) _ [Elective](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)

4. [Min](#) _ [15.000](#)
[Max](#) _ [15.000](#)
[Term - Semester](#) _ [Term 3 - Fall Semester](#)
[Header](#) _
[Footer](#) _
[Program Courses](#)

1. [Min](#) _ [5.000](#)
[Max](#) _ [5.000](#)
[Non-Course Requirement](#) _
[CSU Elective](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [Elective](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)

2. Min _ 1.000
Max _ 1.000
Non-Course Requirement _
Science Laboratory Course (Area 5C)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
3. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
Physical Science (Area 5A)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
4. Min _ 3.000
Max _ 3.000
Non-Course Requirement _
Oral Communication (Area 1C)
Course Block Reference _
Exception Identifier _
Exception _
Footer _
Category _ General Education
Semester(s) Offered
Spring _ No
Summer _ No
Fall _ No
Rotating _ No
5. Min _ 3.000
Max _ 3.000
Non-Course Requirement _

[SOC - AA-T \(List B\)](#)
[Course Block Reference](#) _
[Exception Identifier](#) _
[Exception](#) _
[Footer](#) _
[Category](#) _ [Major/Required](#)
[Semester\(s\) Offered](#)
[Spring](#) _ [No](#)
[Summer](#) _ [No](#)
[Fall](#) _ [No](#)
[Rotating](#) _ [No](#)

5. [Min](#) _ [15.000](#)
[Max](#) _ [15.000](#)
[Term - Semester](#) _ [Term 4 - Spring Semester](#)
[Header](#) _
[Footer](#) _
[Program Courses](#)

1. Min 3.000
 Max 3.000
 Group Title
 Exception Identifier
 Exception
 Footer
 Category
 Semester(s) Offered
 Spring No
 Summer No
 Fall No
 Rotating No

1. Min 3.000
 Max 3.000
 Course SOC 3 - Introduction to Race and Ethnicity
 Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)
[Recommended Course Preparation:](#) [SOC 1 with a minimum grade of C](#) _
 Exception Identifier
 Exception
 Footer
 Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Course ETHS 6 - Introduction to Race and Ethnicity ~~(Historical)~~Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)**Recommended Course Preparation:** [SOC 1](#) _

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Course SOC 4 6 - ~~Marriage~~ [Social](#) ~~and Family Relations~~ [Problems](#)Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min 3.000
Max 3.000
Non- Course Requirement SOE
Biological 7 Sciences = (Area Sociology of Sexuality 5B).
Course Detail Block Reference
Exception Identifier
Exception
Footer
Category General Education
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No
4. Min 3.000
Max 3.000
~~Course - SOE 11 - Sociology of Gender~~
~~Course Detail -~~
~~Exception Identifier -~~
~~Exception -~~
~~Footer -~~
~~Category -~~
~~Semester(s) Offered~~
~~Spring - No~~
~~Summer - No~~
~~Fall - No~~
~~Rotating - No~~
6. ~~Min - 3.000~~
~~Max - 4.000~~
~~Term - Semester -~~
~~Header -~~
~~Footer -~~
~~Program Courses~~
1. ~~Min - 3.000~~
~~Max - 4.000~~
Non-Course Requirement
Any Arts course (Area not already used 3A).
Course Block Reference
Exception Identifier
Exception
Footer
Category General Education
Semester(s) Offered
Spring No
Summer No

- Fall No
Rotating No
2. Min 3.000
Max 3.000
Course - ANTR 3 - Cultural Anthropology
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
3. Min - 3.000
Max - 3.000
Course - PSYC 1 - General Psychology
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
4. Min - 3.000
Max - 3.000
Course - SOC 12 - Popular Culture
Course Detail -
Exception Identifier -
Exception -
Footer -
Category -
Semester(s) Offered
Spring - No
Summer - No
Fall - No
Rotating - No
5. Min - 3.000
Max - 3.000
Course - SOC 5 - Introduction to Global Studies
Course Detail -

Exception Identifier -**Exception** -**Footer** -**Category** -**Semester(s) Offered****Spring** - No**Summer** - No**Fall** - No**Rotating** - No7. **Min** - 0.000**Max** - 0.000**Term--Semester** -**Header** -**Footer** -**Program Courses**1. **Min** - 19.000**Max** - 20.000**Non-Course Requirement**CSU Elective**Course Block Reference****Exception Identifier****Exception****Footer****Category****Semester(s) Offered****Spring** - No**Summer** - No**Fall** - No**Rotating** - No8. **Min** - 41.000**Max** - 38.000**Term--Semester** -**Header** -**Footer** -**Program Courses**1. **Min** - 40.000**Max** - 41.000**Non-Course Requirement** -**Course Block Reference** -**Exception Identifier** -**Exception** -**Footer** -**Category** - Elective**Semester(s) Offered**

Spring No
 Summer No
 Fall No
 Rotating No

Program Learning Outcomes

Outcomes

1. **Outcome** _

Upon completion of Sociology AA-T program, the students should be able to analyze and describe the major concepts, theoretical perspectives, empirical findings, and historical trends in sociology.

This program aligns to the following Institutional Outcomes (check all that apply):

- CLO(ILO) to PLO Map Top ILO Grouping(Delta) _
 _ _ **Read Critically** : Locate, interpret and analyze various types of written texts
- CLO(ILO) to PLO Map Top ILO Grouping(Delta) _
 _ _ **Write Effectively** : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- CLO(ILO) to PLO Map Top ILO Grouping(Delta) _
 _ _ **Communicate Orally** : Communicate oral, symbolic and/or artistic messages through discussions, presentations and performances appropriate to the context and audience.
- CLO(ILO) to PLO Map Top ILO Grouping(Delta) _
 _ _ **Recognize and Define** : Demonstrate observation skills when they identify and clearly define a problem to be solved, task to be performed, or decision to be made.
- CLO(ILO) to PLO Map Top ILO Grouping(Delta) _
 _ _ **Gather and Evaluate Information** : Gather information from multiple sources (verbal, written, graphic, symbolic and numerical) and evaluate information for accuracy, credibility, and usefulness.
- CLO(ILO) to PLO Map Top ILO Grouping(Delta) _
 _ _ **Reason** : Differentiate between facts, inferences, assumptions, and conclusions; use logic, as well as quantitative and qualitative data, to make inferences.
- CLO(ILO) to PLO Map Top ILO Grouping(Delta) _
 _ _ **Solve Problems** : Use mathematical thinking, processes, and skills; scientific principles, the scientific method, and the synthesis of ideas to apply data to problem solving and decision making; then, identify the criteria used to evaluate the solution or decision and communicate the procedures used to show their appropriateness.
- CLO(ILO) to PLO Map Top ILO Grouping(Delta) _
 _ _ **Make Decisions** : Formulate alternative solutions, processes, or decisions and identify potential consequences in selecting the appropriate solution, process, or decision.

Course Student Learning Outcome Mappings

2. **Outcome** _

Upon completion of Sociology AA-T program, the students should be able to demonstrate critical thinking and analytic skills in the application of social theory to solve problems that arise in institutional and societal contexts.

This program aligns to the following Institutional Outcomes (check all that apply):

- [CLO\(ILO\) to PLO Map Top ILO Grouping\(Delta\)](#) _
_ _ [Read Critically](#) : Locate, interpret and analyze various types of written texts
- [CLO\(ILO\) to PLO Map Top ILO Grouping\(Delta\)](#) _
_ _ [Write Effectively](#) : Communicate thoughts, ideas and information through effective and contextually appropriate writing.
- [CLO\(ILO\) to PLO Map Top ILO Grouping\(Delta\)](#) _
_ _ [Communicate Orally](#) : Communicate oral, symbolic and/or artistic messages through discussions, presentations and performances appropriate to the context and audience.
- [CLO\(ILO\) to PLO Map Top ILO Grouping\(Delta\)](#) _
_ _ [Recognize and Define](#) : Demonstrate observation skills when they identify and clearly define a problem to be solved, task to be performed, or decision to be made.
- [CLO\(ILO\) to PLO Map Top ILO Grouping\(Delta\)](#) _
_ _ [Gather and Evaluate Information](#) : Gather information from multiple sources (verbal, written, graphic, symbolic and numerical) and evaluate information for accuracy, credibility, and usefulness.
- [CLO\(ILO\) to PLO Map Top ILO Grouping\(Delta\)](#) _
_ _ [Reason](#) : Differentiate between facts, inferences, assumptions, and conclusions; use logic, as well as quantitative and qualitative data, to make inferences.
- [CLO\(ILO\) to PLO Map Top ILO Grouping\(Delta\)](#) _
_ _ [Solve Problems](#) : Use mathematical thinking, processes, and skills; scientific principles, the scientific method, and the synthesis of ideas to apply data to problem solving and decision making; then, identify the criteria used to evaluate the solution or decision and communicate the procedures used to show their appropriateness.
- [CLO\(ILO\) to PLO Map Top ILO Grouping\(Delta\)](#) _
_ _ [Make Decisions](#) : Formulate alternative solutions, processes, or decisions and identify potential consequences in selecting the appropriate solution, process, or decision.

Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment No

CTE Regional Consortium Approved No

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[Sociology_AAM_Unit_CSU-Chico.pdf](#)

- [Sociology AAM Cal Poly SLO.pdf](#)

- [Sociology AAM CSU Monterey Bay Calculations .pdf](#)

[Sociology BCT.pdf](#)

[TMC_Sociology_Template_REV_36 Global Studies BCT . docx](#) pdf

_ [Psychology BCT.pdf](#)

_ [Sociology AAM CSU Cal Poly Pajona.pdf](#)

_ [sociology-form.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. [Yes](#)

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No
 CSU/UC Baccalaureate Level Course List by Department is attached No
 Articulation Agreement by Major (AAM) is attached No
 Cal-GETC Certification Course List by Area (GECC) is attached No
 Attached File

[Sociology_AAM_Unit_CSU-Chico.pdf](#)

- [Sociology_AAM_CalPoly_SLO.pdf](#)

- [Sociology_AAM_CSU_Monterey_Bay_Calculations.pdf](#)

[Sociology_BCT.pdf](#)

[TMC_Sociology_Template_REV_36_Global_Studies_BCT.docx.pdf](#)

- [Psychology_BCT.pdf](#)

- [Sociology_AAM_CSU_Cal_Poly_Pamona.pdf](#)

- [sociology-form.pdf](#)

Apprenticeship Documentation

Gainful Employment No
 Sponsor Name
 Sponsor Address
 Sponsor Phone
 Related/Supplemental Instruction (RSI) Year 1 hours
 Related/Supplemental Instruction (RSI) Year 2 hours
 Related/Supplemental Instruction (RSI) Year 3 hours
 California Division of Apprenticeship Standards (DAS) letter No

[Current LMI Report](#) No

Attached File

[Sociology_AAM_Unit_CSU-Chico.pdf](#)

- [Sociology_AAM_CalPoly_SLO.pdf](#)

- [Sociology_AAM_CSU_Monterey_Bay_Calculations.pdf](#)

[Sociology_BCT.pdf](#)

[TMC_Sociology_Template_REV_36_Global_Studies_BCT.docx.pdf](#)

- [Psychology_BCT.pdf](#)

- [Sociology_AAM_CSU_Cal_Poly_Pamona.pdf](#)

- [sociology-form.pdf](#)

Attachments

Attached File

[AAM_Sociology_CSU_Unit_Chico_Calculations.pdf](#)

[AAM_Sociology_CalPoly_SLO_BCT.pdf](#)

[AAM_Global_CSU_Studies_Monterey_Bay_BCT.pdf](#)

[Psychology_BCT.pdf](#)

[FMC Sociology AAM CSU Cal Poly Pomona.pdf](#)
[_ sociology-form.pdf](#)

Codes and Dates

Approval Dates

- State Approval Date
~~05~~ [08](#) / ~~21~~ [19](#) / ~~2021~~ [2022](#)
- Board of Trustees
~~01~~ [07](#) /19/ ~~2021~~ [2022](#)
- CC Approval Date
~~12~~ [03](#) / ~~07~~ [22](#) / ~~2020~~ [2022](#)

Program Originator [Kuniti Hirose](#) , [Craig Akihiko](#)

Implementation Date

~~2021~~ [2024](#) - ~~08~~ [09](#) - ~~15~~
[12](#)

Effective Term Fall ~~2021~~ [2025](#)

TOP Code [2208.00 - Sociology](#)

CIP Code [45.0101 - Social Sciences, General](#)

Catalog Description

The Associate in Arts in Sociology for Transfer program prepares students for a seamless transfer a CSU for continued study in sociology and other various fields of social science. Students who complete the program will have a basic understanding of sociological theory, skills and methods relevant to conducting rigorous sociological research, and critical knowledge of various substantive topics of sociology such as race, gender, class, sexuality, family, culture, globalization, and social problems.

Next Program Review (Month/Year) October ~~2023~~ [2026](#)

Completion Requirements: 1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: a. The California Intersegmental General Education Transfer Curriculum (Cal-GETC). b. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district. 2. Obtainment of a minimum grade point average of 2.0. Associate Degrees for Transfer (ADT's) also require that students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

Program Control Number

Admin Use Only



LAS POSITAS
COLLEGE

Program Modification: Sociology - Associate in Arts Degree for Transfer

Program Title

Sociology

Award Type

Associate in Arts Degree for Transfer

Effective Term

Fall 2025

Program Description

The Associate in Arts in Sociology for Transfer program prepares students for a seamless transfer a CSU for continued study in sociology and other various fields of social science. Students who complete the program will have a basic understanding of sociological theory, skills and methods relevant to conducting rigorous sociological research, and critical knowledge of various substantive topics of sociology such as race, gender, class, sexuality, family, culture, globalization, and social problems.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (10 Units)

SOC 1	Principles of Sociology	1st	3.0
SOC 6	Social Problems	4th	3.0
STAT C1000	Introduction to Statistics	1st	4.0

List A: Select Two (6-7 Units)

PSYC 3	Introduction to Social Psychology	2nd	3.0
SOC 3	Introduction to Race and Ethnicity	3rd	3.0
OR			
ETHS 6	Introduction to Race and Ethnicity	3rd	3.0
SOC 4	Marriage and Family Relations	2nd	3.0
SOC 7	Sociology of Sexuality	2nd	3.0
SOC 11	Sociology of Gender	2nd	3.0
SOC 13	Research Methods	2nd	4.0

List B: Select One (3-4 Units)

Any List A course not already used		3rd	3.0-4.0
ANTR 3	Cultural Anthropology	3rd	3.0
PSYC C1000	Introduction to Psychology	3rd	3.0
SOC 12	Popular Culture	3rd	3.0
SOC 5	Introduction to Global Studies	3rd	3.0
GS 1	Introduction to Global Studies	3rd	3.0

Total Units in the Major

19.0-20.0

Additional General Education and Elective Units

40.0-41.0

See the Las Positas College California General Education Transfer Curriculum (Cal GETC) pattern for a

See the Las Positas College California General Education Transfer Curriculum (Cal-GETC) pattern for a listing of areas and courses. Double counting courses in GE and the major is permissible. The number of units that may be double counted will depend on the entry point to the degree program and the optional course(s) taken. Elective units must be CSU transferable. Consult with an adviser or a counselor to plan the courses necessary to achieve your academic goal.

Total: 60.0



Program Modification: Sociology - Associate in Arts Degree for Transfer

The Associate in Arts in Sociology for Transfer program prepares students for a seamless transfer a CSU for continued study in sociology and other various fields of social science. Students who complete the program will have a basic understanding of sociological theory, skills and methods relevant to conducting rigorous sociological research, and critical knowledge of various substantive topics of sociology such as race, gender, class, sexuality, family, culture, globalization, and social problems.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
SOC 1 Principles of Sociology	3.0	Major/Required	Spring, Summer, Fall
STAT C1000 Introduction to Statistics Recommend Concurrent Support	4.0	Major/Required	
English Composition (Area 1A)	3.0	General Education	
US History Through Reconstruction (HIST 7)	3.0	General Education	
CSU Elective	2.0	Elective	

Gateway Course

Term 2 - Spring Semester

Units: 15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
SOC AA-T (List A)	6.0	Major/Required	
Critical Thinking and Composition (Area 1B)	3.0	General Education	
HIST 8 or HIST 14	3.0	General Education	

CSU Elective

3.0

Elective

Term 3 - Fall Semester**Units: 15.0**

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
CSU Elective	5.0	Elective	
Science Laboratory Course (Area 5C)	1.0	General Education	
Physical Science (Area 5A)	3.0	General Education	
Oral Communication (Area 1C)	3.0	General Education	
SOC - AA-T (List B)	3.0	Major/Required	

Term 4 - Spring Semester**Units: 15.0**

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
SOC 3 Introduction to Race and Ethnicity	3.0	Major/Required	
OR ETHS 6 Introduction to Race and Ethnicity	3.0	Major/Required	
SOC 6 Social Problems	3.0	Major/Required	
Biological Sciences (Area 5B)	3.0	General Education	
Arts (Area 3A)	3.0	General Education	
CSU Elective	3.0	Elective	

Total: 60.0



LAS POSITAS
COLLEGE

Technical Program Revision: Supervisory Management - Certificate of Achievement (16 to fewer than 30 units)

Technical Program Revision: Supervisory Management - Certificate of Achievement (16 to fewer than 30 units) (Launched - Implemented 09-18-2024)

compared with

Supervisory Management - Certificate of Achievement (16 to fewer than 30 units) (Active - Implemented 08-15-2022)

Cover

Degree/Certificate Name Supervisory Management

Division Business, Social Science, and Learning Resources

Department Business

Subject BUSN

Program Goal CTE (all non-ADT awards with CTE TOP-Codes)

Award Type Certificate of Achievement (16 to fewer than 30 units)

Apprenticeship No

Program Information

TOP Code 0506.30 - Management Development and Supervision*

CIP Code 52.0204 - Office Management and Supervision.

Does program also prepare students for transfer? [No](#)

Proposal Information

Effective Term Fall ~~2022~~ [2025](#)

What percentage of the program is approved to offer through Distance Education? 100%

Next Program Review (Month/Year) October 2024

Origination Date ~~04 09 / 26 18 / 2021~~ [2024](#)

The Curriculum Committee has permission to correct any misspelling or punctuation issues. [Yes](#)

Narrative

Statement of Program Goals and Objectives

With the expanding diversity in today's organizations, individuals tasked with supervisory responsibilities must be sensitive to workplace issues and be skilled in interacting with employees and consumers.

This Certificate of Achievement in Supervisory Management program is designed to provide supervisors, key carriers, production leads, and managers with the training and skills need to effectively manage individuals and diverse work-groups.

Techniques and skills needed to effectively manage subordinates, as individuals and in groups, so the group works well and willingly as a team to achieve organizational objectives will be offered in a thorough and practical manner. The program provides skills and knowledge which are understandable and immediately useful in the workplace. The program is for people seeking careers in supervision and individuals who are aiming for promotion to higher supervisory posts. The elective options allow individuals to determine their program's emphasis. The leadership components added to the certificate support the soft skills and leadership framework needed in today's industry.

Individuals pursuing this certificate will develop skills to assess and identify the level of abilities in work groups; improve interpersonal relationships to be more effective and beneficial to the organization; acquire the necessary skills to create work environments that promote engagement and self-fulfillment, both personally and professionally.

Catalog Description

The Certificate of Achievement in Supervisory Management is designed to provide the training and skills necessary to effectively manage diverse groups and individuals. The certificate aims to help individuals, managers, and supervisors develop skills to achieve organizational objectives through the development of human resources management skills. Developing abilities in the areas of mobilization, organization, communication, leadership, evaluation, and adaptation will be a focus.

Career Opportunities

An expanding global marketplace means that individuals have growing career options in which to utilize the knowledge and skills learned when studying supervision to work in any field, for a for-profit or not-for-profit entity, in any size or type of organization including large multinational companies either within the United States or internationally.

Master Planning

The program meets the Mission of the California Community College System, as well as the Mission and Master Plan of Las Positas College, of providing certificates in Career Technical Education.

Enrollment and Completer Projections

5 per academic year

Place of Program in Curriculum/Similar Programs

This program will remain a part of the Business department family of programs.

This program has been recommended by the BACCC [Yes](#)

Explain

Program Requirements

Program Requirements

1. **Min 18.000**
Max 18.000
Group Title Required Core: (18 units)
Other
Header
Footer
Exception Identifier
Exception
Term

- 1. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 30 - Business Ethics and Society
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition as determined by college assessment or other appropriate method.](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

- 2. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 48 - Human Relations in Organizations
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

- 3. Min 3.000
 Max 3.000
 Discipline BUSN - Business
 Course BUSN 52 - Business Communications
 Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

4. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 56 - Introduction to Management

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

5. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 87 - Organizational Management and Leadership

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: BUSN 40 with a minimum grade of C .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 2

6. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 88 - Human Resources Management

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: BUSN 56 with a minimum grade of C .

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min 3.000

Max 4.000

Group Title List A: Select One (3-4 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 4.000

Max 4.000

Discipline BUSN - Business

Course BUSN 1A - Financial Accounting ~~(Historical)~~

Course Detail Units and Hours:

Lecture Hours	<u>72</u>
Lab Hours	<u>18</u>
Inside of Class Hours	<u>90</u>
Outside of Class Hours	<u>144</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

2. Min ~~4~~ 3 .000

Max ~~4~~ 3 .000

Discipline BUSN - Business

Course BUSN 18 - Business Law (Approved)

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Recommended Course Preparation: BUSN 40 with a minimum grade of C, _ ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

3. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 40 - Introduction to Business

Course Detail Units and Hours:

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 4

4. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 51 - Accounting for Small Businesses

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Lab Hours</u>	<u>18</u>
<u>Inside of Class Hours</u>	<u>72</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term 1

5. Min 3.000

Max 3.000

Discipline BUSN - Business

Course BUSN 58 - Small Business Management

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: BUSN 1A with a minimum grade of C _

Other

Header

Footer

Exception Identifier
Exception
Include in PLO Mapping No
Term 1

6. Min 3.000
Max 3.000

Discipline BUSN - Business
Course BUSN 86 - Management Strategies & Dilemmas
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Inside of Class Hours	<u>54</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [BUSN 40 with a minimum grade of C](#) .

Other
Header
Footer

Exception Identifier
Exception
Include in PLO Mapping No
Term 1

7. Min 4.000
Max 4.000

Discipline CIS - Computer Information Systems
Course CIS 55 - Integrating Office Applications
Course Detail [Units and Hours:](#)

Lecture Hours	<u>54</u>
Lab Hours	<u>54</u>
Inside of Class Hours	<u>108</u>
Outside of Class Hours	<u>108</u>

[Requisites:](#)

Recommended Course Preparation: [CIS 50](#) .

Other
Header
Footer

Exception Identifier
Exception
Include in PLO Mapping No
Term 1

8. Min 3.000

Max 3.000
 Discipline MKTG - Marketing
 Course MKTG 50 - Introduction to Marketing
 Course Detail [Units and Hours:](#)

Lecture Hours	54
Inside of Class Hours	54
Outside of Class Hours	108

[Requisites:](#)

Enrollment Limitation: [Eligibility for college-level composition \(ENG 1A, ENG 1AEX, or ESL 1A\) as determined by college assessment or other appropriate method.](#) _

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [1](#)

3. Min 3.000

Max 6.000

Group Title List B: Select One (3-6 Units)

Other

Header

Footer

Exception Identifier

Exception

Term

1. Min 3.000

Max 6.000

Discipline WRKX - Work Experience

Course WRKX 94 - Occupational Work Experience/Internship

Course Detail [Units and Hours:](#)

Work Experience Hours	54 - 432
------------------------------	-----------------

[Requisites:](#)

Other

Header

Footer

Exception Identifier

Exception

Include in PLO Mapping No

Term [2](#)

- 2. Min 3.000
Max 6.000
Discipline WRKX - Work Experience
Course WRKX 95 - General Work Experience
Course Detail [Units and Hours:](#)

Work Experience Hours 54 - 324

[Requisites:](#)

- Other
- Header
- Footer
- Exception Identifier
- Exception
- Include in PLO Mapping No
- Term [2](#)

Program Mapper

Map Header

Map Footer

Curriculum Committee Approval Date

Effective Term

Program Mapper

- 1. Min ~~18~~ [12](#) .000
Max ~~18~~ [13](#) .000
Term - Semester [Term 1 - Fall Semester](#)

Header

Footer

Program Courses

- 1. Min 3.000
Max ~~3~~ [4](#) .000
[Non-](#) Course [Requirement](#) ~~BUSN~~
[List](#) ~~30~~ [A](#) ~~-Business Ethics and Society~~ [Course](#)
Course ~~Detail~~ [Block Reference](#)
Exception Identifier
Exception
Footer
Category [Major/Required](#)
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

- 2. **Min** 3.000
Max 3.000
Course BUSN 48 - Human Relations in Organizations
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

- 3. **Min** 3.000
Max 3.000
Course BUSN 52 - Business Communications
Course Detail [Units and Hours:](#)

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

[Requisites:](#)

[Recommended Course Preparation:](#) [ENG 1A with a minimum grade of C, or ENG 1AEX with a minimum grade of C](#)

Exception Identifier

Exception

Footer

Category [Major/Required](#)

[Semester\(s\) Offered](#)

[Spring](#) [No](#)

[Summer](#) [No](#)

[Fall](#) [No](#)

[Rotating](#) [No](#)

- 4. **[Min](#)** [3.000](#)
[Max](#) [3.000](#)
[Course](#) [BUSN 88 - Human Resources Management](#)

Course Detail _ Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>
<u>Outside of Class Hours</u>	<u>108</u>

Requisites:

Recommended Course Preparation: BUSN 56 with a minimum grade of C _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring _ No

Summer _ No

Fall _ No

Rotating _ No

2. Min _ 12.000

Max _ 15.000

Term - Semester _ Term 2 - Spring Semester

Header _

Footer _

Program Courses

1. Min _ 3.000

Max _ 6.000

Non-Course Requirement _

List B Course

Course Block Reference _

Exception Identifier _

Exception _

Footer _

Category _ Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

2. Min 3.000

Max 3.000

Course BUSN 56 - Introduction to Management

Course Detail Units and Hours:

<u>Lecture Hours</u>	<u>54</u>
<u>Inside of Class Hours</u>	<u>54</u>

Outside of Class Hours 108

Requisites:

Enrollment Limitation: Eligibility for college-level composition (ENG 1A, ENG 1AEX, or ESL 1A) as determined by college assessment or other appropriate method. _

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

3. Min 3.000

Max 3.000

Course BUSN 87 - Organizational Management and Leadership

Course Detail Units and Hours:

Lecture Hours 54

Inside of Class Hours 54

Outside of Class Hours 108

Requisites:

Recommended Course Preparation: BUSN 40 with a minimum grade of C _

Exception Identifier

Exception

Footer

Category Major/Required

Semester(s) Offered

Spring No

Summer No

Fall No

Rotating No

4. Min 3.000

Max 3.000

Course BUSN ~~88~~ 30 - ~~Human~~ Business Resources Ethics Management and Society

Course Detail Units and Hours:

Lecture Hours 54

Inside of Class Hours 54

Outside of Class Hours 108

Requisites:

Enrollment Limitation: Eligibility for college-level composition as determined by college assessment or other appropriate method. _

Exception Identifier

Exception

Footer

Category

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min** - 3.000

Max - 4.000

Term - Semester -

Header -

Footer -

Program Courses

1. **Min** - 4.000

Max - 4.000

Course - ~~BUSN 1A - Financial Accounting (Historical)~~

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

2. **Min** - 4.000

Max - 4.000

Course - ~~BUSN 18 - Business Law~~

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

3. **Min** - 3.000

Max - 3.000

~~Course - BUSN-40--Introduction to Business~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category -~~

~~Semester(s) Offered~~

~~Spring - No~~

~~Summer - No~~

~~Fall - No~~

~~Rotating - No~~

4. ~~Min - 3.000~~

~~Max - 3.000~~

~~Course - BUSN-51--Accounting for Small Businesses~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category -~~

~~Semester(s) Offered~~

~~Spring - No~~

~~Summer - No~~

~~Fall - No~~

~~Rotating - No~~

5. ~~Min - 3.000~~

~~Max - 3.000~~

~~Course - BUSN-58--Small Business Management~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category -~~

~~Semester(s) Offered~~

~~Spring - No~~

~~Summer - No~~

~~Fall - No~~

~~Rotating - No~~

6. ~~Min - 3.000~~

~~Max - 3.000~~

~~Course - BUSN-86--Management Strategies & Dilemmas~~

~~Course Detail -~~

~~Exception Identifier -~~

~~Exception -~~

~~Footer -~~

~~Category -~~

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

7. **Min** - 4.000

Max - 4.000

Course - CIS-55 - Integrating Office Applications

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

8. **Min** - 3.000

Max - 3.000

Course - MKTG-50 - Introduction to Marketing

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

Semester(s) Offered

Spring - No

Summer - No

Fall - No

Rotating - No

4. **Min** - 3.000

Max - 6.000

Term--Semester -

Header -

Footer -

Program Courses

1. **Min** - 3.000

Max - 6.000

Course - WRKX-94 - Occupational Work Experience [Major / Internship](#)

Course Detail -

Exception Identifier -

Exception -

Footer -

Category -

- Semester(s) Offered**
Spring - No
Summer - No
Fall - No
Rotating - No
2. **Min** - 3.000
Max - 6.000
Course - WRKX 95 – General Work Experience
Course Detail -
Exception Identifier -
Exception -
Footer -
Category - Required
Semester(s) Offered
Spring No
Summer No
Fall No
Rotating No

Program Learning Outcomes

Outcomes

1. **Outcome** _
Upon completion of this Certificate of Achievement, students are able to analyze basic business documents to detect problems within an area of supervision.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
2. **Outcome** _
Upon completion of this program, students are able to demonstrate effective strategies for team work, planning, organizing, leading, and controlling human resources.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
3. **Outcome** _
Upon completion of this program, students are able to identify appropriate information compilation, reporting, storage and retrieval systems for common business situations.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings
4. **Outcome** _
Upon completion of this Certificate of Achievement, students are able to list the primary responsibilities of a supervisor in business today.
This program aligns to the following Institutional Outcomes (check all that apply):
Course Student Learning Outcome Mappings

CTE Documentation

Gainful Employment ~~Yes~~ No

CTE Regional Consortium Approved Yes

Advisory Board is attached No

[Center of Excellence \(COE\)](#) LMI Report is attached No

[Bay Area Community College Consortium \(BACCC\)](#) is attached No

Attached File

Please upload required documents for CTE programs; LMI Data, Advisory, Board Recommendation, BACCC Approved, Apprenticeship Information.

[BACCC WORKSHEET FOR ONLINE PORTAL DATA ENTRY Supervisory Management Certificate1.docx](#)

[Business Studies Advisory Board Meeting Minutes 103017 DRAFT4.docx](#)

[77-102-Supervisory Management LMI \(1\).docx](#)

[BACCC 1.2.20186.pdf](#)

I have reviewed this tab and have completed the requirements for this proposal. Yes

Transfer Documentation

[CCCCO TMC Submission form](#) is completed and attached No

CSU/UC Baccalaureate Level Course List by Department is attached No

Articulation Agreement by Major (AAM) is attached No

Cal-GETC Certification Course List by Area (GECC) is attached No

Attached File

[BACCC WORKSHEET FOR ONLINE PORTAL DATA ENTRY Supervisory Management Certificate1.docx](#)

[Business Studies Advisory Board Meeting Minutes 103017 DRAFT4.docx](#)

[77-102-Supervisory Management LMI \(1\).docx](#)

[BACCC 1.2.20186.pdf](#)

Apprenticeship Documentation

Gainful Employment ~~Yes~~ No

Sponsor Name

Sponsor Address

Sponsor Phone

Related/Supplemental Instruction (RSI) Year 1 hours

Related/Supplemental Instruction (RSI) Year 2 hours

Related/Supplemental Instruction (RSI) Year 3 hours

California Division of Apprenticeship Standards (DAS) letter No

[Current LMI](#) Report No

Attached File

[BACCC WORKSHEET FOR ONLINE PORTAL DATA ENTRY Supervisory Management Certificate1.docx](#)

[Business Studies Advisory Board Meeting Minutes 103017 DRAFT4.docx](#)

[77-102-Supervisory Management LMI \(1\).docx](#)

[BACCC 1.2.20186.pdf](#)

Attachments

Attached File[BACCC Form](#)[Advisory Board Minutes 10302017](#)[LMH](#)[BACCC Rec](#)**Codes and Dates**

Approval Dates

- State Approval Date
11/22/2021
- Board of Trustees
10/19/2021
- CC Approval Date
05/17/2021

Program Originator [Chopra Kutil](#) , [Rajeev Craig](#)**Implementation Date**[2022](#) [2024](#) - [08](#) [09](#) - [15](#)
[18](#)**Effective Term** Fall [2022](#) [2025](#)**TOP Code** 0506.30 - Management Development and Supervision***CIP Code** 52.0204 - Office Management and Supervision.**Catalog Description**

The Certificate of Achievement in Supervisory Management is designed to provide the training and skills necessary to effectively manage diverse groups and individuals. The certificate aims to help individuals, managers, and supervisors develop skills to achieve organizational objectives through the development of human resources management skills. Developing abilities in the areas of mobilization, organization, communication, leadership, evaluation, and adaptation will be a focus.

Next Program Review (Month/Year) October 2024**Program Control Number****Admin Use Only**

Program Requirements



LAS POSITAS
COLLEGE

Technical Program Revision: Supervisory Management - Certificate of Achievement (16 to fewer than 30 units)

Program Title

Supervisory Management

Award Type

Certificate of Achievement (16 to fewer than 30 units)

Effective Term

Fall 2025

Program Description

The Certificate of Achievement in Supervisory Management is designed to provide the training and skills necessary to effectively manage diverse groups and individuals. The certificate aims to help individuals, managers, and supervisors develop skills to achieve organizational objectives through the development of human resources management skills. Developing abilities in the areas of mobilization, organization, communication, leadership, evaluation, and adaptation will be a focus.

Program Requirements

Course	Title	Units	Term
--------	-------	-------	------

Required Core: (18 units)

BUSN 30	Business Ethics and Society	2nd	3.0
BUSN 48	Human Relations in Organizations	1st	3.0
BUSN 52	Business Communications	1st	3.0
BUSN 56	Introduction to Management	2nd	3.0
BUSN 87	Organizational Management and Leadership	2nd	3.0
BUSN 88	Human Resources Management	1st	3.0

List A: Select One (3-4 Units)

BUSN 1A	Financial Accounting	1st	4.0
BUSN 18	Business Law	1st	3.0
BUSN 40	Introduction to Business	4th	3.0
BUSN 51	Accounting for Small Businesses	1st	3.0
BUSN 58	Small Business Management	1st	3.0
BUSN 86	Management Strategies & Dilemmas	1st	4.0
CIS 55	Integrating Office Applications	1st	3.0
MKTG 50	Introduction to Marketing	1st	3.0

List B: Select One (3-6 Units)

WRKX 94	Occupational Work Experience/Internship	2nd	3.0-6.0
WRKX 95	General Work Experience	2nd	3.0-6.0

Total: 24.0-28.0



Technical Program Revision: Supervisory Management - Certificate of Achievement (16 to fewer than 30 units)

The Certificate of Achievement in Supervisory Management is designed to provide the training and skills necessary to effectively manage diverse groups and individuals. The certificate aims to help individuals, managers, and supervisors develop skills to achieve organizational objectives through the development of human resources management skills. Developing abilities in the areas of mobilization, organization, communication, leadership, evaluation, and adaptation will be a focus.

SEMESTER-BY-SEMESTER PROGRAM PLAN FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students by adding more semesters

Term 1 - Fall Semester

Units: 12.0-13.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
List A Course	3.0 - 4.0	Major/Required	
BUSN 48	Human Relations in Organizations	3.0	Major/Required
BUSN 52	Business Communications	3.0	Major/Required
BUSN 88	Human Resources Management	3.0	Major/Required

Term 2 - Spring Semester

Units: 12.0-15.0

Course	Units	MAJ/GEN/ELEC	Semester(s) Offered
List B Course	3.0 - 6.0	Major/Required	
BUSN 56	Introduction to Management	3.0	Major/Required
BUSN 87	Organizational Management and Leadership	3.0	Major/Required
BUSN 30	Business Ethics and Society	3.0	Major/Required

Total: 24.0-28.0

6.4 LPC Curriculum Committee Policies

- CCP 1000 Curriculum Effective Term **New**
- CCP 1040 Associate Degree General Education **Revision**

CCP 1000 CURRICULUM EFFECTIVE TERM

Courses

- For new courses and course modifications, the effective term of the course outline of record shall be a Fall term in a calendar year that is no sooner than the calendar year following the calendar year in which the curriculum was approved by the Curriculum Committee.
- For distance education addendum modifications, the effective term can be no sooner than the same term in which the curriculum was approved by the Curriculum Committee.
- For credit for prior learning requests and modifications, the effective term can be no sooner than the same term in which the curriculum was approved by the Curriculum Committee.

Programs

- For new programs and program modifications, the effective term of the narrative and program requirements shall be a Fall term in a calendar year that is no sooner than the calendar year following the calendar year in which the curriculum was approved by the Curriculum Committee.
- For program map modifications, the effective term shall be no sooner than the Fall term following the term in which the curriculum was approved by the Curriculum Committee.

Deactivations

- For course and program deactivations, the effective term can be no sooner than the term following the term in which the deactivation was approved by the Curriculum Committee.

Exceptions and modifications to this policy shall be made in consultation with Academic Services and Student Services.

Adopted: October 7, 2024

CCP 1040 ASSOCIATE DEGREE GENERAL EDUCATION

General education is a significant part of the program of studies in American colleges and universities. The term *general education* refers to a program of studies intended to broaden students' minds and enrich their personal, social, and cultural understanding through exposure to a breadth of academic disciplines. Students develop skills and aptitudes that prepare them to contribute to and participate in society and the democratic process.

Las Positas College Associate Degree General Education Pattern

Area 1: English Composition, Oral Communication, and Critical Thinking

Area 1A: English Composition (3 semester units)

Area 1B: Oral Communication and Critical Thinking (3 semester units)

Area 2: Mathematical Concepts and Quantitative Reasoning (3 semester units)

Area 3: Arts and Humanities (3 semester units)

Area 4: Social and Behavioral Sciences (3 semester units)

Area 5: Natural Sciences (3 semester units)

Area 6: Ethnic Studies (3 semester units)

Area 7: Kinesiology (1 semester unit)

Area 8: Health (3 semester units – AA Requirement Only)

Area 9: American Institutions (3 semester units – AA Requirement Only)

Courses that fulfill an Area shall satisfy the following standards:

Area 1A: English Composition

Courses fulfilling this requirement must be baccalaureate-level and include expository and argumentative writing. Courses in English Composition should require that students demonstrate reading comprehension for a range of college-level texts, write essays demonstrating college-level reasoning and organization in academic prose, and apply basic research skills in written form.

Area 1B: Oral Communication and Critical Thinking

Courses fulfilling this requirement must be baccalaureate-level and may include oral communication and critical thinking courses.

Courses in Oral Communication are designed to emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and the social significance of communication, including how communication operates in various situations. Applicable courses should view communication as the process of human symbolic interaction focusing on the communicative process from the rhetorical perspective: reasoning and advocacy, organization, accuracy; the discovery, critical evaluation and reporting of information; reading and listening effectively as well as speaking and writing. This must include faculty-supervised, faculty-evaluated oral presentations in the presence of others (physically or virtually).

Courses in Critical Thinking should require that students analyze, synthesize and evaluate academic and cultural texts, write complex argumentative essays, demonstrate critical thinking skills in class discussion and in writing, and use appropriate research techniques to produce an acceptable research paper.

Area 2: Mathematical Concepts and Quantitative Reasoning

Courses fulfilling this requirement must be at least college-level and may include mathematics or quantitative reasoning courses, including logic, statistics, computer languages, and related disciplines.

Area 3: Arts and Humanities

Courses in the arts and humanities study the cultural activities and artistic expressions of human beings. Such courses develop students' awareness of how people throughout the ages and in different cultures respond to themselves and the world around them in artistic and cultural creation and develop students' aesthetic understandings and abilities to make value judgments.

Through completing courses in this area, students will do the following:

- gain an awareness and appreciation of traditional creative disciplines, such as the visual arts, music, literature, film, and performative arts.
- increase the awareness and understanding of philosophical thought, spiritual values, mythological lessons, political and social institutions, and foreign languages.

- employ critical thinking, investigative methods, and personal reflection to create and shape value judgments based on expanded perspectives provided by these subjects

Courses fulfilling this requirement may include introductory or integrative baccalaureate-level courses in the visual and performing arts, art history, foreign languages, literature, philosophy, religion, and related disciplines.

Area 4: Social and Behavioral Sciences

Courses in the social and behavioral sciences focus on people as members of society and develop awareness of the methods of inquiry used by the social and behavioral sciences. They stimulate critical thinking about how people act and have acted in response to their societies and promote appreciation of how societies and social subgroups operate.

Through completing courses in this area, students will do the following:

- gain a broad understanding of the historic foundations of social change, intellectual ideas, and various cultural practices that shape the contemporary human social world
- develop global consciousness and multicultural awareness by appreciating the contributions of all people, especially those of historically underrepresented backgrounds
- analyze problems and issues using the respective disciplinary principles, methodologies, value systems, and ethics of social and behavioral sciences.

Courses fulfilling this requirement may include introductory or integrative baccalaureate-level courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, women's studies, and related disciplines.

Area 5: Natural Sciences (3 semester units)

Courses in the natural sciences examine the physical universe, its life forms, and its natural phenomena, helping students appreciate and understand the scientific method and the relationships between science and other human activities.

Courses fulfilling this requirement may include introductory or integrative baccalaureate-level courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics, and other scientific disciplines.

Area 6: Ethnic Studies

Courses in ethnic studies examine the diverse histories, current issues, and unique lived experiences of major American racial and ethnic groups along with the intersectionality of racial and ethnic identities with other forms of social identity in the social, cultural, and political contexts.

Courses in this area require students to do the following:

- critically examine and articulate concepts of ethnic studies
- apply theory and knowledge produced by one of the major American racial and ethnic groups.
- critically analyze the concept of intersectionality.
- examine issues facing main ethnic groups in the relevant structural contexts.

Courses fulfilling this requirement may include baccalaureate-level courses in the four autonomous disciplines within Ethnic Studies: Black Studies; African American Studies; Africana Studies; Native American Studies; Chicano/a/x Studies; Latino/a/x Studies/La Raza Studies; and Asian American Studies.

Area 7: Kinesiology

Courses in Kinesiology require students to develop an awareness of the importance of a healthy lifestyle through physical activity, focus on the development of overall well-being through physical activity, and incorporate key principles of healthy lifestyle and physical activity to enhance quality of life.

Courses in Kinesiology include a variety of physical activity and dance courses.

Area 8: Health (AA Requirement Only)

Courses in Health require students to learn health and wellness concepts, critically evaluate scientifically derived knowledge about health, identify methods for -and

challenges of- maintaining a healthy lifestyle, describe relationships of personal, community, and global health issues.

Courses in Health include health, early childhood education, psychology, nutrition, kinesiology and related disciplines.

Area 9: American Institutions (AA Requirement Only)

Courses in this area fulfill the CSU U.S. History, Constitution, and American Ideals graduation requirement which calls for study in 3 areas:

- The historical development of American institutions and ideals (Area US-1).
- The Constitution of the United States and the operation of representative democratic government under the Constitution (Area US-2).
- The process of California state and local government (Area US-3).

Adopted: October 7, 2024

6.5 New Prefixes **Fall 2025**

- **COMM Communication Studies**
- **ENGL English**
- **POLS Political Science**
- **STAT Statistics**