

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

AGENDA

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

Tuesday, April 9, 2024

The meeting starts promptly at **3PM in AGB 106**

1. **Approval of Minutes – March 26, 2024, p. 3-7**
2. **Approval of Agenda**
3. **Public Comments –** Anyone may address the Curriculum Committee on any item NOT on the Agenda **within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations.** Each speaker is limited to two minutes.
4. **Chair’s Report**
5. **Curriculum Committee Training – Information Item**
6. **Proposed New Credit Course Justifications for Academic Year 2025-26 – Information Item, p. 8-16**
 - A. ARCH 615 (215) – Construction Cost Estimating and Scheduling
 - B. ARCH 616 (216) – California Green Building Standards Code (CALGreen)
 - C. ARCH 617 (217) – CASp, ADA and Disabled Access Compliance
7. **Proposed New Credit Program Initiation (Construction Management A.S. Degree) for Academic Year 2025-26 – Information Item, p. 17-18**
8. **Proposed New Credit Courses (MUS 625 & 626) for Academic Year 2025-26 – Information Item, p. 19-20**
 - A. New recommended preparation:
 - a. MUS 625 (25) will have a recommended preparation of MUS 20
 - b. MUS 626 (26) will have a recommended preparation of MUS 20 or MUS 25
 - B. Approval of new credit courses
9. **Proposed New Noncredit Course Justifications for Academic Year 2024-25 (Spring) – Action Item, p. 21-38**
 - A. HS 676NC (476NC) – Co-Occurring Disorders
 - B. PH 601NC (401NC) – Introduction to Public Health
 - C. PH 602NC (402NC) – Health Education and Promotion
 - D. PH 603NC (403NC) – Health and Social Justice
 - E. PH 604NC (404NC) – Interprofessional Communication in Healthcare
 - F. SOC 625NC (425NC) – Sociology of Aging
10. **Proposed New Noncredit Program Initiation (Community Health Worker Certificate of Completion) for Academic Year 2024-25 (Spring) – Action Item, p. 39**
11. **Proposed Course Revisions (Adult Education with Disabilities - AEWD to Adult Education Workforce Preparation - AEWP) for Academic Year 2024-25 (Spring) – Action Item, p. 40-45**
12. **Proposed New Noncredit Programs for Academic Year 2024-25 (Spring) – Action Item, p. 46-48**
 - A. Pre-Vocational Skills Certificate of Completion
 - B. Employability Skills Certificate of Completion
 - C. Workplace Skills Certificate of Completion
13. **Proposed New Credit Course Justifications for Academic Year 2025-26 – Action Item, p. 49-75**
 - A. CUL 606 (206) – Food and Wine Pairing
 - B. CUL 608 (208) – Contemporary Topics in Food Service
 - C. CUL 655 (255) – Principles of Artisan Baking
 - D. CUL 660 (260) – Cuisine and Culture of The Americas
 - E. CUL 663 (263) – Cuisine and Culture of Europe
 - F. CUL 665 (265) – Cuisine and Culture of The Mediterranean

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

AGENDA (Continued)

- G. CUL 667 (267) – Cuisine and Culture of Asia
 - H. CUL 670 (270) – Menu Planning and Purchasing
 - I. CUL 675 (275) – Dining Room Service
- 14. Proposed New Credit Program Initiations for Academic Year 2025-26 – Action Item, p. 76-78**
- A. Baking and Pastry Certificate of Achievement
 - B. Advanced Baking and Pastry Certificate of Achievement
 - C. Advanced Baking and Pastry A.S. Degree
- 15. Proposed New Noncredit Course Justifications for Academic Year 2025-26 – Action Item, p. 79-102**
- A. HSC 604NC (404NC) – Medical Terminology
 - B. MA 606NC (406NC) – Introduction to Medical Assisting
 - C. MA 611NC (411NC) – Physical-Examination Procedures
 - D. MA 612NC (412NC) – Medical Office Laboratory Procedures
 - E. MA 613NC (413NC) – Medical Asepsis and Surgical Procedures
 - F. MA 614NC (414NC) – Medication Administration Procedures
 - G. MA 624NC (424NC) – Basics of Medical Insurance, Billing and Reimbursement
 - H. MA 682NC (482NC) – Fundamentals of Medical Practice Coding
- 16. Proposed New Noncredit Program Initiations for Academic Year 2025-26 – Action Item, p. 103-105**
- A. Administrative Medical Assistant Certificate of Completion
 - B. Clinical Medical Assistant Certificate of Completion
 - C. Comprehensive Medical Assistant Certificate of Completion
- 17. Proposed New Credit Courses (KNES 604, KNES 605, KNES 606) for Academic Year 2025-26 – Action Item, p. 106-107**
- A. New recommended preparation:
 - a. KNES 605 (5) will have a recommended preparation of KNES 4
 - b. KNES 606 (6) will have a recommended preparation of KNES 5
 - B. Approval of new credit courses
- 18. Representational Area Reports (if time allows)**
- 19. Announcements**
- A. The next Curriculum Committee meeting is on Tuesday, April 23rd at 3pm in AGB 106.
 - B. The next GE Committee meeting is on Tuesday, April 23rd at 4pm in AGB 106.
 - C. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) in META is April 30, 2024. This is also the deadline for the submission of all required elements for new and revised programs.
- 20. Public Interest Announcements (if time allows)**
- 21. Adjourn**

COMPLIANCE WITH BROWN ACT

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

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

Attendance

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

Tuesday, March 26, 2024

Curriculum Team and Leadership in Attendance

- | | |
|----------------------|-----------------------|
| 1. Michelle Duffy | Curriculum Chair |
| 2. Stephanie Di Alto | Curriculum Specialist |
| 3. Aimee Tran | Articulation Officer |

Curriculum Team and Leadership in Absence

- | | |
|---------------------|-----|
| 1. Tram Vo-Kumamoto | VPI |
|---------------------|-----|

Voting Members in Attendance

- | | |
|-------------------------------|--|
| 1. Deborah Chau | Counseling and Special Programs |
| 2. Tom DeDonno | Business and Industry |
| 3. Fleur Fong | Extended Learning |
| 4. Farida Gabdrakhmanova | Arts, Media, Performance, and Design |
| 5. Carolyn Gee (alternate) | Humanities and Social Sciences |
| 6. Annie Gilbert | Extended Learning |
| 7. Ari Grayson | Arts, Media, Performance, and Design |
| 8. Carmenmara Hernandez-Bravo | Humanities and Social Sciences |
| 9. Susan Miller | Health and Wellness |
| 10. Jennifer Rohles | Kinesiology & Athletics |
| 11. Lisa Silveira (alternate) | Science, Technology, Engineering, and Math |
| 12. Michelle Weckerly | Business and Industry |
| 13. Karla Westphal | Science, Technology, Engineering, and Math |

Voting Members Absent

- | | |
|---|--|
| 1. Mike Bennett | Kinesiology & Athletics |
| 2. Linda Call | Health and Wellness |
| 3. Hollis Casey | Counseling and Special Programs |
| 4. June Millovich (represented by alt.) | Humanities and Social Sciences |
| 5. Larry Perez (represented by alt.) | Science, Technology, Engineering, and Math |
| 6. Carolyn Seaman | Instructional Support and Teaching Innovations |

Administrators in Attendance

- | | |
|--------------|--|
| 1. Art Nitta | Science, Technology, Engineering, and Math |
|--------------|--|

Guests

- | | |
|----------------------|---------------------------------|
| 1. Yadira De La Cruz | Extended Learning |
| 2. Beau Ewan | Humanities and Social Sciences |
| 3. Kathleen Lunetto | Business and Industry |
| 4. Brooke Sauter | Counseling and Special Programs |

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

MINUTES

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

Tuesday, March 26, 2024

The meeting starts promptly at **3PM in AGB 106**

1. **Approval of Minutes – March 12, 2024, p. 4-7**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Michelle Weckerly**
 - **Motion passed**
2. **Approval of Agenda**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Ari Grayson**
 - **Motion passed**
3. **Public Comments – Anyone may address the Curriculum Committee on any item NOT on the Agenda within the subject matter and jurisdiction of the Senate pursuant to Section 53200 of Title 5 California Code of Regulations.** Each speaker is limited to two minutes.
 - **There were no public comments.**
4. **Chair's Report**
 - **Michelle Duffy provided an update on the initial courses that will be affected by AB11 (approximately 6 courses); workgroups are being formed.**
 - **Summer curriculum meetings (for consent only items) will be held on Wednesdays at 2pm (May 29, June 26, August 7); per the bylaws a minimum of five faculty members must be in attendance.**
5. **Curriculum Committee Training – Information Item**
 - **The scheduled review list for the current cycle was posted on the Curriculum Committee SharePoint website on March 1st; Michelle demonstrated how to navigate to the lists (organized by School).**
 - **Weekly META trainings are ongoing; the dates are posted on the Curriculum Committee SharePoint and the Curriculum website.**
6. **Proposed New Noncredit Course Justifications for Academic Year 2024-25 (Spring) – Information Item, p. 8-25**
 - A. HS 676NC (476NC) – Co-Occurring Disorders
 - B. PH 601NC (401NC) – Introduction to Public Health
 - C. PH 602NC (402NC) – Health Education and Promotion
 - D. PH 603NC (403NC) – Health and Social Justice
 - E. PH 604NC (404NC) – Interprofessional Communication in Healthcare
 - F. SOC 625NC (425NC) – Sociology of Aging
 - **These courses will be included in the new Community Health Worker Certificate of Completion that is being developed for Spring 2025 (agenda item 7).**
7. **Proposed New Noncredit Program Initiation (Community Health Worker Certificate of Completion) for Academic Year 2024-25 (Spring) – Information Item, p. 26**
 - **This new short-term vocational program is proposed for Spring 2025; it will include new courses HS 476NC, PH 401NC, PH 402NC, PH 403NC, PH 404NC, and SOC 425NC (agenda item 6).**
8. **Proposed Course Revisions (Adult Education with Disabilities - AEWD to Adult Education Workforce Preparation - AEWP) for Academic Year 2024-25 (Spring) – Information Item, p. 27-32**
 - **The AEWD (Adult Education with Disabilities) courses are changing their noncredit category from Courses for Persons with Substantial Disabilities to Workforce Preparation and changing prefix to AEWP (Adult Education Workforce Preparation) effective Spring**

**SADDLEBACK COLLEGE
CURRICULUM COMMITTEE**

MINUTES (Continued)

2025; these revised courses will be included in three new noncredit certificates of completion that provide workforce preparation (agenda item 9).

9. **Proposed New Noncredit Programs for Academic Year 2024-25 (Spring) – Information Item, p. 33-35**
 - A. Pre-Vocational Skills Certificate of Completion
 - B. Employability Skills Certificate of Completion
 - C. Workplace Skills Certificate of Completion
 - **These three new Adult Education programs that provide workforce preparation are proposed for Spring 2025 and will include the revised courses from agenda item 8.**

10. **Proposed New Credit Course Justifications for Academic Year 2025-26 – Information Item, p. 36-62**
 - A. CUL 606 (206) – Food and Wine Pairing
 - B. CUL 608 (208) – Contemporary Topics in Food Service
 - C. CUL 655 (255) – Principles of Artisan Baking
 - D. CUL 660 (260) – Cuisine and Culture of The Americas
 - E. CUL 663 (263) – Cuisine and Culture of Europe
 - F. CUL 665 (265) – Cuisine and Culture of The Mediterranean
 - G. CUL 667 (267) – Cuisine and Culture of Asia
 - H. CUL 670 (270) – Menu Planning and Purchasing
 - I. CUL 675 (275) – Dining Room Service
 - **Kathleen Lunetto shared that Culinary will be moving to ATEP and will have a new lab, 4 kitchens, a 70 seat restaurant, and a quick serve bakery that are scheduled to open Fall 2025.**
 - **These new courses were created per advisory committee recommendations.**
 - **These new courses will be included in new and existing culinary programs.**

11. **Proposed New Credit Program Initiations for Academic Year 2025-26 – Information Item, p. 63-65**
 - A. Baking and Pastry Certificate of Achievement
 - B. Advanced Baking and Pastry Certificate of Achievement
 - C. Advanced Baking and Pastry A.S. Degree
 - **These new programs will incorporate new and existing courses.**

12. **Proposed New Noncredit Course Justifications for Academic Year 2025-26 – Information Item, p. 66-89**
 - A. HSC 604NC (404NC) – Medical Terminology
 - B. MA 606NC (406NC) – Introduction to Medical Assisting
 - C. MA 611NC (411NC) – Physical-Examination Procedures
 - D. MA 612NC (412NC) – Medical Office Laboratory Procedures
 - E. MA 613NC (413NC) – Medical Asepsis and Surgical Procedures
 - F. MA 614NC (414NC) – Medication Administration Procedures
 - G. MA 624NC (424NC) – Basics of Medical Insurance, Billing and Reimbursement
 - H. MA 682NC (482NC) – Fundamentals of Medical Practice Coding
 - **These new courses mirror existing credit courses; they will be included in new noncredit Medical Assisting programs that are being developed (agenda item 13).**
 - **Carmenmara Hernandez-Bravo sought clarification regarding whether there is a difference in wages completers will earn from completing credit versus noncredit programs.**
 - **Susan Miller explained that if students want to sit for certain examinations then they will need to complete the credit curriculum; for those students wanting to immediately enter the workforce they can complete the noncredit curriculum. Students who have one year of work experience can have their employer sign off for them to be eligible to sit for examination. Students working in the field can complete noncredit curriculum if they are seeking to transition to a different role.**
 - **Annie Gilbert added that the noncredit curriculum serves economically disadvantaged and/or undocumented students who might not be able to afford the credit curriculum.**

**SADDLEBACK COLLEGE
CURRICULUM COMMITTEE**

MINUTES (Continued)

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

13. **Proposed New Noncredit Program Initiations for Academic Year 2025-26 – Information Item, p. 90-92**
 - A. Administrative Medical Assistant Certificate of Completion
 - B. Clinical Medical Assistant Certificate of Completion
 - C. Comprehensive Medical Assistant Certificate of Completion
 - **These new short-term vocational programs will include the new courses proposed in agenda item 12.**

14. **Proposed New Credit Courses (KNES 604, KNES 605, KNES 606) for Academic Year 2025-26 – Information Item, p. 93-94**
 - A. New recommended preparation:
 - a. KNES 605 (5) will have a recommended preparation of KNES 4
 - b. KNES 606 (6) will have a recommended preparation of KNES 5
 - B. Approval of new credit courses
 - **These are new unit versions of existing courses; they will be submitted for UCTCA in July.**

15. **Proposed New Noncredit Courses (EMT 407NC, EMT 417NC, MATH 300NC) for Academic Year 2024-25 (Spring) – Action Item, p. 95-96**
 - **EMT 407NC and 417NC will be included in the new Emergency Medical Technician Certificate of Completion (agenda item 16).**
 - **MATH 300NC is designed to provide instruction for students needing additional support in their calculus courses.**
 - A. New corequisite:
 - a. EMT 407NC will have a coreq of EMT 417NC
 - b. EMT 417NC will have a coreq of EMT 407NC
 - **First: Ari Grayson**
 - **Second: Annie Gilbert**
 - **Motion passed**
 - B. New limitation on enrollment:
 - a. EMT 407NC will have a limitation of ~~American Heart Association Basic Life Support (BLS) Healthcare Provider certification, physical/health exam, and criminal background check required~~ Current clinical placement requirements
 - **The limitation on enrollment was amended at the March 12th meeting at the request of the department because the clinical sites have slightly different requirements.**
 - **First: Ari Grayson.**
 - **Second: Farida Gabdrakhmanova**
 - **Motion passed**
 - C. Approval of new noncredit courses
 - **First: Karla Westphal**
 - **Second: Lisa Silveira**
 - **Motion passed**

16. **Proposed New Noncredit Program (Emergency Medical Technician Certificate of Completion) for Academic Year 2024-25 (Spring) – Action Item, p. 97**
 - **First: Michelle Weckerly**
 - **Second: Tom DeDonno**
 - **Motion passed**

17. **Proposed New Credit Program (Public Health AS-T Degree) for Academic Year 2024-25 (Spring) – Action Item, p. 98-99**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Michelle Weckerly**
 - **Motion passed**

SADDLEBACK COLLEGE CURRICULUM COMMITTEE

MINUTES (Continued)

18. **Proposed New Credit Course Justifications (KNEA 606, 608, 610) for Academic Year 2025-26 (Fall) – Action Item, p. 100-111**
- A. KNEA 606 (6) – Adapted Sports
 - **This is a new unit version of an existing course; it will be submitted for UCTCA in July.**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
 - B. KNEA 608 (8) – Adapted Outdoor Education and Recreation
 - **This is a new unit version of an existing course; it will be submitted for UCTCA in July.**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
 - C. KNEA 610 (10) – Adapted Dance (1 unit and 1.5 units)
 - **These are new courses; they will be submitted for UCTCA in July.**
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Annie Gilbert**
 - **Motion passed**
19. **Proposed New Credit Course (MATH 204S) for Academic Year 2025-26 – Action Item, p. 112**
- **MATH 204S will provide support for MATH 3B.**
 - A. New prerequisite:
 - a. MATH 204S will have a prereq of Clearance from the current placement process.
 - **First: Karla Westphal**
 - **Second: Lisa Silveira**
 - **Motion passed**
 - B. New corequisite:
 - a. MATH 204S will have a coreq of MATH 3B
 - **First: Carmenmara Hernandez-Bravo**
 - **Second: Lisa Silveira**
 - **Motion passed**
 - C. Approval of new credit course
 - **First: Karla Westphal**
 - **Second: Lisa Silveira**
 - **Motion passed**
20. **Representational Area Reports (if time allows)**
- **There were no representational area reports.**
21. **Announcements**
- A. The next Curriculum Committee meeting is on Tuesday, April 9th at 3pm in AGB 106.
 - B. The GE Committee meets today, Tuesday, March 26th at 4pm in AGB 106.
 - C. The launch deadline for scheduled/unscheduled review of courses and any approved new courses (not seeking UC approval) in META is April 30, 2024. This is also the deadline for the submission of all required elements for new and revised programs.
22. **Public Interest Announcements (if time allows)**
- **Members shared upcoming campus events.**
23. **Adjourn**
- **The meeting adjourned at 3:50 pm**

COMPLIANCE WITH BROWN ACT

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

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 03/22/24	Prepared & Submitted by: Blake Stephens
Department: Architecture and Drafting	Course Prefix & Number 600: ARCH 615 (215)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

9/27/2019	Blake Stephens _____ Print Name	<i>Blake Stephens</i> _____ Signature, Faculty Requestor
Click to enter date	Blake Stephens _____ Print Name	<i>Blake Stephens</i> _____ Signature, Department Chair
Click to enter date	Scott Farthing _____ Print Name	<i>Scott Farthing</i> _____ Signature, Dean

Course Title Construction Cost Estimating and Scheduling	Short Title: Construction Estimating/ Scheduling
Units: 3	Lec hrs: 3 Lab hrs: 0
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit	
TOP Code: 0957.00 Non-Credit Category: Click here to enter text. Occupational Code (SAM): D	

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

2. Catalog Description:

Course provides construction management cost estimating skills and training using BIM 360, Revit and/or R/S Means data and Microsoft Excel. This course also provides construction management scheduling skills and training using BIM 360 and/or Microsoft Project.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: Click here to enter text.

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No

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

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

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

The students knowledgeable in these areas are in high demand by governmental jurisdictions, design professionals,

contractors, and all consultants in the construction industry. There is high demand for construction managers as buildings become increasingly complex and multi-use.

6. Course Requisites:

List all requisites*: None

Prerequisite: None

Co-requisite: None

Limitation on enrollment: None

Recommended Prep: None

**Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Construction Management AS (new) and Architecture AS (existing)

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family:

No

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

Staff and classroom space. Software programs and computer access. No other resources.

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 3/22/24	Prepared & Submitted by: Blake Stephens
Department: Architecture and Drafting	Course Prefix & Number 600: ARCH 616 (216)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

9/27/2019	Blake Stephens _____ Print Name	Blake Stephens _____ Signature, Faculty Requestor
Click to enter date	Blake Stephens _____ Print Name	Blake Stephens _____ Signature, Department Chair
Click to enter date	Scott Farthing _____ Print Name	Scott Farthing _____ Signature, Dean

Course Title California Green Building Standards Code (CALGreen) Energy Efficiency and Sustainability	Short Title: California Green Building Code
Units: 3	Lec hrs: 3 Lab hrs: 0
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit	
TOP Code: 0957.00 Non-Credit Category: Click here to enter text. Occupational Code (SAM): D	

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

2. Catalog Description:

Course provides construction management skills and training in the California Green Building Standards Code (CALGreen) as well as building and construction project energy efficiency and sustainability training.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: Click here to enter text.

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No

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

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

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

The students knowledgeable in these areas are in high demand by governmental jurisdictions, design professionals, contractors, and all consultants in the construction industry. There is high demand for construction managers who can implement the California Green Building Standards Code.

6. Course Requisites:
List all requisites*: None
Prerequisite: None
Co-requisite: None
Limitation on enrollment: None
Recommended Prep: None
**Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*
7. Will this be a standalone course?
 Yes Course will **NOT** be included in a degree or certificate program.
 No Course **WILL** be included in a degree and/or certificate program.
Which ones: Construction Management AS (new) and Architecture AS (existing)
**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*
8. Proposed Grading System:
 Letter Grade Only Option of a standard letter grade or Pass/No Pass
 Pass/No Pass only Pass/Satisfactory Progress/No Pass (P/SP/NP)
 Non-credit
9. Will course be Repeatable? No Yes
Additional skills that will be acquired by repeating this course must be included in the course outline.
If yes, how many times? 1 2 3 Unlimited (Non-credit only)
Reason for Repeating: *
 Intercollegiate Athletics
 Intercollegiate Competition
 Occupational Work Experience/General Work Experience
 Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.
**Provide documentation*
10. Will this course be part of an approved family?
 Yes If yes, identify family: Click here to enter text.
 No
11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/
equipment, facilities.
Staff and classroom space. Software programs and computer access. No other resources.
12. If degree-applicable, is a similar course offered at community colleges or 4-year colleges and Universities?
 Yes No N/A

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL	
Date: 03/22/24	Prepared & Submitted by: Blake Stephens
Department: Architecture and Drafting	Course Prefix & Number 600: ARCH 617 (217)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.		
9/27/2019	Blake Stephens _____ Print Name	<i>Blake Stephens</i> _____ Signature, Faculty Requestor
Click to enter date	Blake Stephens _____ Print Name	<i>Blake Stephens</i> _____ Signature, Department Chair
Click to enter date	Scott Farnsworth _____ Print Name	<i>Scott Farnsworth</i> . 4.1.24 Signature, Dean

Course Title CASp, ADA and Disabled Access Compliance	Short Title: CASp/ Disabled Access Compliance
Units: 3	Lec hrs: 3
Lab hrs: 0	
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit	
TOP Code: 0957.00	Non-Credit Category: NA
Occupational Code (SAM): D	

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

2. Catalog Description:

Course addresses ADA and Title 24 Disabled Access requirements and inspection, and will provide training towards certification as a Certified Access Specialist (CASp) through the Division of the State Architect (DSA). The CASp program is designed to meet the public's need for experienced, trained, and tested individuals who can inspect buildings and sites for compliance with applicable state and federal construction-related accessibility standards. This program is governed by the Title 21 Voluntary Certified Access Specialist Program Regulations and applies to any individuals who seek certification or do business as a CASp

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: Click here to enter text.

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No

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

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

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

ADA – Americans with Disabilities Act requiring access to buildings, as well as California’s Title 24 Access Law, is a requirement for building permits for new and remodeled construction in California. This course will provide training towards certification as a Certified Access Specialist (CASp) through the Division of the State Architect (DSA). The CASp program is designed to meet the public's need for experienced, trained, and tested individuals who can inspect buildings and sites for compliance with applicable state and federal construction-related accessibility standards. This program is governed by the Title 21 Voluntary Certified Access Specialist Program Regulations and applies to any individuals who seek certification or do business as a CASp..

6. Course Requisites:

List all requisites*: None

Prerequisite: None

Co-requisite: None

Limitation on enrollment: None

Recommended Prep: None

**Please attach justification for the recommended requisites. Refer to the Chancellor’s Guidelines for Title 5 §55003.*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Construction Management AS (new) and Architecture AS (existing)

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

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

No

New Program Justification (not needed for ADTs)

Numbers in the left-hand column correspond to the steps in the New Program Initiation Process

1	<p>Idea for program comes up from somewhere. ADTs do NOT need to complete this process.</p> <p>Faculty Initiator completes this New Program Justification Form, part 2, in preparation for Step 3.</p> <p>a. Program Name: Construction Management</p> <p>b. Program Type: Associate of Science Degree</p> <p>c. Program TOP code: 0957.00 CIP: 52.2001</p> <p>d. Contact information for Program Initiator Blake Stephens bstephens@saddleback.edu (949) 582-4786 or (949) 360-6500</p> <p>e. Summary description of the new program: A brief description of the purpose of the new program and the population of students for which it is being developed, and if applicable, the jobs for which students would be prepared. This should look like a catalog description. The Construction Management program is the logical extension of our Construction Inspection Program. Students have been asking for certificates and a degree in Construction Management for several years. There is very high demand for degreed construction managers in Orange County with commensurate high salaries. Many of our students come from construction and building inspection backgrounds and are looking to move into managerial positions and use their industry skills in a position with greater responsibilities and better wages. This new program would offer construction industry access to non-traditional and diverse students who otherwise might not enter management positions. We would offer an Associates of Science Degree in Construction Management as well as stackable certificates that will allow students to gain credentials as they move towards the degree.</p>
2	<p>f. Brief Description of how the idea for the new program came about. Our existing robust Construction Inspection Program and Associates Degree provides the base for a Construction Management Program that would give our students access to high demand jobs with excellent salaries. Many of our students have successfully completed many of our construction inspection courses in our existing program and are looking for employment as construction managers, but are held back by lack of further training and certifications/ degree.</p> <p>g. If this program requires new courses to be developed, please list. Also, list all existing courses in the program.</p> <p>New Courses (9 units): ARCH 615 (215) - Construction Cost Estimating and Scheduling (3 units) ARCH 616 (216) - California Green Building Standards Code (CalGreen) (3 units) ARCH 617 (217) - CASp, ADA and Disabled Access Compliance (3 units)</p> <p>Existing Courses: (23 units) ARCH 161 - Blueprint Plans and Specification Reading (4 units) ARCH 163 - International Building Code Inspection (4 units) ARCH 164 - Combination Residential Dwelling Inspection (3 units) ARCH 165 - Electrical Code Inspection (3 units) ARCH 211 - Concrete Inspection (3 units) ARCH 212 - Plumbing Codes - Drains, Waste, Vents, Water and Gas (3 units) ARCH 213 - Mechanical Code - Heating, AC, Refrigeration, and Ductwork (3 units)</p> <p style="text-align: right;">Total Units = 32</p>

3	Document Department/Inter-Departmental discussions with signatures in preparation for Step 4	
	Signature/Date, Program Initiator <i>Blake Stephens</i>	Signature/Date, Dept. Chair <i>Blake Stephens 01/25/24</i>
	Signature/Date, Division Dean <i>Scott Farthing 1/26/2024</i>	Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a
4	Articulation Officer: Review date (if applicable) Date _____ Initials _____	EWD Director: Review date (if applicable) Date _____ Initials _____
5	Once signatures are obtained, scan document to curriculum sc-curriculum@saddleback.edu Curriculum Committee: Review date	
6	Consultation Council: Review date	7 Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link

School/ Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				DE=distance education
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
AD	MUS 625 (25)	548120.10	MUSIC HISTORY TO MOZART C. 1750	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, rec prep MUS 20 , gr opt GR - Letter Grade or Pass/No Pass, DE, non-repeatable

SADDLEBACK COLLEGE
NEW CREDIT COURSES
ACADEMIC YEAR 2025-2026

AD	MUS 626 (26)	548140.10	MUSIC HISTORY SINCE MOZART FROM C. 1750	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, rec prep MUS 20 or MUS 25 , gr opt GR - Letter Grade or Pass/No Pass, DE, non- repeatable
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SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Caroline Paltin Print Name	<u>Caroline Paltin</u>	 <small>Caroline Paltin (Dec 19, 2023 11:02 PST)</small> Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Caroline Paltin Print Name	<u>Caroline Paltin</u>	 <small>Caroline Paltin (Dec 19, 2023 11:02 PST)</small> Signature, Department Chair
Click to enter date Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u>	 Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Sherrie Loewen Print Name	<u>Sherrie Loewen</u>	 <small>Sherrie Loewen, Ph.D.</small> Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: Co-Occurring Disorder	
Co-Occurring Disorders		
Units: 0	Lec hrs: 3.0	Lab hrs: 0
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 2104.40	Non-Credit Category: Short-term vocational	Occupational Code (SAM): C- Clearly Occupational

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

2. Catalog Description:
 An introduction to the identification of symptoms and the assessment process for the presence of co- occurring disorders (diagnoses of mental health conditions and substance use disorders). Explores the relationship of these conditions including an introduction to the Diagnostic and Statistical Manual of Mental Disorders; emphasizes the development of concurrent integrated treatment strategies, including the Recovery Model and the development of entry-level skills required of professionals who interact with individuals with co- occurring disorders. Course includes a service learning requirement.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: [Click here to enter text.](#)
 If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course? Human Services
 Reason for cross-listing: N/A

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

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

This course will be offered as a specialization within the non-credit community health worker certificate to provide students with knowledge and understanding of mental health disorders commonly co-occurring with substance use conditions and the presentation of these conditions in healthcare settings.

6. Course Requisites:
List all requisites*: **None**

Prerequisite: **None**

Co-requisite: **None**

Limitation on enrollment: **None**

Recommended Prep: **None**

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Community Health Worker (non-credit)

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

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

No

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

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click Click at Click Click Required for Click
 Course Title Course No. CSU Campus UC Campus Program or Major
Click Click at Click Click Required for Click
 Course Title Course No. CSU Campus UC Campus Program or Major
Click Click at Click Click Required for Click
 Course Title Course No. CSU Campus UC Campus Program or Major

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

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

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

11/9/2022 Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u>	<u>Safiah Mamoon</u> Signature, Faculty Requestor
11/9/2022 Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u>	<u>Safiah Mamoon</u> Signature, Department Chair
Click here to enter a date.	Click here to enter text. Print Name		_____ Signature, Other related discipline Chair (if relevant)
11/9/2022 Dec 19, 2023	Sherrie Loewen Print Name	<u>Sherrie Loewen</u>	<u>Sherrie Loewen, Ph.D.</u> Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)		Short Title: Intro Pub Hlth
Introduction to Public Health		
Units: 0	Lec hrs: 3	Lab hrs: 0
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1201.00	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): D

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

2. Catalog Description:
 This course provides an introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community, including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 If yes, see the Articulation Officer for assistance with C-ID descriptors.
 C-ID Code: **N/A**
 If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: **N/A**

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

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

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

6. Course Requisites:

List all requisites*:

Prerequisite: **None**

Co-requisite: **None**

Limitation on enrollment: **None**

Recommended Prep: **None**

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: **Community Health Worker non-credit certificate program.**

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

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

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

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click Click at Click Click Required for Click
 Course Title Course No. CSU Campus UC Campus Program or Major

Click Click at Click Click Required for Click
 Course Title Course No. CSU Campus UC Campus Program or Major

Click Click at Click Click Required for Click
 Course Title Course No. CSU Campus UC Campus Program or Major

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

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

**SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL

Date: 10/5/2023	Prepared & Submitted by:	Safiah Mamoon
Department: Health Sciences (HSCHS)	Course Prefix & Number:	PH 602NC (402NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u>	<i>Safiah Mamoon</i> Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u>	<i>Safiah Mamoon</i> Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	_____	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Sherrie Loewen Print Name	<u>Sherrie Loewen</u>	<i>Sherrie Loewen, Ph.D.</i> Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: HLTH ED & PROMO	
Health Education and Promotion		
Units: 0	Lec hrs: 3.0	Lab hrs: 0
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1261.00	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

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

2. Catalog Description:
 Introduction to the principles of health education and promotion as it relates to public health and community health programs. Includes health ethics, health education theory, community health, and the history/practice of health education and promotion. Provides foundational knowledge toward work in public health, community health programs and related health professions.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: **n/a**
 If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?

 Reason for cross-listing: **n/a**

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

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

Course is part of the Community Health Worker (CHW) non-credit certificate.

6. Course Requisites:

List all requisites*:

Prerequisite: **none**

Co-requisite: **none**

Limitation on enrollment: **none**

Recommended Prep: **none**

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: **Community Health Worker non-credit Certificate Program**

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

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

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

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

_____	_____	at	<u>Click</u>	_____	Required for	_____
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
<u>Click</u>	<u>Click</u>	at	<u>Click</u>	<u>Click</u>	Required for	<u>Click</u>
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
<u>Click</u>	<u>Click</u>	at	<u>Click</u>	<u>Click</u>	Required for	<u>Click</u>
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

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

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

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u>	<i>Safiah Mamoon</i> Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u>	<i>Safiah Mamoon</i> Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	_____	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Sherrie Loewen Print Name	<u>Sherrie Loewen</u>	<i>Sherrie Loewen, Ph.D.</i> Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: HLTH & SOC JUST	
Health and Social Justice		
Units: 0	Lec hrs: 3.0	Lab hrs: 0
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1261.00	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

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

2. Catalog Description:
 This course provides an introduction to the health inequities in the United States that stem from unequal living conditions. Students will explore how education, socioeconomic status, racism, and gender shape health epidemics and policy development. Fundamental theories to advocate for health and social justice will be explored, and community organizing approaches will be practiced.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: **N/A**
 If yes, see the Articulation Officer for assistance with C-ID descriptors:

4. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: **n/a**
 If you are mirroring a Non-Credit course with a Credit course- please list Credit Course here: PH 103 Health and Social Justice

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

Course is part of the Community Health Worker (CHW) non-credit certificate

6. Course Requisites:

List all requisites*:

Prerequisite: **none**

Co-requisite: **none**

Limitation on enrollment: **none**

Recommended Prep: **none**

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: **Community Health Worker non-credit Certificate Program**

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

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

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

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

_____	_____	at	_____	Click	Required for	_____
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

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

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

**SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u>	<i>Safiah Mamoon</i> Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u>	<i>Safiah Mamoon</i> Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	_____	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Sherrie Loewen Print Name	<u>Sherrie Loewen</u>	<i>Sherrie Loewen, Ph.D.</i> Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)		Short Title: INTER PROF COMM HC
Interprofessional Communication in Healthcare		
Units: 0	Lec hrs: 1.0	Lab hrs: 0
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1261.00	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

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

2. Catalog Description:
 This course covers highly important interprofessional communication skills for the healthcare setting, including teamwork, patient-centered care, conflict resolution, and collaboration toward improvement of patient outcomes. Verbal, nonverbal, reading, writing, and listening skills are covered. Students will learn the value of positive and effective communication in the healthcare setting and how to communicate assertively.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: **n/a**
 If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: **n/a**
 If you are mirroring a Non-Credit course with a Credit course- please list Credit Course here: PH 204: Interprofessional Communication in Healthcare

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

Course is part of the Community Health Worker (CHW) non-credit certificate.

6. Course Requisites:

List all requisites*:

Prerequisite: **none**

Co-requisite: **none**

Limitation on enrollment: **none**

Recommended Prep: **none**

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: **Community Health Worker non-credit Certificate Program**

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

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

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

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click here to enter text.	_____	at	_____	Click	Required for	_____
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

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

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

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Dec 19, 2023	Nicole Major Print Name	<u>Nicole Major</u> Signature, Faculty Requestor	<i>Nicole Major</i> Signature, Faculty Requestor
Click to enter date Dec 19, 2023	Allison Camelot Print Name	<u>Allison Camelot</u> Signature, Department Chair	<u><i>Allison Camelot (Dec 19, 2023 13:53 PST)</i></u> Signature, Department Chair
Click to enter date Dec 19, 2023	Safiah Mamoon Print Name	<u>Safiah Mamoon</u> Signature, Other related discipline Chair (if relevant)	<i>Safiah Mamoon</i> Signature, Other related discipline Chair (if relevant)
Click to enter date Dec 19, 2023	Christina Hinkle Print Name	<u>Christina Hinkle</u> Signature, Dean	<i>Christina Hinkle</i> Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: Sociology of Aging	
Sociology of Aging		
Units: 0	Lec hrs: 3.0	Lab hrs: 0
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 130900	Non-Credit Category: Short-term vocational	Occupational Code (SAM): C- Clearly Occupational

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

2. Catalog Description:
 Examines age as a social construct and aging as a social process. Course explores the effects of social institutions and social norms on the aging individuals. Topics covered are: the study of aging, ageism, sociological theories/perspectives of aging, current social research on issues of aging, views of aging in other societies past and present, demographics of the aging population, the life course, race and ethnicity, the healthcare system, retirement and work, gender inequalities, housing and transportation, recreation and leisure, family life, and politics and social policies. Particular attention to the sociological perspective of the aging process will be investigated. Course includes a service learning requirement.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: [Click here to enter text.](#)
 If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?

Reason for cross-listing: N/A

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

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

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

6. Course Requisites:
List all requisites*: **None**

Prerequisite: **None**

Co-requisite: **None**

Limitation on enrollment: **None**

Recommended Prep: **None**

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Community Health Worker (non-credit)

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

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

No

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

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click Click at Click Click Required for Click
 Course Title Course No. CSU Campus UC Campus Program or Major
Click Click at Click Click Required for Click
 Course Title Course No. CSU Campus UC Campus Program or Major
Click Click at Click Click Required for Click
 Course Title Course No. CSU Campus UC Campus Program or Major

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

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

New Program Initiation Form (not needed for ADTs)

1	Idea for program. ADTs do NOT need to complete this process. From Regional OC CHW Project Faculty Initiator completes Part 2 of this New Program Initiation Form in preparation for Step 3. a. Program Name: Community Health Worker b. Program Type: Certificate of Completion c. Program TOP code: 1261.00 CIP: 51.2208 d. Contact information for Program Initiator: Safiah Mamoon smamoon@saddleback.edu (949) 582-4731 e. Proposed Pathway for new program: <ul style="list-style-type: none"> • The non-credit CHW mirrors 4 of the for-credit courses in the for-credit CHW Certificate of Achievement which is a pathway to Public Health ADT program. This will increase enrollments in the courses. The 2 for credit programs share 12 units (4 courses) including Introduction to Public Health, Statistics courses (MATH 10 or PSYC 44 or BUS 10), Contemporary Health Issues, and Health and Social Justice. <ul style="list-style-type: none"> • Students in the CHW program can also consider pursuing the Public Health Informatics and Technology (PHIT) certificate program. There are multiple entry and exit points for the CHW certificate. f. Summary description of the new program: This non-credit Community Health Worker (CHW) Certificate of Completion can be completed in about 216 hours. Students can choose between 2 of the experiential specialties as their capstone course in either aging or co-occurring disorders. Skills are related to public health, healthcare, and social services. CHWs provide services including health education, navigation through healthcare systems and services, health outreach, community health data collection, and health promotion. Graduates will be able to help improve quality of life for clients by identifying the social determinants of health (SDOH) and disparities in communities, increasing access to health care services, promoting health screening, and providing public health education on available health services and recommendations. The certificate is for both entry-level individuals and for providing additional competencies to those employed in various fields. Graduates can work in various settings including healthcare clinics, mental health facilities, substance abuse programs, nursing homes, assisted living, and neighborhood and faith-based organizations. g. Brief Description of how the idea for the new program came about: The California Budget 2021-22 establishes that CHWs are now a benefit provided within the Medi-Cal program. Students who successfully complete the CHW program will gain competencies in communication skills as it relates to medicine and healthcare, healthcare services navigation and coordination, health education and promotion, knowledge of public health principles, etc., that can lead to employment as a Community Health Worker, seek higher education in public health, and further explore related fields in public/allied health occupations. h. Please list all courses to be included in the program and total units: If courses are new or need to be revised, please mark as such. New Courses: <ul style="list-style-type: none"> • PH 601NC (401NC) Introduction to Public Health 49.8 hours • PH 602NC (402NC) Health Education and Promotion 49.8 hours • PH 603NC (403NC) Health and Social Justice 49.8 hours • PH 604NC (404NC) Interprofessional Communication in Healthcare 16.6 hours • SOC 625 NC (425NC) Sociology of Aging 49.8 hours OR HS 676NC (476NC) Co-Occurring Disorders 49.8 hours Total Hours: 215.8					
3	Document Department/Inter-Departmental discussions with signatures in preparation for Step 4 <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;">Signature/Date, Program Initiator <i>Safiah Mamoon</i> 2/16/24</td> <td style="width:50%; padding: 5px;">Signature/Date, Dept. Chair <i>Safiah Mamoon</i> 2/16/24</td> </tr> <tr> <td style="padding: 5px;">Signature/Date, Division Dean <i>Sherrie Loewen, Ph.D.</i></td> <td style="padding: 5px;">Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a</td> </tr> </table>		Signature/Date, Program Initiator <i>Safiah Mamoon</i> 2/16/24	Signature/Date, Dept. Chair <i>Safiah Mamoon</i> 2/16/24	Signature/Date, Division Dean <i>Sherrie Loewen, Ph.D.</i>	Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a
Signature/Date, Program Initiator <i>Safiah Mamoon</i> 2/16/24	Signature/Date, Dept. Chair <i>Safiah Mamoon</i> 2/16/24					
Signature/Date, Division Dean <i>Sherrie Loewen, Ph.D.</i>	Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a					
4	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;">Articulation Officer: Review date (if applicable) Date _____ Initials _____</td> <td style="width:50%; padding: 5px;">EWD Director: Review date (if applicable) Date _____ Initials _____</td> </tr> </table>		Articulation Officer: Review date (if applicable) Date _____ Initials _____	EWD Director: Review date (if applicable) Date _____ Initials _____		
Articulation Officer: Review date (if applicable) Date _____ Initials _____	EWD Director: Review date (if applicable) Date _____ Initials _____					

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

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

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

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

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

CE	AEWD 788NC	fr 992867.00 to <u>993016.00</u>	INTRODUCTION TO EMPLOYABILITY SKILLS	<p>crs id fr AEWD 788NC to <u>AEWP 788NC</u>, cat desc, sch desc, DE, pcs fr not program applicable to <u>program applicable</u>, retaining rpt 99 times, special class status fr Course is designated as an approved special class for students with disabilities to <u>Course is not a special class</u>, noncredit category fr E— Courses for Persons with Substantial Disabilities to <u>J - Workforce Preparation</u>, CA Classification code fr L— Non-Enhanced Funding to <u>J - Workforce Preparation Enhanced Funding</u></p>
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SADDLEBACK COLLEGE
 NEW PROGRAMS
 ACADEMIC YEAR 2024-2025

New
Pre-Vocational Skills
Certificate of Completion

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

Program Student Learning Outcomes

Students who complete this program will be able to:

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

Required Core

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

Total Hours for the Certificate 365.2

SADDLEBACK COLLEGE
NEW PROGRAMS
ACADEMIC YEAR 2024-2025

New
Employability Skills
Certificate of Completion

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

Program Student Learning Outcomes

Students who complete this program will be able to:

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

Required Core

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

Total Hours for the Certificate 199.2

SADDLEBACK COLLEGE
NEW PROGRAMS
ACADEMIC YEAR 2024-2025

**New
Workplace Skills
Certificate of Completion**

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

Program Student Learning Outcomes

Students who complete this program will be able to:

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

Required Core


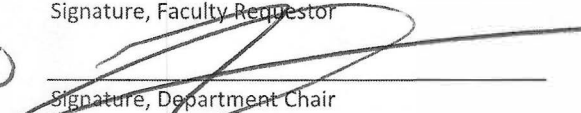
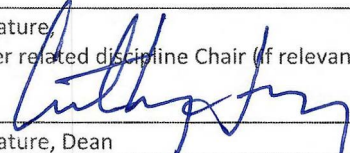
<u>AEWP 783NC</u>	<u>Communication in the Workplace</u>	<u>49.8</u>
<u>AEWP 786NC</u>	<u>Career Goals and Job Exploration</u>	<u>49.8</u>
<u>AEWP 787NC</u>	<u>Career Planning and Job Search</u>	<u>49.8</u>
<u>AEWP 788NC</u>	<u>Introduction to Employability Skills</u>	<u>49.8</u>
<u>Total Hours for the Certificate</u>		<u>199.2</u>

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINARY	Course Prefix & Number 600: CUL 606 (CUL 206)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	K LUNETTO Print Name	 Signature, Faculty Requestor
Click to enter date	LISA INLOW Print Name	 Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	ANTHONY TENG Print Name	 Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: FOOD AND WINE PAIRING	
FOOD AND WINE PAIRING		
Units: 2	Lec hrs: 1	Lab hrs: 3
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit		
TOP Code: 1306.30	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

- Anticipated first term of offering: Fall Spring Year 2025
- Catalog Description:
 Course examines the role that wine contributes to the commercial dining experience. The course will emphasize the origin and style of wines from various global locations. The theory and hands-on practice of pairing alcoholic beverages with food, professional level tasting and evaluation, and proper beverage service. Label terminology, palate development, flavor interaction, and traditional or "classic" European wine pairings will also be discussed. Other subjects include purchasing, storing, pricing, merchandising, and serving wine in a restaurant or cafe setting. Students must be 21 years of age or older to consume wine.
- Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: Click here to enter text.
 If yes, see the Articulation Officer for assistance with C-ID descriptors.
- A. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: Click here to enter text.

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

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

- Recommendation by advisory committee.

6. Course Requisites:

List all requisites*:

Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101

Co-requisite: [Click here to enter text.](#)

Limitation on enrollment: [Click here to enter text.](#)

Recommended Prep: [Click here to enter text.](#)

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Advanced Culinary AS & Cert; Catering AS & Cert

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

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

Approval of Wine tasting for students 21 and over at ATEP

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No

Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation and complete below:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major

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

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINARY	Course Prefix & Number 600: CUL 608 (208)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	K LUNETTO _____ Print Name	_____ Signature, Faculty Requestor
Click to enter date	 Print Name	_____ Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	_____ Signature Other related discipline Chair (if relevant)
Click to enter date	ANTHONY TENG _____ Print Name	 Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: Contemporary Topics
Contemporary Topics in Food Service	
Units: 2	Lec hrs: 1 Lab hrs: 3
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit	
TOP Code: 1306.30	Non-Credit Category: Click here to enter text. Occupational Code (SAM): C

1. Anticipated first term of offering: Fall Spring Year 2025
2. Catalog Description:
 Course explores techniques needed to adapt to consumer health concerns, including nutrition, healthy ingredients, and substitutions. Special diets, consumer preferences in regard to personal, medical, or religious purposes, and a wide range of dietary challenges are examined while providing culinary inspiration with an emphasis on healthful, appropriate, and modern professional cooking skills and ingredients.
3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: Click here to enter text.
 If yes, see the Articulation Officer for assistance with C-ID descriptors.
4. A. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: Click here to enter text.

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

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

Recommendation by advisory committee.

6. Course Requisites:

List all requisites*:

Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101

Co-requisite:

Limitation on enrollment: Click here to enter text.

Recommended Prep: Click here to enter text.

**Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003.*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Advanced Culinary AS & Cert, Catering AS & Cert

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

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

X No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/ equipment, facilities.
 None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No

Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation and complete below:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major

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

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 11/20/2023	Prepared & Submitted by: Kathleen Lunetto
Department: Culinary	Course Prefix & Number 600 CUL 655 (255)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date Kathleen Lunetto _____
 Print Name Signature, Faculty Requestor

Click to enter date ~~Lisa Inlow~~ *Klwe Ho* _____
 Print Name Signature, Department Chair

Click to enter date Click here to enter text. _____
 Print Name Signature
 Other related discipline Chair (if relevant)

Click to enter date Anthony Teng _____
 Print Name Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * : |) Short Title: Artisan Baking
 PRINCIPLES OF ARTISAN BAKING

Units: 4 Lec hrs: 1 Lab hrs: 9

Credit Status: Credit – Degree Applicable Credit – Non-degree Applicable Non-Credit

TOP Code: 1306.30 Non-Credit Category: Click here to enter text. Occupational Code (SAM): C

- Anticipated first term of offering: Fall Spring Year 2025
- Catalog Description:
 A systematic approach to bread, including details of mixing, fermenting, shaping, and baking bread with emphasis placed on the use of traditional fermentation. The course covers baker's math, ingredient selection and function, how mixing affects fermentation, and other bread baking fundamentals. Students are required to follow culinary department dress standards. Field trips are required.
- Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: Click here to enter text.
 If yes, see the Articulation Officer for assistance with C-ID descriptors.
- Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?

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

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

- We currently do not offer a class solely focused on bread making and advanced techniques needed to master to work as a professional baker.
- Recommended by advisory committee.
- Necessary to fulfill requirements of a Baking and Pastry program similar to other community college programs.

6. Course Requisites:

List all requisites*:

Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification

Co-requisite: CUL 244

Limitation on enrollment: [Click here to enter text.](#)

Recommended Prep: [Click here to enter text.](#)

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Advanced Baking and Pastry AS & Cert

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

11. What resources will be needed in order to offer this class at Saddleba...? e.g. staff, faculty, supplies/
 equipment, facilities.
 No additional resources are needed

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact
 the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No
 Please attach documentation. If so, complete the following:

Click _____ Click _____ at Click _____ Click _____ Required for Click _____
 Course Title Course No. CSU Campus UC Campus Program or Major
 Click _____ Click _____ at Click _____ Click _____ Required for Click _____
 Course Title Course No. CSU Campus UC Campus Program or Major
 Click _____ Click _____ at Click _____ Click _____ Required for Click _____
 Course Title Course No. CSU Campus UC Campus Program or Major

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

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

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 1/14/2024	Prepared & Submitted by: K Lunetto Click here to enter
Department: Culinary	Course Prefix & Number 600: CUL 660 (CUL 260)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Kathleen Lunetto _____ Print Name	Signature, Faculty Requestor
Click to enter date	Lisa Inlow  Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	Anthony Teng _____ Print Name	Signature, Dean 

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: Cuisine and Culture of The Americas	
Cuisine and Culture of The Americas		
Units: 3	Lec hrs: 2	Lab hrs: 3
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit		
TOP Code: 130630	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

- Anticipated first term of offering: Fall Spring Year 2025
- Catalog Description:
 Prepare, taste, serve, and evaluate traditional regional dishes of the Americas. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques for cuisines representative of the United States, Mexico, South America, and the Caribbean. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.
- Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: [Click here to enter text.](#)
 If yes, see the Articulation Officer for assistance with C-ID descriptors.
- A. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: [Click here to enter text.](#)
 B. If you are mirroring a Non-Credit course with a Credit course- please list Credit course here:

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

Recommended by advisory committee.

Necessary to fulfill requirements of culinary program similar to other community college programs.

[Click here to enter text.](#)

6. Course Requisites:

List all requisites*:

Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101

Co-requisite:

Limitation on enrollment: [Click here to enter text.](#)

Recommended Prep: [Click here to enter text.](#)

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#).*

7. Will this be a standalone course?

Yes Course **will NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
 None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No

Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation and complete below:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major

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

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 1/14/2024	Prepared & Submitted by: K Lunetto
Department: Culinary	Course Prefix & Number 600: CUL 663)CUL 263)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Kathleen Lunetto _____ Print Name	_____ Signature, Faculty Requestor
Click to enter date	Lisa Inlow <u>K Lunetto</u> _____ Print Name	_____ Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	_____ Signature Other related discipline Chair (if relevant)
Click to enter date	Anthony Teng _____ Print Name	_____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :) Cuisine and Culture of Europe	Short Title: Cuisine and Culture of Europe
Units: 3	Lec hrs: 2 Lab hrs: 3
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit	
TOP Code: 130630	Non-Credit Category: Click here to enter text. Occupational Code (SAM): C

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

2. Catalog Description:

Prepare, taste, serve, and evaluate traditional, regional dishes of Europe. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from France, Italy, and Spain and will include fundamentals of other regional European cuisines. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: Click here to enter text.

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? Yes No

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

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

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

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

- Recommended by advisory committee.
- Necessary to fulfill requirements of culinary program similar to other community college programs.

6. Course Requisites:

List all requisites*:

Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101

Co-requisite:

Limitation on enrollment: Click here to enter text.

Recommended Prep: Click here to enter text.

**Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §55003*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

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

X No

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

None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No

Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation and complete below:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major

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

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL		
Date: 1/14/2024	Prepared & Submitted by:	K Lunetto
Department: Culinary	Course Prefix & Number 600:	CUL 665 (CUL 265)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Kathleen Lunetto _____ Print Name	_____ Signature, Faculty Requestor
Click to enter date	Use Introw <u>K Lunetto</u> _____ Print Name	_____ Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	Anthony Teng _____ Print Name	<u>Anthony Teng</u> _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: Cuisine and Culture of The Mediterranean	
Cuisine and Culture of The Mediterranean		
Units: 3	Lec hrs: 2	Lab hrs: 3
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit		
TOP Code: 1306.30	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

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

2. Catalog Description:
 Prepare, taste, serve, and evaluate traditional, regional dishes of the Mediterranean. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from Turkey, Lebanon, Morocco, Tunisia, Greece, and Egypt. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages differently.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: Click here to enter text.
 If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. A. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: Click here to enter text.

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

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

- Recommended by advisory committee.
- Necessary to fulfill requirements of culinary program similar to other community college programs.

6. Course Requisites:

List all requisites*:

Prerequisite: CUL 171, CUL 271 or Current ServSafe Certification; CUL 101

Co-requisite:

Limitation on enrollment: Click here to enter text.

Recommended Prep: Click here to enter text.

*Please attach justification for the recommended requisites. Refer to the Chancellor's Guidelines for Title 5 §5003.

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Basic Culinary AS & Cert; Advanced Culinary AS & Cert

*Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

*Provide documentation

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

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

No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
 None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation and complete below:

Click _____ Course Title	Click _____ at Course No.	Click _____ CSU Campus	Click _____ UC Campus	Required for	Click _____ Program or Major
Click _____ Course Title	Click _____ at Course No.	Click _____ CSU Campus	Click _____ UC Campus	Required for	Click _____ Program or Major
Click _____ Course Title	Click _____ at Course No.	Click _____ CSU Campus	Click _____ UC Campus	Required for	Click _____ Program or Major

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

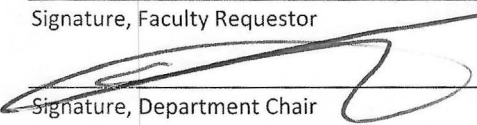
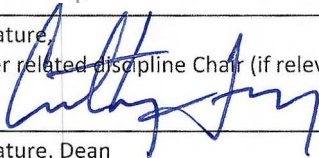
	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 1/14/2024	Prepared & Submitted by: K Lunetto Click here to enter
Department: Culinary	Course Prefix & Number 600: CUL 667 (CUL 267)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	Kathleen Lunetto _____ Print Name	_____ Signature, Faculty Requestor
Click to enter date	Lisa Jelow <u>K Lunetto</u> _____ Print Name	 Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	Anthony Teng _____ Print Name	 Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: Cuisine and Culture of Asia
Cuisine and Culture of Asia	
Units: 3	Lec hrs: 2 Lab hrs: 3
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit	
TOP Code: 130630	Non-Credit Category: Click here to enter text. Occupational Code (SAM): C

- Anticipated first term of offering: Fall Spring Year 2025
- Catalog Description:
 Prepare, taste, serve, and evaluate traditional and regional dishes of Asia. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of the cuisines from China, Korea, Japan, Vietnam, Thailand, and India. The course develops an expanded understanding and appreciation of why and how people from diverse world cultures with varying backgrounds approach food and beverages different.
- Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: [Click here to enter text.](#)
 If yes, see the Articulation Officer for assistance with C-ID descriptors.
- A. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: [Click here to enter text.](#)

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

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

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

None

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No

Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation and complete below:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major

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

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINARY	Course Prefix & Number 600: CUL 670 (270)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	K LUNETTO _____ Print Name	_____ Signature, Faculty Requestor
Click to enter date	LISA INLOW <i>K Lunetto</i> Print Name	<i>[Signature]</i> Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	_____ Signature Other related discipline Chair (if relevant)
Click to enter date	ANTHONY TENG _____ Print Name	<i>[Signature]</i> Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :) Menu Planning and Purchasing	Short Title: Menu Planning and Purchasing
Units: 3	Lec hrs: 2 Lab hrs: 3
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit	
TOP Code: 1306.30	Non-Credit Category: Click here to enter text. Occupational Code (SAM): C

- Anticipated first term of offering: Fall Spring Year 2025
- Catalog Description:
 Course introduces students to the principles of menu development. Emphasis on menu design, and pricing with an overview of purchasing cycles to include selection, procurement, and equipment specification. Includes hands on practical application.
- Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: Click here to enter text.
 If yes, see the Articulation Officer for assistance with C-ID descriptors.
- A. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: Click here to enter text.

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

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

Recommendation by advisory committee.

6. Course Requisites:

List all requisites*:

Prerequisite: [Click here to enter text.](#)

Co-requisite: [Click here to enter text.](#)

Limitation on enrollment: [Click here to enter text.](#)

Recommended Prep: CUL 171, CUL 271 or Current ServSafe Certification

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Advanced Culinary AS & Cert, Catering AS & Cert

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
 none

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No
 Please attach documentation and complete below:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> [*] CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major

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

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: 1/14/24	Prepared & Submitted by: K LUNETTO
Department: CULINARY	Course Prefix & Number 600: CUL 675 (275)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	K LUNETTO Print Name	Signature, Faculty Requestor
Click to enter date	LISA INLOW K Lunetto Print Name	Signature, Department Chair
Click to enter date	Click here to enter text. Print Name	Signature, Other related discipline Chair (if relevant)
Click to enter date	ANTHONY TENG Print Name	Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: DINING ROOM SERVICE	
DINING ROOM SERVICE		
Units: 4	Lec hrs: 2	Lab hrs: 6
Credit Status: <input checked="" type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input type="checkbox"/> Non-Credit		
TOP Code: 1306.30	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): C

- Anticipated first term of offering: Fall Spring Year 2025
- Catalog Description:
 Skills and knowledge needed for all aspects of professional dining room service, including dining room set-up and organization, service points, safety and sanitation, and handling guest charges. Exploration of the various styles of service. Table setting styles, buffet set-ups are covered.
- Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: Click here to enter text.
 If yes, see the Articulation Officer for assistance with C-ID descriptors.
- A. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: Click here to enter text.

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

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

Recommendation by advisory committee.

6. Course Requisites:

List all requisites*:

Prerequisite: [Click here to enter text.](#)

Co-requisite:

Limitation on enrollment: [Click here to enter text.](#)

Recommended Prep: CUL 171, CUL 271 or Current ServSafe Certification

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#).*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Advanced Culinary AS & Cert, Catering AS & Cert

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

X No

11. What resources will be needed in order to offer this class at Saddleback? e.g. staff, faculty, supplies/equipment, facilities.
 none

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation and complete below:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major

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

	Language/Rationality (English Comp, Communication/Analytical Thinking/Critical Thinking, Mathematics)	Arts/Humanities	Social/Behavioral Sciences	Natural Sciences	Life Long Understanding	Ethnic Studies
Local GE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cal-GETC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New Program Initiation Form (not needed for ADTs)

a. Program Name: **Baking and Pastry**
 b. Program Type: **Certificate** c. Program TOP code: **1306.30** CIP: **120501**
 d. Contact information for Program Initiator: **Kathleen Lunetto klunetto@saddleback.edu 714.333.5740**
 e. Proposed Pathway for new program:
 f. Summary description of the new program: The Baking and Pastry certificate of achievement program prepares students for entry level career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain foundational skills and training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking and pastry. The program allows for practical application of skills and abilities preparing students to meet the needs of employers.
 g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts. Recommended by advisory board.

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

C ID	Title	Units	Sequence	Status
FN 171 * or FN 210*	SANITATION AND SAFETY SERVSAFE IN FOOD PRODUCTION	0 - 2	Y1 - FA	EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1- SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y-1 - SP	EXISTING
		14 - 16		

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

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

2

Document Department/Inter-Departmental discussions with signatures in preparation for Step 4

3	Signature/Date, Program Initiator	Signature/Date, Dept. Chair
	Signature/Date, Division Dean	Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a

4	Articulation Officer: Review date (if applicable) Date _____ Initials _____	EWD Director: Review date (if applicable) Date _____ Initials _____
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5 Curriculum Committee: Review date

6 Consultation Council: Review date **7** Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link

New Program Initiation Form (not needed for ADTs)

a. Program Name: Advanced Baking and Pastry
b. Program Type: Certificate **c. Program TOP code:** 1306.30 **CIP:** 120501
d. Contact information for Program Initiator: Kathleen Lunetto klunetto@saddleback.edu 714.333.5740
e. Proposed Pathway for new program:
f. Summary description of the new program: The Advanced Baking and Pastry certificate of achievement program prepares students for career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain practical training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking, candy making, specialty cakes, plated desserts, artisan breads, menu development, portion control, and cost control. The program combines management theory and practical application of skills and abilities preparing students to meet the needs of employers.
g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts.
h. Please list all courses to be included in the program and total units:

C ID	Title	Units	Sequence	Status
FN 171 **	SANITATION AND SAFETY	0-2	Y1 - FA	EXISTING
or FN 210**	SERVSAFE IN FOOD PRODUCT ION			
FN 246*	INTRODUCTION TO CULINARY ARTS	3	Y1 - FA	EXISTING
FN 120*	SUSTAINABLE MEALS	3	Y1 - FA	EXISTING
FN 110*	FOOD PREPARATION ESSENTIALS	3	Y1 - FA	EXISTING
FN 101*	CULINARY PRINCIPLES I	3	Y1 - FA	EXISTING
FN 244*	BAKING FUNDAMENTALS I	3	Y1 - FA	EXISTING
FN 245*	BAKING FUNDAMENTALS II	3	Y1 - SP	EXISTING
CUL 655*	PRINCIPLES OF ARTISAN BAKING	4	Y1-SP	NEW
CUL 608*	CONTEMPORARY TOPICS IN FOOD SERV ICE	2	Y1-SP	NEW
FN 176	FOOD AND BEVERAGE OPERATIONS	3	Y1- SP	EXISTING
FN 261	MANAGEMENT, LEADERSHIP, AND TRAINING	2	Y1- SP	REVISE
FN 286*	SUGAR CONFECTIONERY	1	Y1- SP	EXISTING
FN 288*	ADVANCED BAKING (ADD QUANTITY)	3	Y2- FA	REVISE
FN 154	COST CONTROL	3	Y2- FA	EXISTING
FN 287*	CHOCOLATE CONFECTIONERY	1	Y2- FA	EXISTING

2

** Students with valid California ServSafe Certification may have this core requirement waived.
 * Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

Document Department/Inter-Departmental discussions with signatures in preparation for Step 4			
3	Signature/Date, Program Initiator	Signature/Date, Dept. Chair	
	Signature/Date, Division Dean	Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a	
4	Articulation Officer: Review date (if applicable) Date _____ Initials _____	EWD Director: Review date (if applicable) Date _____ Initials _____	
5	Curriculum Committee: Review date		
6	Consultation Council: Review date	7	Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link

New Program Initiation Form (not needed for ADTs)

a. Program Name: **Advanced Baking and Pastry**
 b. Program Type: A.A or A.S. Degree c. Program TOP code: **1306.30** CIP: 120501
 d. Contact information for Program Initiator: Kathleen Lunetto klunetto@saddleback.edu 714.333.5740
 e. Proposed Pathway for new program:

f. Summary description of the new program: The Advanced Baking and Pastry Associate of Science degree program prepares students for career opportunities in bakeries, restaurants, catering, hotels, and other food service businesses. Students gain practical training in the use of commercial equipment and acquire the skills necessary to be successful in the field of baking such as: production baking, candy making, specialty cakes, plated desserts, artisan breads, menu development, portion control, and cost control. The program combines management theory and practical application of skills and abilities preparing students to meet the needs of employers.

g. Brief Description of how the idea for the new program came about: Our department has long recognized the need and demand for a baking and pastry certificate to provide specialized training in baking and pastry arts. Recommended by advisory committee.

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

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

37- 39

** Students with valid California ServSafe Certification may have this core requirement waived.
 * Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

2

Document Department/Inter-Departmental discussions with signatures in preparation for Step 4

3	Signature/Date, Program Initiator	Signature/Date, Dept. Chair
	Signature/Date, Division Dean	Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a

4	Articulation Officer: Review date (if applicable) Date _____ Initials _____	EWD Director: Review date (if applicable) Date _____ Initials _____
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5 Curriculum Committee: Review date

6 Consultation Council: Review date 7 Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (white) _____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (white) _____ Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
3/8/2024	Dr Sherrie Loewen _____ Print Name	_____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: Medical Terminology	
Medical Terminology		
Units: 0	Lec hrs: 3.00	Lab hrs: Click here to enter text.
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1201.00	Non-Credit Category: Short-Term Vocational	Occupational Code (SAM): C

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

2. Catalog Description:

Introduces medical terms, through the analysis or word roots, prefixes, suffixes and combining forms to create medical terms. Students demonstrate and practice accurate term pronunciation and spelling to create a medical vocabulary for use in medical and healthcare settings. Includes terms related to major diseases, diagnostics, physical examination and specialty procedures and common treatments that are used to communicate in the medical field.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: Click here to enter text.

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No

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

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

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? The need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. *The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.* Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass

6. Course Requisites:

List all requisites*:

Prerequisite: none

Co-requisite: none

Limitation on enrollment: none

Recommended Prep: Completion of High School English Composition and Writing

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Administrative MA Cert of Completion; Clinical MA Cert of Completion; Comprehensive MA Cert of Completion

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family:

No

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

- Staff
- Faculty
- Internet access
- Current computer technology; Wifi
- Webcam
- Purchase of course textbook and online assignment access card

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No

Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click here to enter text.	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

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

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

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

January 4, 2024 Click to enter date	Susan White RN,MSN,CAPA _____ Susan White RN,MSN, CAPA	_____
January 4, 2024 Click to enter date	Susan White RN,MSN,CAPA _____ Print Name	_____ Signature, Department Chair
Click to enter date	Click here to enter text. _____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	Sherrie Loewen _____ Print Name	_____ Signature, Dean

Course Title: INTRODUCTION TO MEDICAL ASSISTING	Short Title: INTRO TO MED ASST	
Units: 0	Lec hrs: 3	Lab hrs: 0
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1208.00	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): D

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

2. Catalog Description: Course covers basic concepts in medical assisting including the role of the medical assistant, career pathways, job duties, professionalism and the essential skills required to work in a physician's office or medical clinic. The course identifies members of the healthcare team, medical specialties and current topics impacting the delivery of quality patient care. Important ethical and legal considerations impacting patient care including cultural diversity, safety, injury and infection prevention. Students learn about the healthcare continuum, nutrition and emergency preparedness. Students are recommended to take this course during the first semester, prior to entering the medical assistant pathways.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: [Click here to enter text.](#)
 If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?

 Reason for cross-listing:

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not?
Course exists as credit but, non-credit program for MA does not exist. Non-credit courses are designed for the incumbent workers

6. Course Requisites: None

List all requisites*: None

Prerequisite: None

Co-requisite: None

Limitation on enrollment: None

Recommended Prep:

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Administrative MA Cert of Completion; Clinical MA Cert of Completion; Comprehensive MA Cert of Completion

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family:

No

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

Click here to enter text.

Faculty experienced with medical/healthcare background and clinical experience

Internet access

Technology (webcam, computer, speakers)

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No

Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major
<u>Click</u> Course Title	<u>Click</u> Course No.	at	<u>Click</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Click</u> Program or Major

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

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

**SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	<i>Susan Miller (white)</i> _____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	<i>Susan Miller (white)</i> _____ Signature, Department Chair
Click to enter date	_____	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D. _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: Physical-Exam Proc	
Physical-Examination Procedures		
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1208.10	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

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

2. Catalog Description:

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

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: [Click here to enter text.](#)

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No

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

Reason for cross-listing: [Click here to enter text.](#)

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.

Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass

6. Course Requisites:

List all requisites*:

Prerequisite: none

Co-requisite: none

Limitation on enrollment: none

Recommended Prep: Completion of High School English Composition and Writing

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

- Yes If yes, identify family: Click here to enter text.
 No

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

- Staff
- Faculty
- Internet
- Computer technology
- Webcam
- Classroom or room with functional Wifi
- Physical exam equipment

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

- CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click here to enter text.	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

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

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

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	<i>Susan Miller (white)</i> _____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	<i>Susan Miller (white)</i> _____ Signature, Department Chair
Click to enter date	_____	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: MED LABORATORY PROC	
Click here to enter text. MEDICAL OFFICE LABORATORY PROCEDURES		
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1208.10	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

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

2. Catalog Description:

Students develop competency related to clinical laboratory procedures performed in the medical office including accurate specimen collection, patient preparation, performance of Point of Care Testing, equipment calibration, regulatory compliance including OSHA, CLIA and CDC guidelines. Students identify method of specimen collection, amount, lab testing and normal versus abnormal values. Students perform and demonstrate competency related to safe specimen collection including venipuncture and capillary puncture, performance of urine procedures, and collection and handling of body fluids for testing and culture in compliance with regulatory and industry standards. Meets state requirements for medical assisting venipuncture and capillary puncture. Students completing this course must pass and complete all course assignments, skills, demonstrating satisfactory performance.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: [Click here to enter text.](#)

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No

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

Reason for cross-listing: [Click here to enter text.](#)

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits. Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass.

6. Course Requisites:

List all requisites*:

Prerequisite: none

Co-requisite: none

Limitation on enrollment: none

Recommended Prep: Completion of High School English Composition and Writing; High School Math

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

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

- Staff
- Faculty
- Internet
- Computer technology
- Webcam
- Classroom
- Skills lab
- Laboratory equipment and supplies

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:
 CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No
 Please attach documentation. If so, complete the following:

Click here to enter text.	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

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

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

**SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	<i>Susan Miller (white)</i> Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	<i>Susan Miller (white)</i> Signature, Department Chair
Click to enter date	_____ Print Name	Susan Miller _____ Signature, Other related discipline Chair (if relevant)
Click to enter date	Click here to enter text. 1.11.24 _____	Sherrie Loewen, Ph.D Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title:	
MEDICAL ASEPSIS AND SURGICAL PROCEDURES	ASEPSIS AND SURG PROC	
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1208.10	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

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

2. Catalog Description:

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

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: [Click here to enter text.](#)

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No

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

Reason for cross-listing: [Click here to enter text.](#)

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members to help meet employment demands. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits, including the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass.

6. Course Requisites:

List all requisites*:

Prerequisite: none

Co-requisite: none

Limitation on enrollment: none

Recommended Prep: MA 406NC, HSC 404NC and MA 411NC;

Completion of High School English Composition and Writing; High School Math

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

- Yes If yes, identify family: [Click here to enter text.](#)
- No

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

- Staff
- Lab assistant
- Faculty
- Internet/ Wifi
- Computer technology
- Webcam
- Classroom
- Skills lab
- Laboratory equipment, simulation supplies, PPE, autoclave, instrumentation

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No

Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click here to enter text.	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

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

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

**SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT**

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (white) _____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (white) _____ Signature, Department Chair
Click to enter date	_____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: Medication Administ	
Medication Administration Procedures		
Units: 0	Lec hrs: 2.00	Lab hrs: 3.00
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1208.10	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

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

2. Catalog Description:

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

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: [Click here to enter text.](#)

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No

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

Reason for cross-listing: [Click here to enter text.](#)

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.

Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass

6. Course Requisites:

List all requisites*:

Prerequisite: none

Co-requisite: none

Limitation on enrollment: none

Recommended Prep: Completion of High School English Composition and Writing; High School Math

*Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Clinical MA Cert of Completion; Comprehensive MA Cert of Completion

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division

requirements for a baccalaureate degree.

**Provide documentation*

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

Yes If yes, identify family: [Click here to enter text.](#)

No

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

Staff

Faculty

Internet

Computer technology

Webcam

Classroom

Skills lab

Laboratory equipment and supplies

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

CSU Yes No UC Yes No

Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click here to enter text.	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

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

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

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

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

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (white) _____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (white) _____ Signature, Department Chair
Click to enter date	_____	_____ Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: BASICS OF INSURANCE	
BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT		
Units: 0	Lec hrs: 3.00	Lab hrs: Click here to enter text.
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1208.20	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

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

2. Catalog Description:

Introduces students to the basics of medical insurance and billing. Covers physician fees, insurance plans, methods of payment, credit and collections and banking procedures used in the medical office and ambulatory healthcare settings. Covers terminology related to banking, billing, collections, claims, insurance, and reimbursement.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A

C-ID Code: [Click here to enter text.](#)

If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No

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

Reason for cross-listing: [Click here to enter text.](#)

5. Justification of recommendation for new course: How was the need for this course identified? How will this course meet student needs in ways that currently approved courses (including those from other departments) do not? Need for noncredit option in addition to graded option was identified by department chair and program advisory committee members. The noncredit course is part of a noncredit program pathway intended for students not requiring college credits.

Non-credit is intended for the incumbent worker seeking updated knowledge and skills. Non-credit graded as pass no pass

6. Course Requisites:
List all requisites*:
Prerequisite: none
Co-requisite: none
Limitation on enrollment: none
Recommended Prep: Completion of High School English Composition and Writing; High School Math
**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

- Yes Course will **NOT** be included in a degree or certificate program.
 No Course **WILL** be included in a degree and/or certificate program.

Which ones: Administrative MA Cert of Completion; Comprehensive MA Cert of Completion

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

- Letter Grade Only Option of a standard letter grade or Pass/No Pass
 Pass/No Pass only Pass/Satisfactory Progress/No Pass (P/SP/NP)
 Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

- Intercollegiate Athletics
 Intercollegiate Competition
 Occupational Work Experience/General Work Experience
 Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

- Yes If yes, identify family
 No

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

- Staff
- Faculty
- Internet
- Computer technology
- Webcam
- Classroom or room with functional Wifi

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:
 CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click here to enter text.	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major

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

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

SADDLEBACK COLLEGE
 CURRICULUM DEVELOPMENT

NEW COURSE PROPOSAL

Date: January 5, 2024	Prepared & Submitted by: Susan Miller (White)
Department: Medical Assisting	Course Prefix & Number 600: MA 682NC (482NC)

Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.

Click to enter date	January 5, 2024	Susan Miller (white) _____ Signature, Faculty Requestor
Click to enter date	January 5, 2024 _____ Susan Miller	Susan Miller (white) _____ Signature, Department Chair
Click to enter date	_____	_____ Print Name Signature, Other related discipline Chair (if relevant)
Click to enter date	1.11.24 _____ Print Name	Sherrie Loewen, Ph.D. _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :)	Short Title: FUND MED PRAC CODING	
FUNDAMENTALS OF MEDICAL PRACTICE CODING		
Units: 0	Lec hrs: 3.00	Lab hrs: 1.00
Credit Status: <input type="checkbox"/> Credit – Degree Applicable <input type="checkbox"/> Credit – Non-degree Applicable <input checked="" type="checkbox"/> Non-Credit		
TOP Code: 1208.20	Non-Credit Category: Short-term Vocational	Occupational Code (SAM): C

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

2. Catalog Description: Students learn concepts and financial procedures including insurance, billing, collections and coding practices used in medical offices, outpatient, ambulatory and hospital settings. Current Procedural Terminology (CPT), Healthcare Common Procedure Coding System (HCPCS), and International Classification of Diseases (ICD) procedural principles are introduced. Covers relationship between coding, reimbursement, collections, insurance, administrative procedures and billing.

3. Is this course being aligned to a C-ID descriptor? Yes No N/A
 C-ID Code: [Click here to enter text.](#)
 If yes, see the Articulation Officer for assistance with C-ID descriptors.

4. Will course be cross-listed? Yes No
 If yes, which department is responsible for scheduling, updating, and assessing the course?
 Reason for cross-listing: [Click here to enter text.](#)

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

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

6. Course Requisites:

List all requisites*:

Prerequisite: none

Co-requisite: none

Limitation on enrollment: none

Recommended Prep: Completion of High School English Composition and Writing; High School Math

**Please attach justification for the recommended requisites. Refer to the [Chancellor's Guidelines for Title 5 §55003](#)*

7. Will this be a standalone course?

Yes Course will **NOT** be included in a degree or certificate program.

No Course **WILL** be included in a degree and/or certificate program.

Which ones: Administrative MA Cert of Completion; Comprehensive MA Cert of Completion

**Paperwork for the program (new or revised) must be submitted at the same time as the new course is being developed*

8. Proposed Grading System:

Letter Grade Only

Option of a standard letter grade or Pass/No Pass

Pass/No Pass only

Pass/Satisfactory Progress/No Pass (P/SP/NP)

Non-credit

9. Will course be Repeatable? No Yes

Additional skills that will be acquired by repeating this course must be included in the course outline.

If yes, how many times? 1 2 3 Unlimited (Non-credit only)

Reason for Repeating:*

Intercollegiate Athletics

Intercollegiate Competition

Occupational Work Experience/General Work Experience

Additional enrollment required by Transfer Institution (CSU & UC only) to meet lower division requirements for a baccalaureate degree.

**Provide documentation*

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

If yes, identify family:

No

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

- Staff
- Faculty
- Internet
- Computer technology
- Webcam
- Classroom or room with functional Wifi

12. If degree-applicable, please complete the following information on articulation recommendations. Please contact the Articulation Officer for assistance. N/A

12A. Transfer: Would you recommend that this course transfer to:

- CSU Yes No UC Yes No
 Private Yes No

Will the course satisfy a major requirement at CSU or UC? Yes No

Please attach documentation. If so, complete the following:

Click here to enter text.	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Click	Click	at	Click	Click	Required for	Click
	Course No.		CSU Campus	UC Campus		Program or Major

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

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

New Program Initiation Form (not needed for ADTs)

1	Idea for program. ADTs do NOT need to complete this process. a. Program Name: Administrative Medical Assistant b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion c. Program TOP code: 1208.20 CIP: 51.0710 d. Contact information for Program Initiator: Susan White; swhite16@saddleback.edu 9495824912 e. Proposed Pathway for new program: Health and Wellness f. Summary description of the new program: The Administrative Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn appointment scheduling, reception techniques, communication, medical records and electronic health records management, data entry, billing, coding, insurance reimbursement, public relations, practice-building techniques, and basic computer skills. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC then begin the medical assisting program in the fall. Program completion qualifies students to sit for the American Academy of Professional Coders (AAPC) and Certified Practice Coder (CPC) certification exams, but does not qualify students to sit for the California Certifying Board for Medical Assistants (CCBMA) certification. Program Student Learning Outcomes: Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills related to administrative medical assisting; Prepares patient records for insurance, billing and coding procedures g. Brief Description of how the idea for the new program came about: LMI data indicates that projected industry demand for medical assistants will continue at 14% from 2022 to 2032. Growth is much faster than the average for all occupations, including nursing. Throughout the SoCal region, 114,600 medical assistant job openings per year are expected over the next few decades and employment gaps continue to rise. Medical advances, technology, healthcare system expansions, new medical offices drive the need for medical assistant who possess knowledge and skills. Additionally, anticipated new hires are required to replace workers vacate existing jobs due to job advancement or, retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and offering non-credit course options in addition to for credit. Offering non-credit and credit options provides students with more flexible grading options. Non-credit options also provide incumbent workers and employers with educational and training resources. The non-credit option offers students the option of attaining skills and career advancement without increasing cost and completion time, while the credit option does not restrict students' academic growth and potential degree completion. h. Please list all courses to be included in the program and total units: If courses are new or need to be revised, please mark as such. Courses requiring revision are indicated with an (*) sign. <u>New Courses:</u> HSC 604NC (404NC) MEDICAL TERMINOLOGY (students take this course prior to entering the program.) [49.8 hours] MA 606NC (406NC) INTRODUCTION TO MEDICAL ASSISTING* [49.8 hours] MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4 hours] <u>Existing Courses:</u> CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] <u>Total Hours: 298.8</u>					
2						
3	Document Department/Inter-Departmental discussions with signatures in preparation for Step 4 <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Signature/Date, Program Initiator <i>Susan White RN, MSN 8/25/2023</i></td> <td style="width: 50%;">Signature/Date, Dept. Chair <i>Susan White RN, MSN Dept Chair 8/25/2023</i></td> </tr> <tr> <td>Signature/Date, Division Dean <i>Sherrie Loewen, Ph.D.</i></td> <td>Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a</td> </tr> </table>		Signature/Date, Program Initiator <i>Susan White RN, MSN 8/25/2023</i>	Signature/Date, Dept. Chair <i>Susan White RN, MSN Dept Chair 8/25/2023</i>	Signature/Date, Division Dean <i>Sherrie Loewen, Ph.D.</i>	Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a
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5	Curriculum Committee: Review date October 12, 2023					
6	Consultation Council: Review date	7				
	Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link					

New Program Initiation Form (not needed for ADTs)

1	Idea for program. ADTs do NOT need to complete this process.					
2	<p>a. Program Name: Clinical Medical Assistant</p> <p>b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion</p> <p>c. Program TOP code: 1208.10 CIP: 51.0801</p> <p>d. Contact information for Program Initiator: Susan White; swhite16@saddleback.edu 9495824912</p> <p>e. Proposed Pathway for new program: Health and Wellness</p> <p>f. Summary description of the new program: The Clinical Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn law, ethics, infection prevention, safety, HIPAA, physical exam, communication, medical records, documentation, laboratory procedures, venipuncture, pharmacology, injections, minor office surgery, ECG and spirometry procedures. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC then begin the medical assisting program in the fall. Program completion does not qualify students to sit for the California Certifying Board for Medical Assistants (CCBMA) certification.</p> <p>Program Student Learning Outcomes: Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills related to clinical medical assisting; Assists the physician to perform patient care examinations and procedures.</p> <p>g. Brief Description of how the idea for the new program came about: LMI data indicates that projected industry demand for medical assistants will continue at 24% from 2022 to 2032. Growth is much faster than the average for all occupations, including nursing. Throughout the SoCal region, 114,600 medical assistant job openings per year are expected over the next few decades and employment gaps continue to rise. Medical advances, technology, healthcare system expansions, new medical offices drive the need for medical assistants who possess knowledge and demonstratable skills. Additionally, anticipated new hires are required to replace workers vacating existing jobs due to job advancement or retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and offering non-credit course options in addition to for credit. Offering non-credit and credit options provides students with more flexible grading options. Non-credit options also provide incumbent workers and employers with educational and training resources. The non-credit option offers students the option of attaining skills and career advancement without increasing cost and completion time, while the credit option does not restrict students' academic growth and potential degree completion</p> <p>h. Please list all courses to be included in the program and total units: If courses are new or need to be revised, please mark as such. Courses requiring revision are indicated with an (*) sign.</p> <p><u>New Courses:</u> HSC 604NC (404NC) MEDICAL TERMINOLOGY (students take this course prior to entering the program.) [49.8 hours] MA 606NC (406NC) INTRODUCTION TO MEDICAL ASSISTING* [49.8 hours] MA 611NC (411NC) PHYSICAL-EXAMINATION PROCEDURES* [83 hours] MA 612NC (412NC) MEDICAL OFFICE LABORATORY PROCEDURES [83 hours] MA 613NC (413NC) MEDICAL ASEPSIS AND SURGICAL PROCEDURES [83 hours] MA 614NC (414NC) MEDICATION ADMINISTRATION PROCEDURES [83 hours] <u>Total Hours: 431.6</u></p>					
3	<p>Document Department/Inter-Departmental discussions with signatures in preparation for Step 4</p> <table border="1"> <tr> <td>Signature/Date, Program Initiator <i>Susan White RN, MSN 8/25/2023</i></td> <td>Signature/Date, Dept. Chair <i>Susan White RN,MSN Dept Chair 8/25/2023</i></td> </tr> <tr> <td>Signature/Date, Division Dean <i>Sherrie Loewen, Ph. D.</i></td> <td>Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a</td> </tr> </table>		Signature/Date, Program Initiator <i>Susan White RN, MSN 8/25/2023</i>	Signature/Date, Dept. Chair <i>Susan White RN,MSN Dept Chair 8/25/2023</i>	Signature/Date, Division Dean <i>Sherrie Loewen, Ph. D.</i>	Other discipline faculty/chair (if applicable) or <input type="checkbox"/> n/a
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5	<p>Curriculum Committee: Review date October 12, 2023</p>					
6	<p>Consultation Council: Review date</p>	7				
		<p>Curriculum Chair posts cleared Notice of Intent on the Curriculum Website New Program Status link</p>				

New Program Initiation Form (not needed for ADTs)

1	Idea for program. ADTs do NOT need to complete this process. a. Program Name: Comprehensive Medical Assistant b. Program Type: (use drop down menu or write in) NonCredit Cert of Completion c. Program TOP code: 1208.00 CIP: 51.0801 d. Contact information for Program Initiator: Susan White; swhite16@saddleback.edu 9495824912 e. Proposed Pathway for new program: Health and Wellness f. Summary description of the new program: The Comprehensive Medical Assistant program is a career education (CE) certificate program designed for students who have experience working as a medical assistant. Students learn: appointment scheduling, reception techniques, communication, medical records and electronic health records management, data entry, billing, coding, insurance reimbursement, laboratory and medication administration procedures including venipuncture, capillary puncture and injections, electrocardiography, spirometry, public relations, practice-building and basic computer skills. Students should start in summer and finish in two semesters. High school students may enroll in HSC 404NC and start medical assisting in the fall. Program completion qualifies students to sit for the American Academy of Professional Coders (AAPC) and Certified Practice Coder (CPC) certification exams, but does not qualify students to sit for the California Certifying Board for Medical Assistants (CCBMA) certification. Program Student Learning Outcomes: Acquire knowledge related to safe, legal, and ethical patient care. Demonstrate skills related to administrative and clinical medical assisting; Assists the physician to perform patient care examinations and procedures. g. Brief Description of how the idea for the new program came about: LMI data indicates that projected industry demand continues at 24% from 2022 to 2032, which is above average for all occupations including nursing. Over the next few decades 114,600 medical assistant job openings per year are expected in the SoCal region. Employment gaps continue as medical and technological advances grow and healthcare systems expand and are being built. Additionally, new hires are required to replace workers vacating existing jobs due to job advancement or, retirement. Saddleback College' Strategic Planning, Medical Assisting Department Chair, Faculty and Program Advisory Committee (PAC) recommend curricular changes. The changes include course revisions, deletions and adding courses that can be taken as credit or non-credit. Non-credit options provide incumbent workers and employers with educational resource options which allow skills training and career advancement without increasing cost or completion time. h. Please list all courses to be included in the program and total units: If courses are new or need to be revised, please mark as such. Courses requiring revision are indicated with an (*) sign. <u>New Courses:</u> HSC 604NC (404NC) MEDICAL TERMINOLOGY (students take this course prior to entering the program.) [49.8 hours] MA 606NC (406NC) INTRODUCTION TO MEDICAL ASSISTING* [49.8 hours] MA 611NC (411NC) PHYSICAL-EXAMINATION PROCEDURES* [83 hours] MA 612NC (412NC) MEDICAL OFFICE LABORATORY PROCEDURES [83 hours] MA 613NC (413NC) MEDICAL ASEPSIS AND SURGICAL PROCEDURES [83 hours] MA 614NC (414NC) MEDICATION ADMINISTRATION PROCEDURES [83 hours] MA 624NC (424NC) BASICS OF MEDICAL INSURANCE, BILLING AND REIMBURSEMENT [49.8 hours] MA 682NC (482NC) FUNDAMENTALS OF MEDICAL PRACTICE CODING* [66.4] <u>Existing Courses:</u> CIMA 401NC OFFICE SKILLS – MICROSOFT WINDOWS [83 hours] or CIMA 402 WORD PROCESSING - MICROSOFT WORD [83 hours] Total Hours: 630.8					
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SADDLEBACK COLLEGE
NEW CREDIT COURSES
ACADEMIC YEAR 2025-2026

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

SADDLEBACK COLLEGE
NEW CREDIT COURSES
ACADEMIC YEAR 2025-2026

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