

# 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 11, 2023**

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

1. **Approval of Minutes – March 28, 2023, p. 2-4**
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 2024-25 – Information and Action Item, p. 5-10**
  - A. SOC 619 (119) – Introduction to Criminal Justice System
  - B. SOC 637 (37) – Introduction to Criminology
7. **Proposed New Credit Courses (ENG 602/2, ES 611/11, GEOG 611/11, IA 623/23, IA 640/40) for Academic Year 2024-25 – Information Item, p. 11-12**
  - A. New prerequisite:
    - a. ENG 602 (2) will have a prerequisite of ENG 1A or ENG 1AH
  - B. New limitation on enrollment:
    - a. IA 623 (23) will have a limitation of Students must meet the COA eligibility requirements and pass a pre-participation screening (PPE) examination and be declared fit for athletics by a medical doctor (MD).
  - C. Approval of new credit courses
8. **Proposed Course Revision (Online Addendum – MUS) for Academic Year 2023-24 – Consent Item, p. 13**
9. **Proposed Program Revision (Business Leadership Certificate of Achievement) for Academic Year 2023-24 (Spring) – Consent Item, p. 14**
10. **Division Reports (if time allows)**
11. **Announcements**
  - A. The next Curriculum Committee meeting is on Tuesday, April 25<sup>th</sup> at 3pm in AGB 106.
  - B. The next GE Committee meeting is on April 25<sup>th</sup> 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, 2023. This is also the deadline for the submission of all required elements for new and revised programs.
12. **Public Interest Announcements (if time allows)**
13. **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....

**Tuesday, March 28, 2023**

**Curriculum Team and Leadership in Attendance**

- |                      |   |
|----------------------|---|
| 1. Michelle Duffy    | Curriculum Co-Chair                               |
| 2. Kim Stankovich    | Curriculum Co-Chair                               |
| 3. Stephanie Di Alto | Curriculum Specialist                             |
| 4. Scott Farthing    | Fine Arts and Media Technology; Alternate for VPI |

**Curriculum Team and Leadership in Absence**

- |   |                      |
|---|----------------------|
| 1. Aimee Tran                             | Articulation Officer |
| 2. Tram Vo-Kumamoto (represented by alt.) | VPI                  |

**Voting Members in Attendance**

- |                                     |   |
|-------------------------------------|---|
| 1. Mike Bennett                     | Kinesiology & Athletics                 |
| 2. Linda Call                       | Health Sciences & Human Services        |
| 3. Jennifer Czerniawski (alternate) | Social & Behavioral Sciences            |
| 4. Tom DeDonno                      | Business Science                        |
| 5. Scott Fredrickson                | Business Science                        |
| 6. Ari Grayson                      | Advanced Technology and Applied Science |
| 7. Carmenmara Hernandez-Bravo       | Liberal Arts                            |
| 8. Jill Ibbotson (alternate)        | Extended Learning                       |
| 9. June Millovich                   | Social & Behavioral Sciences            |
| 10. Larry Perez (alternate)         | Math, Science, & Engineering            |
| 11. Carolyn Seaman                  | Online Education & Learning Resources   |
| 12. Karla Westphal                  | Math, Science, & Engineering            |
| 13. Susan White-Alcover             | Health Sciences & Human Services        |

**Voting Members Absent**

- |   |   |
|---|---|
| 1. Hollis Casey                                   | Counseling & Special Programs           |
| 2. Deidre Cavazzi                                 | Fine Arts and Media Technology          |
| 3. Sarah Chang                                    | Counseling & Special Programs           |
| 4. Farida Gabdrakhmanova                          | Advanced Technology and Applied Science |
| 5. Annie Gilbert (represented by alt.)            | Extended Learning                       |
| 6. Laura Haight                                   | Fine Arts and Media Technology          |
| 7. Jennifer Hedgecock                             | Liberal Arts                            |
| 8. Kris Leppien-Christensen (represented by alt.) | Social & Behavioral Sciences            |

**Administrators in Attendance**

- |                 |                   |
|-----------------|-------------------|
| 1. Dan Predoehl | Extended Learning |
|-----------------|-------------------|

# 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 28, 2023**

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

1. **Approval of Minutes – March 14, 2023, p. 2-5**  
First: Carmenmara Hernandez-Bravo                      Second: Linda Call  
No Discussion, Motion Passes
2. **Approval of Agenda**  
First: Linda Call    Second: Ari Grayson  
No Discussion, Motion Passes
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.  
  
No Public Comments
4. **Chair's Report**  
Discussed progress toward Curriculum Committee's three goals:  
Goal 1: Train Committee on META – ongoing; reminded committee members of remaining dates and times for curriculum training /workshops for spring semester  
Goal 2: Address Time Sensitive Legislation – ongoing; Articulation Officer has been reporting regularly, currently faculty can visit ASCCC website to provide feedback on AB 1111 regarding common course numbering and stay informed on AB 928 regarding CalGetc.  
Goal 3: Strengthen Curriculum Membership – goal met; all areas have representation.
5. **Curriculum Committee Training – Information Item**  
Opened floor to questions regarding scheduled review, committee goals, and legislation. No questions were asked.
6. **Proposed New Taxonomic Pathway for Intercollegiate Athletics for Academic Year 2024-25 – Information Only Item, p. 6**
7. **Proposed New Credit Program (Public Health Informatics and Technology Certificate of Achievement) for Academic Year 2023-24 (Spring) – Action Item, p. 7**  
First: Carmenmara Hernandez-Bravo                      Second: June Millovich  
No Discussion, Motion Passes
8. **Proposed Course Revisions (HIST) for Academic Year 2024-25 – Consent Item, p. 8-9**  
First: Carmenmara Hernandez-Bravo                      Second: Mike Bennett  
No Discussion, Motion Passes
9. **Division Reports (if time allows)**  
Math division approved draft legislation which was forwarded to Plenary in an effort to take action and advocate for common sense interpretation of AB 705.
10. **Announcements**
  - A. The next Curriculum Committee meeting is on Tuesday, April 11<sup>th</sup> at 3pm in AGB 106.
  - B. The next GE Committee meeting is today, March 28<sup>th</sup>, 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, 2023. This is also the deadline for the submission of all required elements for new and revised programs.

## **SADDLEBACK COLLEGE CURRICULUM COMMITTEE**

### **AGENDA (Continued)**

**11. Public Interest Announcements (if time allows)**

Psychology club hosting event for Women's History Month.

Three psych speakers will be speaking this Thursday in Honor of Women's History Month; please contact Dr. Amira (Wegenek) Buma for more information.

**12. Adjourn 3:18pm**

### **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**

<b>NEW COURSE PROPOSAL</b>	
Date: 3/10/2023	Prepared & Submitted by: Allison Camelot
Department: Sociology	Course Prefix & Number 600: SOC 619 (119)

<b>Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.</b>		
3/10/2023	Allison Camelot _____ Print Name	Allison Camelot _____ Signature, Faculty Requestor
3/10/2023	Allison Camelot _____ Print Name	Allison Camelot _____ Signature, Department Chair
Click here to enter a date.	Click here to enter text. _____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
3/10/2023	Christina Hinkle _____ Print Name	Christina Hinkle _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :  )	Short Title: Intro Crim Justice	
Introduction to Criminal Justice System		
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: 2208.00	Non-Credit Category: Click here to enter text.	Occupational Code (SAM): E

1. Anticipated first term of offering:             Fall    Spring            Year 2024

2. Catalog Description:

A broad overview of the American criminal justice system. Examines criminals, victims, and the society in which they live. Emphasis is given to theoretical perspectives, the criminal justice process, law enforcement, adjudication, post-conviction strategies, and juvenile justice. Also examines the entire spectrum of criminal justice and its components, from the causes of crime, police, the trial process, corrections, the prison system, and social justice.

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?

HS and Soc will work together on this. HS is parent.

Reason for cross-listing: Courses will be offered in both programs. Course applies to both programs. Course will be part of the new ADTs that will be housed in Sociology (Law, Public Policy, and Society...and The Administration of 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 already exists in Human Services and now will be cross listed with Sociology. The need for this course in Sociology as well was determined by the course is typically taught in Sociology (or Criminology for those colleges that have a Criminology program). The course will be included in the new ADTs that will be housed in Sociology (Law, Public Policy, and Society...and The Administration of Justice).

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: [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: Human Services AS; Law, Public Policy, and Society ADT; Administration of Justice ADT;  
Sociology AA-T

*\*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.  
Existing faculty can already teach this course. No other resources 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:

<u>Intro to Crim Justice</u> Course Title	<u>POLS250</u> Course No.	at	<u>Chico</u> CSU Campus	<u>Click</u> UC Campus	Required for	<u>Political Science</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 checked="" 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 checked="" 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**

<b>NEW COURSE PROPOSAL</b>	
Date: 3/15/2023	Prepared & Submitted by: Allison Camelot
Department: Sociology	Course Prefix & Number 600: SOC 637 (37)

<b>Obtain original (blue ink) signatures from your Department Chair and Division Dean prior to submitting to the Curriculum Office.</b>		
3/15/2023	Allison Camelot _____ Print Name	Allison Camelot _____ Signature, Faculty Requestor
3/15/2023	Allison Camelot _____ Print Name	Allison Camelot _____ Signature, Department Chair
Click here to enter a date.	Click here to enter text. _____ Print Name	_____ Signature, Other related discipline Chair (if relevant)
3/15/2023	Christina Hinkle _____ Print Name	Christina Hinkle _____ Signature, Dean

Course Title (60 Character max and do not use any of these symbols: ? < > " \ / * :  ) Introduction to Criminology	Short Title: Intro to Criminology
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: 2208.00	Non-Credit Category: <a href="#">Click here to enter text.</a> Occupational Code (SAM): E

1. Anticipated first term of offering:                       Fall    Spring      Year 2024

2. Catalog Description:

An analysis of deviance, social control, crime, and the historical, social, cultural, psychological, economic, structural, and political causative factors related to crime. Emphasizes the origin of law, its relationship to society, the organization and functions of law, the role of law to prevent future criminal behaviors, the criminal justice system, the most relevant crimes within our society, theoretical explanations of deviance and criminal behavior, the causes and effects of crime on society, social inequality, and social justice.

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?

HS and Soc will work together on this. HS is parent.

Reason for cross-listing: Courses will be offered in both programs. Course applies to both programs. Course will be part of the new ADTs that will be housed in Sociology (Law, Public Policy, and Society...and The Administration



of 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 already exists in Human Services and now will be cross listed with Sociology. The need for this course in Sociology as well was determined by the course is typically taught in Sociology (or Criminology for those colleges that have a Criminology program). The course will be included in the new ADTs that will be housed in Sociology (Law, Public Policy, and Society...and The Administration of Justice).

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: [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?

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

Which ones: Human Services AS; Law, Public Policy, and Society ADT; Administration of Justice ADT;

Sociology AA-T

*\*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

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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.  
Existing faculty can already teach this course. No other resources 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:

The Criminal Justice System in Society	CRJU 101	at	Long Beach	Click	Required for	Criminology
Course Title	Course No.		CSU Campus	UC Campus		Program or Major
Introduction to Criminology, Law and Society	CRM/LAW C7	at	Click	UC Irvine	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 checked="" 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 checked="" 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"/>

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
KN	IA 623 (23)	992952.00	INTERCOLLEGIATE MEN'S SOCCER	nc, 3 units/0 hr lec/10 hrs lab/0 hr lrng cntr, lim <b><u>Students must meet the COA eligibility requirements and pass a pre-participation screening (PPE) examination and be declared fit for athletics by a medical doctor (MD).</u></b> , gr opt Letter Grade or Pass/No Pass, DE, repeatable 3 times

SADDLEBACK COLLEGE  
 NEW COURSES  
 ACADEMIC YEAR 2024-2025

KN	IA 640 (40)	992953.00	INTERCOLLEGIATE ELECTRONIC SPORTS	nc, 1.5 units/0 hr lec/5 hrs lab/0 hr lrng cntr, gr opt Letter Grade or Pass/No Pass, DE, repeatable 3 times
KN	IA 640 (40)	992954.00	INTERCOLLEGIATE ELECTRONIC SPORTS	nc, 3 units/0 hr lec/10 hrs lab/0 hr lrng cntr, gr opt Letter Grade or Pass/No Pass, DE, repeatable 3 times
SH	ES 611 (11)	992951.00	ETHNIC STUDIES, SPACE, AND SOCIAL JUSTICE	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, c/l/w GEOG 611 (11), gr opt Letter Grade or Pass/No Pass, DE, non-repeatable
SH	GEOG 611	992950.00	ETHNIC STUDIES, SPACE, AND SOCIAL JUSTICE	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, c/l/w ES 611 (11), gr opt Letter Grade or Pass/No Pass, DE, non-repeatable
SH	ENG 602 (2)	992955.00	ARUMENTATIVE WRITING AND CRITICAL THINKING THRU LITERATURE	nc, 3 units/3 hrs lec/0 hr lab/0 hr lrng cntr, <b>prereq ENG 1A or ENG 1AH</b> , gr opt Letter Grade or Pass/No Pass, DE, non-repeatable

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=repeatibility
				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 146	992432.00	CONTEMP BIG BAND LIT	DE

SADDLEBACK COLLEGE  
REVISED PROGRAM  
ACADEMIC YEAR 2023-2024

**Current  
Business Leadership  
Certificate of Achievement**

The Business Leadership Certificate of Achievement program is designed to increase the ability to succeed in a highly competitive work environment. It adds to and/or enhances leadership skills. The program develops leadership skills needed for success in business careers through effective communications, problem-solving, decision making, motivation, and teamwork strategies, and managing resources and meetings. Some jobs that apply the skills developed in completing this certificate include administrative assistants, first-line supervisory assistants, ~~department, production, or plant supervisors and assistants~~, operations management assistants, project management assistants, and other decision-making roles.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Communicate clearly, effectively, and appropriately in writing and orally.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of businesses.
- Assess human communication styles and interact effectively based on those assessments.
- Plan and apply strategies to motivate others.
- Solve human relations issues.
- Demonstrate the importance of leadership in managing change and implementing a vision for an organization.
- Evaluate and apply ethical leadership strategies to various organizational situations.

**Required Core**

Course ID	Title	Units
BUS 102	Oral Business Communications	3
BUS 104*	Business Communication	3
BUS 120	Business Management	3
<b>Select one:</b>		
BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
<b>Select one:</b>		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
<b>Select one:</b>		
BUS 103	Business English	3
or		
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
<b>Select one:</b>		
BUS 125	Human Relations in Business	3
or		
COMM 20	Intercultural Communication	3
<b>Select one:</b>		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op-Ed-Business	1

**Total Units for the Certificate 22-23**

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

**Revised  
Business Leadership  
Certificate of Achievement**

The Business Leadership Certificate of Achievement program is designed to increase the ability to succeed in a highly competitive work environment. It adds to and/or enhances leadership skills. The program develops leadership skills needed for success in business careers through effective communications, problem-solving, decision making, motivation, and teamwork strategies, and managing resources and meetings. Some jobs that apply the skills developed in completing this certificate include administrative assistants, first-line supervisory assistants, administrative support workers, operations management assistants, facilities managers, project management assistants, and other decision-making roles.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Communicate clearly, effectively, and appropriately in writing and orally.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of businesses.
- Assess human communication styles and interact effectively based on those assessments.
- Plan and apply strategies to motivate others.
- Solve human relations issues.
- Demonstrate the importance of leadership in managing change and implementing a vision for an organization.
- Evaluate and apply ethical leadership strategies to various organizational situations.

**Required Core**

Course ID	Title	Units
BUS 102	Oral Business Communications	3
BUS 104*	Business Communication	3
<b>Select one:</b>		
<b>BUS 118</b>	<b>Business Leadership</b>	<b>3</b>
<b>or</b>		
BUS 120	Business Management	3
<b>Select one:</b>		
BUS 1	Introduction to Business	3
or		
BUS 1H	Honors Introduction to Business	3
<b>Select one:</b>		
BUS 13	Legal Environment and Business Law	3
or		
BUS 13H	Honors Legal Environment and Business Law	3
<b>Select one:</b>		
BUS 103	Business English	3
or		
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
<b>Select one:</b>		
BUS 125	Human Relations in Business	3
or		
COMM 20	Intercultural Communication	3
<b>or</b>		
<b>BUS 21</b>	<b>Business Ethics</b>	<b>3</b>
<b>Select one:</b>		
BUS 196	Workplace Success Skills	1
or		
CWE 180	Co-Op-Ed-Business	1

**Total Units for the Certificate 22-23**

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