

Meeting Agenda

Tuesday, March 17, 2026

4:00-5:00pm

CAADO 209/Zoom

Committee Members	Guests
<input type="checkbox"/> Kelly Douglass (Chair, ENGL, RIV)	<input type="checkbox"/> Lijuan Zhai (AVC ES&IE, RCCD)
<input type="checkbox"/> Star Rivera-Lacey (Co-Chair, Deputy Chancellor & Provost)	<input type="checkbox"/> Steven Schmidt (MUS, RCC)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Casandra Greene (CPRO, RCCD)
<input type="checkbox"/> Nick Sinigaglia (PHI, MOV)	<input type="checkbox"/> Bryan Medina (CPRO, RCCD)
	<input type="checkbox"/> Nicole Banerjee (AO, RCC)
	<input type="checkbox"/> Nick Franco (AO, NOR)
	<input type="checkbox"/> Deanna Murrell (AO, MVC)
	<input type="checkbox"/> Nicole Brown (CPRO, NOR)
	<input type="checkbox"/> Sabina Fernandez (CPRO, MVC)
Additional Guests:	

Zoom Information

<https://rccd-edu.zoom.us/j/86555446612?pwd=R0dDakVkSzNZQitZZEN0Zm1TTIYvQT09>

+1 669 900 6833 US

Meeting ID: 865 5544 6612

Passcode: 627472

Call to Order:

Agenda and Minutes

1. Approval of Agenda
The agenda will be reviewed, discussed, and considered for approval.
2. Approval of Minutes – March 3, 2026
The minutes will be reviewed, discussed, and considered for approval.

Reports from Colleges

1. Moreno Valley
2. Norco
3. Riverside

Action Items

1. Curriculum Proposals
Curriculum proposals will be reviewed, discussed, and considered for forwarding to the Board of Trustees.

Discussion Items and Public Comment

1. Open Forum

2. Public Comment for all items on or not otherwise on the agenda.

Adjournment:

District Curriculum Committee

Proposals for Review for Meeting: 03/17/2026

Courses

Course Deletions

M N R Discussion

CAT 65 [Introduction to Microsoft PowerPoint](#)

Rationale: Course has not been offered at MVC in several years. As the discipline has no plans to offer it in the foreseeable future we should remove it from the catalog to ensure the catalog represents our actual offerings.

MOV: **Approved, 3/10/2026**

NOR: Info Item, 3/10/2026

RIV: Info Item, 3/10/2026

HMS 38 [Introduction to Applied Behavioral Analysis](#)

Rationale: Sunset list, course deletion; HMS discipline may choose to reactivate at a later time; request to keep historical record on file.

MOV: **Approved, 3/10/2026**

NOR: Info Item, 3/10/2026

RIV: Info Item, 3/10/2026

HMS 69 [Careers in Social Work- Entry Level Employment & Career Planning in Human Services](#)

Rationale: Sunset to use at later date.

MOV: **Approved, 3/10/2026**

NOR: Info Item, 3/10/2026

RIV: Info Item, 3/10/2026

H NXN 81 [Introduction to Critical Care Nursing](#)

Rationale: There is no longer a need for this course. The course has not been offered in several years.

MOV: Info Item, 11/13/2025

NOR: Info Item, 11/13/2025

RIV: **Hold, 11/13/2025**

Continue to hold for program

Course Exclusions

M N R Discussion

CAT 30 [Business English](#)

Rationale: Courses have not been offered at MVC in several years or in some cases at all. As the discipline has no plans to offer them in the foreseeable future we should remove them from the catalog to ensure the catalog represents our actual offerings.

MOV: **Approved, 3/10/2026**

NOR: Info Item, 3/10/2026

RIV: Info Item, 3/10/2026

Course Inclusions

M N R Discussion

ACC 40 [Accounting for Managers](#)

Rationale: Accounting for Managers is a recently developed and approved course that needs to be added to the Accounting Concentration degree and certificate.

MOV: Info Item, 3/10/2026

NOR: **Hold, 3/10/2026**

RIV: Info Item, 3/10/2026

Will be having a department meeting to decide if they want to include the course at Norco or just use RCC course in the Business Administration: Accounting Concentration program.

ACC 68 [Taxation of Business Entities and Fiduciaries](#)

Rationale: Taxation of Business Entities and Fiduciaries is a recently developed and approved course that needs to be attached to the Accounting Concentration degree and certificate.

MOV: Info Item, 3/10/2026

NOR: **Hold, 3/10/2026**

RIV: Info Item, 3/10/2026

Will be having a department meeting to decide if they want to include the course at Norco or just use RCC course in the Business Administration: Accounting Concentration program.

Course Major Modifications

M N R Discussion

H CUL 825 [Menu Planning](#)

Rationale: This course has been reviewed and requires no changes except for a Textbook update at this time.

MOV: Info Item, 11/13/2025

NOR: Info Item, 11/13/2025

RIV: **Hold, 11/13/2025**

Continue to hold for program

Courses

Course Major Modifications

M N R Discussion

H CUL 826 [Food Cost Accounting](#)
Rationale: This course is required for the RCC Cook & Pastry Apprenticeship Program
MOV: Info Item, 11/13/2025 **NOR:** Info Item, 11/13/2025 **RIV:** **Hold, 11/13/2025**
 Continue to hold for program

H CUL 827 [Culinary Purchasing and Receiving](#)
Rationale: This course has been reviewed and requires no changes except for a Textbook update at this time.
MOV: Info Item, 11/13/2025 **NOR:** Info Item, 11/13/2025 **RIV:** **Hold, 11/13/2025**
 Continue to hold for program

WKX 200 [General Work Experience](#)
Rationale: This course is being updated per state regulations.
MOV: **Approved, 3/10/2026** **NOR:** **Approved, 3/10/2026** **RIV:** **Approved, 3/10/2026**

Distance Education

M N R Discussion

ACC 68DE [Taxation of Business Entities and Fiduciaries](#)
Rationale:
MOV: Info Item, 3/10/2026 **NOR:** Info Item, 3/10/2026 **RIV:** **Approved, 3/10/2026**

H ADM 66DE [Visual Storytelling](#)
Rationale:
MOV: Info Item, 11/13/2025 **NOR:** Info Item, 11/13/2025 **RIV:** **Hold, 11/13/2025**
 RSI section needs content. (ex. faculty to student interaction; assignment feedback and facilitating discussion; weekly check in meetings; regularly substantive contact)

H CIS 910DE [Introduction to Canvas: Essentials for Online Learning](#)
Rationale:
MOV: Info Item, 12/9/2025 **NOR:** Info Item, 12/9/2025 **RIV:** **Hold, 12/9/2025**

H CIS 911DE [Intermediate Canvas: Communicating and Interacting in Canvas](#)
Rationale:
MOV: Info Item, 12/9/2025 **NOR:** Info Item, 12/9/2025 **RIV:** **Hold, 12/9/2025**

H CIS 912DE [Advanced Canvas: Assignments and Quizzes](#)
Rationale:
MOV: Info Item, 12/9/2025 **NOR:** Info Item, 12/9/2025 **RIV:** **Hold, 12/9/2025**

PSYC 9HDE [Developmental Psychology Honors](#)
Rationale:
MOV: **Approved, 3/10/2026** **NOR:** **Approved, 3/10/2026** **RIV:** **Approved, 3/10/2026**

New Courses

M N R Discussion

H CIS 910 [Introduction to Canvas: Essentials for Online Learning](#)
Rationale: This course is the first of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success.
MOV: Info Item, 11/13/2025 **NOR:** Info Item, 11/13/2025 **RIV:** **Hold, 11/13/2025**

H CIS 911 [Intermediate Canvas: Communicating and Interacting in Canvas](#)
Rationale: This course is the second of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success.
MOV: Info Item, 11/13/2025 **NOR:** Info Item, 11/13/2025 **RIV:** **Hold, 11/13/2025**

Courses

New Courses

M N R Discussion

H	CIS 912	Advanced Canvas: Assignments and Quizzes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Rationale:	This course is the second of three in a series leading to a non-credit certificate. It has been developed to help students become proficient in navigating and utilizing the platform's features effectively. As Canvas is widely used for managing course materials, assignments, and course navigation, a foundational understanding is essential for academic success.			
	MOV: Info Item, 11/13/2025	NOR: Info Item, 11/13/2025	RIV: Hold, 11/13/2025		

	PSYC 9H	Developmental Psychology - Honors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Rationale:	Expanding honors offerings.			
	MOV: Approved, 3/10/2026	NOR: Approved, 3/10/2026	RIV: Approved, 3/10/2026		

Programs

New Programs

M N R Discussion

Non-Credit Certificate

H	CIS	Canvas Skills Mastery: From Basics to Advanced	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Rationale:	The Canvas Skills Mastery noncredit certificate will equip learners with essential skills to effectively navigate and utilize Canvas for academic success. As the primary platform for web-enhanced, hybrid, and online instruction, mastering Canvas ensures students can fully engage with course materials, submit assignments, and communicate with instructors and peers. This program courses enhance digital literacy and fosters independence in managing learning in an increasingly technology-driven educational environment.			
	MOV: Info Item, 12/9/2025	NOR: Info Item, 12/9/2025	RIV: Hold, 12/9/2025		

Program Modifications

M N R Discussion

Degree & Certificate

AIR	HVAC Commercial Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rationale:	The EST Program was discontinued. EST-22 is being replaced by the new course AIR-22.			
MOV: Info Item, 3/10/2026	NOR: Info Item, 3/10/2026	RIV: Approved, 3/10/2026		

MDA	Transcriptionist/Health Documentation Specialist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rationale:	Removal of CAT-30 course from requirement, added ENGL-C1000. Included CIS-1A as elective option to Category A. There was a one unit increase to the requirement and total unit program.			
MOV: Approved, 3/10/2026	NOR: Info Item, 3/10/2026	RIV: Info Item, 3/10/2026		

Program Outline

Title: Canvas Skills Mastery: From Basics to Advanced

Originator: Janet Lehr

Date 9/9/2024

Department: Business, Law, and Computer Information Systems

College/Learning Pathway/Engagement Center: Riverside - Business, Information Systems, and Technology

College: Moreno Valley College Norco College Riverside City College

(Please note: Programs are college specific. If multiple colleges wish to include this program, a separate proposal and college specific supporting documents are required.)

TOPs Code: 0701.00

CIP Code:

Certificate is being proposed as:

Certificate of Completion (CDCP Eligible)

Certificate of Competency (CDCP Eligible)

Please specify non-credit category:

Short-Term Vocational

Workforce Preparation

English as a Second Language

Elementary and Secondary Basic Skills

Local Non-Credit Certificate (Not CDCP Eligible; Not Submitted to State Chancellor’s Office)

Please specify non-credit category:

Citizenship for Immigrants

Health and Safety

Parenting

Courses for Persons with Substantial Disabilities

Home Economics

Courses for Older Adults

This is a: New non-credit certificate* Modification to an existing non-credit certificate

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

Yes, minutes attached

Approval Pending

No Capital or Budgetary Impacts

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

Rationale:

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

The Canvas Skills Mastery noncredit certificate will equip learners with essential skills to effectively navigate and utilize Canvas for academic success. As the primary platform for web-enhanced, hybrid, and online instruction, mastering Canvas ensures students can fully engage with course materials, submit assignments, and communicate with instructors and peers. This program courses enhance digital literacy

and fosters independence in managing learning in an increasingly technology-driven educational environment.

Required Documentation

Please submit this form and the documents outlined below to your college's Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

All new and modified programs must include the following:

- Evidence of district-wide discipline communication
- Department minutes showing approval
- Narrative (*See following page*)
- Labor Market Information and Analysis (*For certificates in the Short-Term Vocational category only*)

Program Narrative

Item 1. Program Goals and Objectives

The **Canvas Skills Mastery Certificate of Completion** is a comprehensive noncredit program designed to guide learners from basic to advanced proficiency in using the Canvas Learning Management System (LMS) used in for-credit college distance education courses. The program provides detailed instruction on navigating Canvas, managing course materials, and utilizing advanced features such as Canvas Studio for video content and interactive assessments. Participants will learn to effectively communicate and collaborate with peers through Canvas Discussions and Groups while mastering the submission and feedback process for assignments and quizzes. This program aims to enhance online learning experiences by equipping students with the skills needed to confidently manage and excel in a digital learning environment.

Item 2. Catalog Description

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

This noncredit program provides a comprehensive journey from basic to advanced proficiency in Canvas. Covering essential topics such as navigation, course management, and communication tools, the program equips you with the skills to effectively utilize Canvas Studio, manage assignments and assessments, and interpret feedback. Whether you're new to Canvas or seeking to enhance your existing skills, this certificate will help you navigate and excel in the digital learning environment, fostering a more engaging and productive online educational experience.

Program Learning Outcomes

- Demonstrate the ability to effectively navigate Canvas, manage course materials, and utilize both basic and advanced features, including Canvas Studio and assignment tools.
- Utilize Canvas communication tools, such as Inbox, Discussions, and Groups, to engage effectively with peers and instructors, fostering a collaborative online learning environment.
- Use assignments and assessments, and interpret instructor feedback to improve performance and learning outcomes.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. The courses specified must coincide with the courses associated with the certificate proposal record. Within the program requirements table, specify the total student contact hours of each course. Course titles and contact hours must be exact.

Required Courses: 27-54 hours

Course	Title	Hours	Sequencing
CIS-910	Introduction to Canvas: Essentials for Online Learning	9-18	Semester 1 and 2, Fall/Spring
CIS-911	Intermediate Canvas: Communicating and Interacting in Canvas	9-18	Semester 1 and 2, Fall/Spring
CIS-912	Advanced Canvas: Assignments and Quizzes	9-18	Semester 1 and 2, Fall/Spring

Total Program Units: 0 units

Item 4. Master Planning

Describe how the certificate program fits into the mission, curriculum, and master planning of the college and higher education in California.

The Canvas Skills Mastery Certificate aligns with Riverside City College's mission and master planning by enhancing digital literacy and supporting effective online learning. It complements the college's commitment to providing accessible, high-quality education and training, preparing students and professionals to excel in a digital environment. This program supports RCC's goal of offering relevant, practical skills that meet the evolving needs of the community and workforce by enabling students to learn and apply skills needed in all distance education credit courses.

Program Outline

Title: HVAC Commercial Technology

Originator: Pierre Ortanez

Date 12/2/2025

Department: Applied Technology

College/Learning Pathway/Engagement Center: Riverside - Advanced Technical Arts and Trades

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

TOPs Code: 0946.00 **CIP Code:** 15.0501

Type of Program:

Certificate of Achievement only Locally approved certificate (8-units or less) only
 Associate Degree only Certificate of Achievement and Degree

Type of Associate Degree:

Associate of Arts Associate of Science

This is a: New certificate/degree* Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved?**

Yes, minutes attached Approval Pending
 No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

*(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)
EST-22 being replaced by AIR-22*

Rationale:

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

The EST Program was discontinued. EST-22 is being replaced by the new course AIR-22.

Required Documentation

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

All Degrees and Certificates

- Evidence of district-wide discipline communication
- College discipline minutes showing approval
- Department minutes showing approval
- Narrative (*see following page*)
- Transfer preparation documentation (*only if applicable*)

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

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

- Labor Market Information and Analysis (*Required for new programs and modifications.*)
- Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

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

This degree is being created to align with the mission statement by offering relevant programs in growing industry needs. It will add to the already existing air conditioning program by allowing students to earn more specific training. In addition, this degree is developed to meet the goals of the California Energy Efficiency Strategic Plan (CEESP) which mandates that 100 percent of all new homes in California will be Zero Net Energy starting in 2020 and 50 percent of commercial buildings by 2030. This relates to the mission of the college by providing career and technical education to students in a growing field with industry need.

Item 2. Catalog Description

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

This program prepares individuals to apply technical knowledge and skills to repair, install, service, and maintain the operating condition of commercial HVAC systems. This includes instruction in diagnostic techniques, the use of testing equipment, the principles of mechanics, electricity, and electronics as they relate to the repair of commercial HVAC systems.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: 36 units

Course	Title	Units	Course Sequencing
AIR-61A	Air Conditioning and Refrigeration, I	3	Semester 1
AIR-61B	Air Conditioning and Refrigeration, II	3	Semester 2
AIR-64A	Air Conditioning and Refrigeration, Electricity I	3	Semester 1
AIR-64B	Air Conditioning and Refrigeration, Electricity II	3	Semester 2
AIR-75	HVACR System Designs	3	Semester 2 or 3
AIR-76	Facilities Maintenance – Chillers	3	Semester 2 or 3

AIR-77	Energy Conservation Methods for HVACR	3	Semester 2 or 3
AIR-78	Safe Refrigerant Handling & Management	3	Semester 1
AIR-83	All Weather Heating & Cooling Systems	3	Semester 3
AIR-84	Boiler and Hydronic Heating	3	Semester 2 or 3
AIR-90	Building Automation Fundamentals	3	Semester 3
AIR-22	California Mechanical Codes	3	Semester 1

Elective Courses: 0 units

Course	Title	Units	Sequencing

Total Program Units: 36 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The HVAC Commercial Technology program is needed to provide students more specialized training in the energy systems technology field. This aligns with the regional movement to increase training in Energy Systems Technology.

Item 5. Enrollment and Completer Projections

*Projection of number of students to earn certificate/degree annually.
 Approximately 15-25 students annually.*

Item 6. Place of Program in Curriculum/Similar Programs

*Must address how the certificate/degree fits in college’s existing inventory.
 Existing Program*

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.
 There is a similar program at College of the Desert, and one is in the process of being created at SBVC.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

Program Outline

Title: Transcriptionist/Health Documentation Specialist

Originator: Lisa Hausladen

Date 11/24/2025

Department: Health and Human Services

College/Learning Pathway/Engagement Center: Moreno Valley - Business, Health and Human Services Engagement Center

Moreno Valley College **Norco College** **Riverside City College**

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

TOPs Code: 1202.00* Hospital and Health Care Administration **CIP Code:** 51.0708 Medical Transcription/Transcriptionist.

Type of Program:

- Certificate of Achievement only Locally approved certificate (8-units or less) only
 Associate Degree only Certificate of Achievement and Degree

Type of Associate Degree:

- Associate of Arts Associate of Science

This is a: New certificate/degree* Modification to an existing certificate/degree

***New programs that require new facilities, positions, capital outlays, or have budgetary impacts must also be approved by Academic Senate and Strategic Planning before being submitted. Has this program been appropriately approved? – N/A**

- Yes, minutes attached Approval Pending
 No Capital or Budgetary Impacts

If this is a modification to an existing certificate/degree, please specify the changes being made:

(Please be specific! Indicate any changes to title, description, learning outcomes, courses, unit values, etc.)

Removal of CAT-30 course from requirement, added ENGL-C1000. Included CIS-1A as elective option to Category A. There was a one unit increase to the requirement and total unit program.

Rationale:

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

CAT-30 has been deleted from the Moreno Valley College by the discipline.

Required Documentation

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

All Degrees and Certificates

- Evidence of district-wide discipline communication
- College discipline minutes showing approval
- Department minutes showing approval
- Narrative (*see following page*)
- Transfer preparation documentation (*only if applicable*)

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

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

- Labor Market Information and Analysis (*Required for new programs and modifications.*)
- Advisory Committee Recommendation (*Required for new programs and may be required for modifications. Check with the curriculum coordinator at your college to determine if a new recommendation is necessary.*)
- Regional Consortium Recommendation (*Required for new programs only.*)

**Certificates between 8 and less than 16 units can be approved locally or can be submitted to the State Chancellor's Office for approval. Certificates of less than 8 units can only be approved locally. However, locally approved certificates will not appear on student transcripts.*

Program Narrative

Item 1. Program Goals and Objectives

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

The Transcriptionist/Health Documentation Specialist program is goal is to prepare the individual to be a health documentation specialist/transcriptionist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription, proofreading, and editing of medical dictation from various healthcare providers. The program offers courses with minimal prerequisites and provides students with the skills required to be successful in the field. The program supports the mission of the college and district by providing accessible, pre-professional, career preparation in healthcare and promoting lifelong learning. The overall goal of the Medical Documentation/Transcription Specialist program is to graduate competent people who will be prepared to work in today’s ever changing medical environment.

Item 2. Catalog Description

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

The Transcriptionist/Health Documentation Specialist program is designed to prepare the individual to be a health documentation specialist/transcriptionist who will apply the knowledge of medical terminology, anatomy and physiology, and English language rules to the transcription, proofreading, and editing of medical dictation from various healthcare providers. The individual will interpret, transcribe and/or edit dictation by physicians and other healthcare professionals regarding patient assessment, therapeutic procedures, and clinical course, to provide a permanent medicolegal record of patient care. This includes preparing the individual to recognize, interpret and evaluate inconsistencies in the grammar of the spoken word and appropriately edit, revise, and clarify it without changing the meaning of the document. The individual will be prepared to demonstrate an understanding of the medicolegal responsibilities and implications related to the transcription and editing of documents in order to protect the patient and the institution/business facility. The operation of designated word processing, dictation and transcription equipment and software will be covered.

Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate the skills needed in the Medical Transcription profession.

Item 3. Program Requirements

Includes course requirements and sequencing that reflect program goals. For degrees, the GE pattern and calculations used to reach the degree total must be shown following the program requirements table. Course titles and unit values must be exact.

Required Courses: **15** units

Course	Title	Units	Sequencing
BIO-45	Survey of Human Anatomy and Physiology	3	Semester 1
MDA-10	Medical Terminology	3	Semester 1
MDA-58A	Medical Transcription	5	Semester 2

ENGL-C1000/ ENGL-C1000H	Academic Reading and Writing/ Academic Reading and Writing - Honors	4	Semester 1
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Elective Courses: 5 units (one course from Category A and at least one from Category B)

Category A

Course	Title	Units	Sequencing
CIS-1A	Introduction to Computer Information Systems	3	Semester 1
CAT/CIS-3	Computer Applications for Business	3	Semester 1
CAT-50	Keyboarding and Document Processing	3	Semester 1
CAT/CIS-80	Word Processing Microsoft Word for Windows	3	Semester 1

Category B

Course	Title	Units	Sequencing
MDA-60	Survey of Human Diseases	2	Semester 1
MDA-61	Pharmacology for Medical Office Personnel	2	Semester 2
MDA-11	Medical Documentation and Terminology	2	Semester 2

Total Program Units: 20 units

Item 4. Master Planning

Must address how the certificate/degree fits in the mission, curriculum, and master planning of the college and higher education in California.

The Medical Transcription certificate and degree align with the College’s mission statement by offering career and technical courses that prepare them for the workforce.

Item 5. Enrollment and Completer Projections

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

Approximately 5+ students annually. We are hoping that with the revisions made to the program that enrollments will increase.

Item 6. Place of Program in Curriculum/Similar Programs

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

This certificate and degree is currently offered in the Medical Assisting discipline which is part of the Health and Human Services Department

Item 7. Similar Programs at Other Colleges in Service Area

Justification of need for certificate/degree in the region.

No other colleges offer this program in service area.

Item 8. Transfer Preparation Information (if applicable)

If transfer preparation is a component of the certificate/degree, please provide transfer preparation information.

N/A