

District Technical Review Committee Meeting Agenda

Tuesday, March 4, 2025

2:30-4:00pm

CAADO 209/Zoom

Committee Members	Guests
<input type="checkbox"/> Steven Schmidt (Chair, MUS)	<input type="checkbox"/> Lijuan Zhai (AVC ES&IE, RCCD)
<input type="checkbox"/> Eric Bishop (Co-Chair, Int. VC Ed. Services)	<input type="checkbox"/> Bryan Medina (CPRO, RCCD)
<input type="checkbox"/> Kelly Douglass (ENG, RCC)	<input type="checkbox"/> Nicole Banerjee (AO, RCC)
<input type="checkbox"/> Brian Johnson (MAT, NOR)	<input type="checkbox"/> Nick Franco (AO, NOR)
<input type="checkbox"/> Nick Sinigaglia (PHI, MVC)	<input type="checkbox"/> Deanna Murrell (AO, MVC)
	<input type="checkbox"/> Sabina Fernandez (CPRO, MVC)
	<input type="checkbox"/> Casandra Greene (CPRO, RCC)
	<input type="checkbox"/> Nicole Brown (CPRO, NOR)
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 – December 3, 2024
The minutes will be reviewed, discussed, and considered for approval.

Action Items

1. Curriculum Proposals
Curriculum proposals will be reviewed, discussed, and considered for forwarding to the College Curriculum Committees.
2. 2025-2026 Curriculum Calendar
The 2025-2026 curriculum calendar will be reviewed, discussed, and considered for approval.

Discussion Items and Public Comment

1. Curriqunet Maverick – Steven Schmidt
2. LIB Noncredit Course – Nick Sinigaglia
3. Publisher Statement for 508 Compliance – Kelly Douglass
4. AB 1111 Phase 2 Courses – Bryan Medina
5. Open Forum

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

Adjournment:

2025-2026 Riverside Community College District Curriculum Calendar

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July	
3	Legal Holiday/Day of Observation

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August	
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September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September	
1	Legal Holiday/Day of Observation
2	Tech Review and DCC
9	College Curriculum Committee
16	Tech Review and DCC
23	College Curriculum Committee

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October	
3	Deadline to Launch for Originators
7	Tech Review and DCC
10	Deadline for Department Chairs and Facilitators
14	College Curriculum Committee
21	Tech Review and DCC
28	College Curriculum Committee

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November	
4	Tech Review and DCC - Last Possible TR
10	Special College and DCC - Last Possible
11	Legal Holiday/Day of Observation
17	Chancellor's Cabinet Final Possible
18	Tech Review and DCC
24-27	Classes Not in Session

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December	
2	Tech Review and DCC
2	Board of Trustees Committee - Final Possible
9	College Curriculum Committee
9	Board of Trustees - Final Possible

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January	
1	Legal Holiday/Day of Observation
19	Legal Holiday/Day of Observation

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February	
13	Legal Holiday/Day of Observation
16	Legal Holiday/Day of Observation
24	College Curriculum Meeting

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March	
3	Technical Review & District Curriculum
10	College Curriculum Meeting
17	Technical Review & District Curriculum
24	College Curriculum Meeting
31	Legal Holiday/Day of Observation

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April	
7	Technical Review & District Curriculum
13-19	Spring Break
21	Technical Review & District Curriculum
27	CORs Effctv. for 26-27 Become Active in Meta
28	College Curriculum Meeting

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May	
5	Technical Review & District Curriculum
12	College Curriculum Meeting
19	Technical Review & District Curriculum
25	Legal Holiday/Day of Observation
26	College Curriculum Meeting

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June	
2	Technical Review & District Curriculum
6-12	Finals Week

TR/DCC meet 1st 3rd Tues; College Comm. meet 2nd 4th Tues

No mtngs: 1st week of term, finals week, or WIN/SUM

Here's a sample course outline for a 8-hour information literacy course focused on evaluating sources. I've divided it into five two-hour sessions, each with specific topics and activities to reinforce key concepts in source evaluation. The outline also includes suggested student learning outcomes (SLOs) for the course.

TOP Code (CB03) :

(4930.14) Study Skills

CIP Code:

(32.0199) Basic Skills and Developmental/Remedial Education, Other.

SAM Code (CB09) :

Non-Occupational

Distance Education Approved:

Yes

Discipline requiring a Master's Degree:

Library Science

Course Development Options

Basic Skill Status (CB08) Course is a basic skills course.

Course Special Class Status (CB13)

Course is not a special class. Allow Students to Gain Credit by Exam/Challenge

Allowed Number of Retakes99

Course Prior To College Level (CB21) Not applicable.

Rationale For Credit By Exam/Challenge No value

Retake Policy Description This is a noncredit course. Student can re-enroll as many times as necessary to achieve satisfactory progress. Allow Students To Audit Course In-Service Course (required by California Penal Code)

Course Support Course Status (CB26) Course is not a support course

Course Title:

InfoCred: The Skill of Evaluating Sources

Course Duration:

8 Hours (4 sessions of 2 hours each)

Course Description

This course introduces students to the critical skills of evaluating information sources. By the end of this course, students will be able to critically assess sources for credibility, relevance, authority, and bias, strengthening their research skills for academic success and practical decision-making in everyday life.

Student Learning Outcomes (SLOs):

1. Identify Criteria for Evaluation: Students will understand and apply criteria such as authority, accuracy, currency, relevance, and purpose to evaluate information.
2. Distinguish Between Source Types: Students will differentiate between popular, scholarly, and professional sources, as well as various types of online sources.
3. Integrate Evaluation in Research: Students will incorporate evaluation skills to select credible sources relevant to an information need.

Course Outline:

1. Session 1: Identify Evaluation Criteria
 - a. Define key criteria for evaluating information: authority, accuracy, currency, relevance, and purpose.
 - b. Explore why these criteria are critical in assessing the quality of information.
 - i. Possible Activities
 1. Group discussion: Assessing news articles for authority and accuracy.
 2. Case study: Comparing outdated vs. current resources on a trending topic.
 3. Worksheet: Matching information examples to evaluation criteria.
2. Session 2: Distinguishing Source Types

- a. Recognize the differences between popular, scholarly, and professional sources.
 - b. Distinguish between types of online sources (e.g., blogs, academic websites, news outlets).
 - i. Possible Activities
 1. Source comparison activity: Identifying and classifying sources from a provided list.
 2. Lecture and interactive quiz: Spotting credible online sources.
 3. Case scenario: Choosing the right type of source for different research needs.
3. Session 3: Applying evaluation in research
- a. Practice using evaluation criteria to select credible sources for a specific information need.
 - b. Understand how the purpose of research affects source selection.
 - i. Possible Activities
 1. Small group project: Conducting a mock research task and selecting sources.
 2. Annotated bibliography: Justifying the selection of each source based on evaluation criteria.
 3. Peer review: Assessing the credibility of sources used by classmates.
4. Session 4: Synthesizing and Integrating Sources
- a. Integrate evaluated sources into research projects effectively.
 - b. Reflect on how evaluation skills enhance decision-making in academic and everyday contexts.
 - i. Possible Activities
 1. Final project: Creating a research outline or presentation using evaluated sources.
 2. Reflection journal: How source evaluation informs everyday decisions.
 3. Class discussion: Sharing examples of real-world applications of evaluation skills.

Technical Review - Curriculum Proposals

Proposals for Review for 03/04/2025

Courses

Course Inclusions

M N R Notes

KIN A37 **Self Defense**

KIN V94 **In-Season Varsity Sport Conditioning**

KIN V95 **Out-Of-Season Sport Conditioning**

Course Major Modifications

M N R Notes

H ELC 73 **Electric Motors and Transformers**
Needs to hold for ELC-73.

H MAN 73 **Electric Motors and Transformers**
Needs to hold for ELC-73.

Course Minor Modifications

M N R Notes

H CIS 41D **Advanced Security Concepts and Practices**
Vote was unclear in minutes.

H ELC 77 **Electrical Theory for Electricians**
Waiting for MAN-77

H ELE 77 **Electrical Theory for Electricians**

GEG 30A **Field Studies in Geography**

GEG 7 **Map Interpretation and Analysis**

Distance Education

M N R Notes

PHS 1DE **Introduction to Physical Science**

New Courses

M N R Notes

H CUL 829 **Introduction to Food Service**
Content and Methods of Evaluation need to be reviewed.

H ELE 65 **Programmable controller troubleshooting 1**
Prereq language needs to be reviewed. Entrance skill links. No SLOs.

H MAT 810 **TEAS Mathematics Review**
Holding for certificate development and additional courses.

Programs

New Programs

M N R Notes

Certificate

H ACC **Income Tax Preparer**

Regional consortium needed.

H BUS **Cannabis Entrepreneur Professional**

Holding for regional consortium.

Program Modifications

M N R Notes

ADT

H ART **Studio Arts**

Holding for ART-19 articulation.

Technical Review - Curriculum Proposals

Proposals for Review for 03/04/2025

Courses

Course Inclusions

M N R Discussion

Action

KIN A37 **Self Defense**

Rationale: Moreno Valley College would like to add KIN A37 to our curriculum to continue to offer new and updated Kinesiology activity courses for our students. This course will provide our students with critical skills in self defense that will greatly benefit physical and mental health, in addition to earning 1 unit in Kinesiology. We currently do not have any courses similar to this course in our curriculum and this would add variety to the courses we offer students.

KIN V94 **In-Season Varsity Sport Conditioning**

Rationale: We are currently adding a Club Flag Football Team and competing in the upcoming against other community colleges starting in the spring 2025 semester. With the popularity of the sport growing and the addition of a team at Moreno Valley College we would like to be prepared to offer our students a in/out of season conditioning course.

KIN V95 **Out-Of-Season Sport Conditioning**

Rationale: We are currently adding a Club Flag Football Team and competing in the upcoming against other community colleges starting in the spring 2025 semester. With the popularity of the sport growing and the addition of a team at Moreno Valley College we would like to be prepared to offer our students a in/out of season conditioning course.

Course Major Modifications

M N R Discussion

Action

H **ELE 73** **Electric Motors and Transformers**

Rationale: Updating textbooks and add objective(s).

Needs to hold for ELC-73.

H **MAN 73** **Electric Motors and Transformers**

Rationale: Updating textbooks and add objective(s).

Needs to hold for ELC-73.

Course Minor Modifications

M N R Discussion

Action

H **CIS 41D** **Advanced Security Concepts and Practices**

Rationale: Updating course textbooks.

Vote was unclear in minutes.

Courses

Course Minor Modifications

M N R Discussion Action

H **ELC 77** **Electrical Theory for Electricians** Waiting for MAN-77
 Rationale: Updating textbook.

H **ELE 77** **Electrical Theory for Electricians**
 Rationale: Add new book.

GEG 30A **Field Studies in Geography**
 Rationale: Ensuring COR is up-to-date, less than 4 years old, and has relevant materials updated.

GEG 7 **Map Interpretation and Analysis**
 Rationale: The course materials have been updated and augmented since the last COR approval in 2020.

Distance Education

M N R Discussion Action

PHS 1DE **Introduction to Physical Science**
 Rationale:

New Courses

M N R Discussion Action

H **CUL 829** **Introduction to Food Service** Content and Methods of Evaluation need to be reviewed.
 Rationale: This program is designed for those wishing to enter the food service industry as an entry level cook or for those in the Riverside City College Cook and Pastry Apprenticeship Program. This course is also required within the Food Service Career & Certification Preparation - Certificate of Competency - CC8025

H **ELE 65** **Programmable controller troubleshooting 1** Prereq language needs to be reviewed. Entrance skill links. No SLOs.
 Rationale: This course/program is based on SACA certifications. SACA certifications are industry-driven, developed for industry by industry. They are developed through a rigorous process that begins with the creation of truly international skill standards, endorsed by leading experts in Industry 4.0 technologies throughout the world. Certification examinations are created based on these standards, pilot tested, and statistically analyzed to ensure quality. Each certification includes a proctored hands-on evaluation and an online test to ensure that candidates for certification can "do" as well as "know." SACA uses an annual review process for all certifications to ensure that standards and examinations remain current and relevant in the fast-changing world of Industry.

Courses

New Courses

M N R Discussion Action

H	MAT 810	TEAS Mathematics Review	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Holding for certificate development and additional courses.
	Rationale:	This is a non-credit course designed to review material in order to help students pass the TEAS test for Nursing. Students will complete assignments in order to practice their skills. A completion rate of 70% is considered a "Pass".		

Programs

New Programs

M N R Discussion Action

Certificate

H	ACC	Income Tax Preparer	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Regional consortium needed.
	Rationale:	This tax preparer preparation program provides students with the knowledge to prepare individual, small business, and payroll tax returns and obtain entry-level positions as tax preparers or bookkeepers.		

Documents: [Narrative](#) [LMI](#) [Advisory Committee](#) [Regional Consortium](#)

H	BUS	Cannabis Entrepreneur Professional	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Holding for regional consortium.
	Rationale:	The cannabis industry is booming, and the need for trained professionals and entrepreneurs continues to rise. The certificate will provide foundational knowledge and skills for entrepreneurs interested in starting their own business or working at a dispen		

Documents: [Narrative](#) [LMI](#) [Advisory Committee](#) [Regional Consortium](#)

Program Modifications

M N R Discussion Action

ADT

H	ART	Studio Arts	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Holding for ART-19 articulation.
	Rationale:	ART-19 supplements the core classes within the current ADT well. It offers students a course to explore important contemporary methods and materials relevant to art making today. Listing ART-19 as an elective will increase enrollment, as students earning an ADT in Studio Arts will and should receive elective credit toward their degree when taking this course.		

Program Outline

Title: Income Tax Preparer Certificate

Originator: Jennifer Corr

Date 9/10/2024

Department: Business, Law, and Computer Information Systems

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

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: 0502

CIP Code: 52.0301

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.)

Rationale:

This tax preparer preparation program provides students with the knowledge to prepare individual, small business, and payroll tax returns and obtain entry-level positions as tax preparers or bookkeepers.

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 Degrees and Certificates

- Evidence of district-wide discipline communication
- 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 certificate prepares students for the workforce by enabling students to complete the requirements to obtain their CTEC Registered Tax Preparer certification, the skills to complete their QuickBooks Certified User certification, enter the bookkeeping and tax professions, and enable them to perform bookkeeping functions and tax returns for the general public. In addition, hands-on experience in the form of supervised tax preparation through RCC's annual Volunteer Income Tax Assistance (VITA) program provides real-world experience with tax clients.

The Accounting Program's Program Learning Outcomes (PLO) are listed, below, along with the courses in the tax certificate and the relevant Student Learning Outcomes (SLO). Upon successful completion of these courses, students will accomplish the Student Learning Outcomes (SLO) required by the courses comprising the tax certificate and therefore accomplishing the PLO:

1. PLO: Use technology to analyze business decisions and to enhance business communications.

- a. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
- b. ACC 62, Payroll Accounting: Students will accurately apply accounting principles to computerized and manual payroll systems.
- c. ACC 65, QuickBooks Accounting: Students will be able to use accounting software to calculate accounting formulas to analyze and solve problems.
- d. ACC 67, U.S. and California Income Tax Preparation: Students will conduct tax research on client issues using both manual and computerized methods.

- 2. PLO: Apply basic business and accounting calculations and analyses. Have an understanding of legal practices relating to business.**
 - a. ACC 1A, Principles of Accounting I: Students will Analyze and utilize knowledge for financial reporting.
 - b. ACC 19, Volunteer Income Tax Assistance: Students will demonstrate knowledge and ability in preparing income tax returns, through analysis and preparation of financial documents.
 - c. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
 - d. ACC 62, Payroll Accounting: Students will analyze and solve problems associated with the calculation and reporting of payroll.
 - e. ACC 65, QuickBooks Accounting: Students will demonstrate the ability to apply accounting principles used in manual accounting to computerized accounting systems.
 - f. ACC 67, U.S. and California Income Tax Preparation: Students will conduct tax research on client issues using both manual and computerized methods.
- 3. PLO: Apply sound management practices.**
 - a. ACC 19, Volunteer Income Tax Assistance: Interpret and analyze financial information for internal controls and re-evaluation of returns.
- 4. PLO: Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.**
 - a. ACC 1A, Principles of Accounting I: Students will Demonstrate knowledge of the accounting cycle and financial statements through analysis, preparation, and interpretation of accounting data.
 - b. ACC 19, Volunteer Income Tax Assistance: Students will demonstrate knowledge and ability in preparing income tax returns, through analysis and preparation of financial documents.
 - c. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
 - d. ACC 62, Payroll Accounting: Students will Accurately apply accounting principles to computerized and manual payroll systems.
 - e. ACC 65, QuickBooks Accounting: Students will demonstrate the ability to apply accounting principles used in manual accounting to computerized accounting systems.
 - f. ACC 67, U.S. and California Income Tax Preparation: Students will prepare federal and state income tax returns for individuals, sole proprietorships, and other business entities.

- 5. PLO: Analyze and solve accounting issues and problems for a variety of business entities.**
- a. ACC 1A, Principles of Accounting I: Students will demonstrate knowledge of the accounting cycle and financial statements through analysis, preparation, and interpretation of accounting data.
 - b. ACC 19, Volunteer Income Tax Assistance: Students will demonstrate knowledge and ability in preparing income tax returns, through analysis and preparation of financial documents.
 - c. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
 - d. ACC 62, Payroll Accounting: Students will Analyze and solve problems associated with the calculation and reporting of payroll.
 - e. ACC 65, QuickBooks Accounting: Students will be able to use accounting software to calculate accounting formulas to analyze and solve problems.
 - f. ACC 67, U.S. and California Income Tax Preparation:
 - i. Students will prepare federal and state income tax returns for individuals, sole proprietorships, and other business entities.
 - ii. Students will evaluate and propose strategies that minimize income tax obligations.
- 6. PLO: Analyze and interpret data and reports for a variety of business entities.**
- a. ACC 1A, Principles of Accounting I: Students will analyze and utilize knowledge for financial reporting.
 - b. ACC 19, Volunteer Income Tax Assistance: Students will demonstrate knowledge and ability in preparing income tax returns, through analysis and preparation of financial documents.
 - c. ACC 19L, Volunteer Income Tax Assistance Lab: Students will utilize tax software to accurately interview, prepare, and file individual federal and state income tax returns within the score of the VITA program.
 - d. ACC 62, Payroll Accounting:
 - i. Students will Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.
 - ii. Students will Analyze and solve problems associated with the calculation and reporting of payroll.
 - e. ACC 67, U.S. and California Income Tax Preparation:
 - i. Students will prepare federal and state income tax returns for individuals, sole proprietorships, and other business entities.
 - ii. Students will evaluate and propose strategies that minimize income tax obligations.
- 7. PLO: Develop and apply principles of moral judgment and ethical behavior to business situations.**
- a. ACC 1A, Principles of Accounting I: Students will recognize the role and importance of ethics in accounting.

- b. ACC 19, Volunteer Income Tax Assistance Training: Students will demonstrate high ethical and legal standards by recognizing and preventing inaccurate entries of false information gathering when interviewing clients.
- c. ACC 62, Payroll Accounting: Students will Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.

Item 2. Catalog Description

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

This program is intended for individuals to complete the requirements to obtain their CTEC Registered Tax Preparer certification, the skills to complete their QuickBooks Certified User certification, enter the bookkeeping and tax professions, and enable them to perform bookkeeping functions and tax returns for the general public. In addition, hands-on experience in the form of supervised tax preparation through RCC’s annual Volunteer Income Tax Assistance (VITA) program provides real-world experience with tax clients.

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
ACC 1A	Principles of Accounting I	3	Semester 1, Fall
ACC 67	U.S. and California Income Tax Preparation	4	Semester 1, Fall
ACC 19	Volunteer Income Tax Preparation	1	Semester 2, Winter
ACC 19L	Volunteer Income Tax Preparation lab	1	Semester 3, Spring
ACC 65	QuickBooks Accounting	3	Semester 3, Spring
ACC 62	Payroll Accounting	3	Semester 3, Spring

Elective Courses: 0 units

Course	Title	Units	Sequencing

Total Program Units: 15 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.

This program is intended for individuals to complete the requirements to obtain their CTEC Registered Tax Preparer certification, QuickBooks Certified User certification, enter the bookkeeping and tax professions, and enable them to perform bookkeeping functions and tax returns for the general public. In addition, hands-on experience in the form of supervised tax preparation through RCC’s annual Volunteer Income Tax Assistance (VITA) program provides real-world experience with tax clients.

Item 5. Enrollment and Completer Projections

We expect 10 students to complete this certificate annually, anticipating a 2% growth annually.

Item 6. Place of Program in Curriculum/Similar Programs

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

The program utilizes tax and accounting courses that we currently teach in the Business Administration/Accounting Concentration.

Item 7. Similar Programs at Other Colleges in Service Area

- Chaffey College, Payroll and Income Tax Preparer Certificate of Achievement
- San Bernardino Valley College, Entrepreneurship Tax Certificate of Achievement

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: Cannabis Entrepreneur Professional

Originator: Ajene Wilcoxson

Date 05/01/20245

Department: Business

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

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: 0109.00

CIP Code: 01.0601

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.)

Rationale: The cannabis industry is booming, and the need for trained professionals and entrepreneurs continues to rise. The certificate will provide foundational knowledge and skills for entrepreneurs interested in starting their own business or working at a dispensary. The cannabis industry is creating thousands of job opportunities. The certificate will help launch a rewarding career in cannabis.

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

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 Degrees and Certificates

- Evidence of district-wide discipline communication
- 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.

Learning Outcome:

Identify and then relate the basic biological properties of the chemistry of life, cell theory, and Mendelian genetics to the study of plants.

Explain modern plant biology techniques including genetic modification and modern breeding techniques and how these techniques influence modern agriculture.

Identify, obtain, and integrate knowledge about entrepreneurship and the skills relevant to starting or managing a small business.

Recognize opportunities and ethical dilemmas associated with the entrepreneurial mindset.

Demonstrate the ability to use QuickBooks Online to complete monthly bookkeeping/accounting tasks for a small business.

Item 2. Catalog Description

The cannabis industry is witnessing unprecedented growth, offering numerous career opportunities for aspiring entrepreneurs and professionals. Our Cannabis Entrepreneur Professional certificate equips individuals with foundational knowledge and skills essential for thriving in this dynamic industry. Whether you aspire to start your own business or contribute to a dispensary, this certificate provides a solid framework for success.

Learning Outcome:

Identify and then relate the basic biological properties of the chemistry of life, cell theory, and Mendelian genetics to the study of plants.

Explain modern plant biology techniques including genetic modification and modern breeding techniques and how these techniques influence modern agriculture.

Identify, obtain, and integrate knowledge about entrepreneurship and the skills relevant to starting or managing a small business.

Recognize opportunities and ethical dilemmas associated with the entrepreneurial mindset.

Demonstrate the ability to use QuickBooks Online to complete monthly bookkeeping/accounting tasks for a small business.

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: 16 units

Course	Title	Units	Sequencing
BIO 5	General Botany	4	Semester 1, Fall
BIO 20	Plants and Human Affairs	3	Semester 2, Winter
BUS 30	Entrepreneurship: Foundations and Fundamentals	3	Semester 1, Fall
BUS 73	Exploring the Entrepreneurial Mindset	3	Semester 1, Fall
ENP 30	QuickBooks Online for Entrepreneurs	3	Semester 2, Winter

Total Program Units: 16 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 cannabis industry is booming, and the need for trained professionals and entrepreneurs continues to rise. The certificate will provide foundational knowledge and skills for entrepreneurs interested in starting their own business or working at a dispensary. The cannabis industry is creating thousands of job opportunities. The certificate will help launch a rewarding career in cannabis.

Item 5. Enrollment and Completer Projections

We are expecting 25 students to complete in the first two years, with an expected increase of 3% annually.

Item 6. Place of Program in Curriculum/Similar Programs

Both Biology and Business courses are currently being offered. The program does not require additional resources.

Item 7. Similar Programs at Other Colleges in Service Area

College of the Desert

Item 8. Transfer Preparation Information (if applicable)

N/A

Program Narrative

Program Modification: Norco: Studio Arts

Award Type: Associate in Arts for Transfer (ADT)

Program Goals and Objectives

The Associate in Arts in Studio Arts for Transfer provides a solid preparation for transfer majors in the various areas of studio art, including design, drawing, and painting. This Studio Arts degree has an emphasis in Art History. Additionally, the studio courses align well with preparation for transfer majors in related fields such as sculpture, photography, and other areas of study at UC, CSU, and private colleges and universities.

Catalog Description

The Associate in Arts in Studio Arts for Transfer provides a solid preparation for transfer majors in the various areas of studio art, including design, drawing, and painting. This Studio Arts degree has an emphasis in Art History. Additionally, the studio courses align well with preparation for transfer majors in related fields such as sculpture, photography, and other areas of study at UC, CSU, and private colleges and universities.

Program Learning Outcomes

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

1. Demonstrate proficient technical and creative skills with a variety of art materials.
2. Understand works of art and design and the artistic contributions of diverse peoples through critical discussion and written assignments.
3. Demonstrate, through the analysis of aesthetic and cultural values, an understanding of the contribution of art and design to human experience.

Program Requirements

Required Courses

Units: 12.00

COURSE	TITLE	UNITS
ART-17	Beginning Drawing	3.00
ART-22	Two Dimensional Design	3.00
ART-24	Three Dimensional Design	3.00
<i>Select one of the following:</i>		3.00
AHS-2	History of Western Art: Renaissance through	3.00

	Contemporary	
AHS-2H	Honors History of Western Art: Renaissance through Contemporary	3.00

Electives - List A **Units: 3.00**

COURSE	TITLE	UNITS
<i>Select one of the following:</i>		3.00
AHS-5	Arts of Africa, Oceania, and Indigenous North America	3.00
AHS-1	History of Western Art: Prehistoric, Ancient, and Medieval	3.00
AHS-9	African Art History	3.00
AHS-12	Asian Art History	3.00

Electives - List B **Units: 9.00**

COURSE	TITLE	UNITS
<i>Select 9 units from the following:</i>		9.00
ART-18	Intermediate Drawing	3.00
ART-19	Experimental Methods & Materials	3.00
ART-20	Beginning Sculpture	3.00
ART-23	Color Theory and Design	3.00
ART-26	Beginning Painting	3.00
ART-27	Intermediate Painting	3.00
ART-36A	Computer Art-Introduction	3.00
ART-40A	Figure Drawing-Introduction	3.00

Total: 24.00

Associate in Art for Transfer Degree

The Associate in Art in Studio Arts for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements California General Education Transfer Curriculum (Cal-GETC) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better (or a "P" if taken as Pass/No Pass).