



Curriculum Committee Meeting
February 6, 2023
3:00-3:30 p.m.
Special Virtual Meeting

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes
- IV. Public Comments (2 minute max)
- V. Report of Curriculum Chair
- VI. Old Business
 - a. Attendance Accounting Project
- VII. New Business
 - a. Revised Courses
- VIII. Announcements
- IX. Adjournment

Revised Courses

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Instructor Student Contact Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
BMGR 431	Finance for the Non-Financial Manager	18	36	18	This course introduces students to the basics of business finance for the non-financial manager. Financial statements will be covered along with discussions on sales and expenses, assets and liabilities, budgeting and planning, and financial analysis.	0506.00 - Business Management C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
BMGR 452	Understanding Business Contracts	18	30	18	This course is an overview of basic contract principles and explores the meaning and effect of common contracts clauses. Topics covered include the different types of contracts, defenses available to the enforcement of a contract, subsequent remedies for the breach of a contract, and alternatives in the absence of a contract.	0506.00 - Business Management C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
COMP 510	Computer Keyboarding, Mastery I	30	60	30	The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
COMP 511	Computer Keyboarding Mastery II	30	60	30	The second of two keyboarding courses designed to increase and maintain keying speed and accuracy to employment levels of 50+ net words per minute (nwpm).	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	72	36	Teaches students the basics of using the QuickBooks software to develop customized financial applications for business. The course covers special techniques for reducing data entry time, eliminating errors and getting consistent results. Upon completion students will understand the basics of QuickBooks to simplify financial tasks.	0514.00 - Office Technology/Office Computer Applications D - Possible Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
COMP 685	Computer Keyboarding, Beginning	36	72	36	Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches	0514.00 - Office Technology/Office Computer	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the

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					the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys, alpha keys, punctuation, and number keys.	Applications C - Occupational		updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 110	Community Resources	90	90	90	This course is designed to provide students with the skills necessary to access resources in the community that may provide opportunities for employment, personal wellness, and organizations that provide community transition assistance. Topics include instructions for use of public transportation to get to and return from community destinations	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 111	Community Resources, Advanced	90	90	90	This course is designed for students to utilize public transportation to access community agencies and resources. Topics include occupational resources in the community and more advanced public transportation skills.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 116	Reading: Survival Vocabulary & Basic Reading and Writing	90	90	90	This course is designed for students interested in improving their basic reading and writing skills, as well as increasing reading comprehension abilities. Topics include survival vocabulary, introduction to use of reference tools and time management.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 117	Reading: Use in Real Life Situations	90	90	90	This course is designed to assist students in increasing their functional reading comprehension and writing skills found in real life and vocational situations.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 118	Developing Skills for College Success	36	36	36	This course is designed to equip students with the knowledge and skills to be successful students and increase independence.	4930.32 - Learning Skills, Learning Disabled E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.

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DSSS 120	Computer Fundamentals: Beginning Skills	90	90	90	This course is designed for students interested in an introduction to basic computer and word processing skills.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 121	Computer Fundamentals: Basic Word Processing Editing	90	90	90	This course is designed for students interested in learning basic word processing editing and problem solving skills using technology. Topics include keyboarding, editing, and exploration of basics in word processing software.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 122	Computers: Presentation Software & Basic Formatting	90	90	90	Designed for students interested in developing introductory skills on the use of presentation software and entry level data entry. Topics include training on the use of PowerPoint slide presentation software and basic spreadsheet software for data entry skill development.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 123	Computers: Word Processing and Electronic Mail	90	90	90	Designed for students interested in increasing their basic knowledge of word processing and training in the use of the Internet and operation of e-mail accounts.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 124	Photoshop Elements: Digital Camera Operation & Editing Fundamentals	90	90	90	This course is designed for individuals wanting to increase their basic knowledge of taking a digital photo and introduce photo editing software basics. Topics will include operating a camera or related device, the parts of a camera, photo editing software options and basic skills in editing to print.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 125	Photoshop Elements: Layering and Special Effects	90	90	90	Designed for individuals interested in increasing their basic knowledge of photo editing software. Topics include introduction to layering special effects and adding text.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.

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DSSS 130	Banking & Bill Paying: Beginning Skills	90	90	90	A quick-paced course designed to provide students with foundational banking and money management skills. Topics include basic banking terminology, budgeting and computing purchases.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 131	Banking & Bill Paying: Budgeting	90	90	90	A quick-paced course designed to provide money-management skills for students interested in living in their own apartment and managing finances.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 132	Money Skills: Safe Shopping and Money Management	90	90	90	A course designed for students wanting to gain fundamental skills of safe shopping and money management basics. Students will learn to identify and avoid scams online and in the community.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 133	Money Skills: Smart Shopping & Completing Transactions	90	90	90	This course is designed to provide students with the skills necessary for accurately making money exchanges, as well as saving and shopping smartly. Course topics will include counting the appropriate amounts of money for purchases, making change, tip calculations and tools, comparison shopping techniques and online deals to find the best bargain.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 134	Basic Cooking: Beginning Skills	90	90	90	This course is designed to give students a foundation of basic cooking and food preparation concepts and activities, kitchen cleanliness and safety, and grocery shopping skills, using a variety of basic skills.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 135	Basic Cooking: Advanced Skills	90	90	90	This course is designed for students interested in learning more advanced skills of cooking and food preparation concepts and activities. Topics include	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit

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					kitchen cleanliness and safety, nutrition, and grocery shopping skills, using a variety of basic skills.			DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 137	Independent Living: Options & Resources	90	90	90	This course is an overview of living options for those considering living independent of their family homes. Topics will include the advantages and disadvantages of various living options as well as exploring the process of choosing and renting an apartment.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 138	Independent Living: Health, Safety & Living with Roommates	90	90	90	This course is designed to help students to learn about the responsibilities of maintaining a home. Students will be presented with strategies for cooperative living and problem solving, identifying needs and safety.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 140	Job Skills: Exploring Occupational Paths	90	90	90	This course is intended to assist students in establishing a realistic occupational goal and explore resources for seeking employment in a chosen occupational. This course will also introduce students to effective job interview preparation, technique and attire	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 141	Job Skills: Work Attitude & Employer Expectations	90	90	90	This course is intended to prepare students for successful employment by introducing them to appropriate on-the-job behavior, communication, attitude and work ethics. Students will also be introduced to the importance of workplace safety and customer service.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 142	Communication on the Job: Foundational Skills	90	90	90	A class designed for students interested in learning how to expand their communication skills in relation to employment. Course will focus on professional communication while seeking employment as well as once employment is obtained; and will include activities to enhance written and verbal skills.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 143	Communication on the Job: Effectively Dealing W	90	90	90	A class designed for students interested in enhancing their communication skills in relationship to employment.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in

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	Wk-Related Problems				Course topics will include communication styles, making good first impressions, workplace bullying, Title IX, basics in professional verbal and written communication			attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 144	Community Volunteering for Vocational Skills Enhancement	90	90	90	This course is for a student interested in enhancing employability through exploring different job sites on weekly field trips. Trips will include resources in the community that can provide opportunities for volunteer service. Curriculum includes instruction for use of public transportation to get to and return from field trip destinations.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 146	Workplace Skills Training: Exceptional Employee	90	90	90	This is a lecture and lab course designed to provide students with hands-on training in basic vocational tasks that may be expected of them in entry-level employment. Topics include effective on-the-job/workplace behavior, attitude, appropriate dress, hygiene and basic work safety.	4930.31 - Living Skills, Handicapped C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 147	Workplace Skills Training: Workplace Safety	90	90	90	This is a lecture and lab course designed to provide students with hands-on training in tasks that may be expected of them in entry-level employment. Topics include workplace safety, injury prevention, and exploration of environmental demands on the job.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 150	Self Advocacy: Making a Plan	90	90	90	This course provides students with the knowledge and resources to make decisions and communicate needs for determining life and vocational paths. Students will examine personal strengths and skills to successfully advocate for life or vocational goals, in addition exploration into areas of disability and adaptive skills to mitigate personal challenges.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 151	Self Advocacy: Communication with Authority &	90	90	90	This course prepares students with the skills necessary for interaction with police and emergency personnel. Topics	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in

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	Emergency Personnel				include an overview of the criminal justice system, rights of individuals if taken into custody and reporting victimization.			attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 152	Social Skills: Foundational Interpersonal Basics	90	90	90	This course is designed to provide students with an overview of foundational social skills at home, school, work, and in the community, as well as their personal life using a variety of basic skills.	4930.31 - Living Skills, Handicapped C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 153	Social Skills: Conflict Management and Resolution Basics	90	90	90	This course is designed to provide students with an overview of conflict management and resolution skills at home, school, work, and in the community, using a variety of basic skills.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 160	Relationships: Foundational Basics in Building Healthy Relationships	90	90	90	This course is designed to provide students an overview of appropriate interactions with foundational relationships concepts. Topics include appropriate interactions for building and maintaining healthy friendships and romantic relationships, using a variety of basic skills.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 161	Relationships: Values, Intimacy & Sexuality Concepts	90	90	90	This course is designed to give students a more in depth understanding of the aspects of building and growing general relationships, intimate relationships and boundaries. Topics include relationship types, setting boundaries as well as an overview of sexuality concepts, using a variety of basic skills.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 162	Boundaries & Relationships: Fundamentals	90	90	90	This course is designed to provide students with the knowledge and skills they need to have safe and healthy interpersonal relationships. Topics covered include personal boundaries, dealing with strangers, and appropriate types of relationships.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 163	Boundaries & Relationships: Personal	90	90	90	This course is designed to provide students the knowledge and skills they need to have safe	4930.31 - Living Skills, Handicapped E - Non-	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the

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	Development and Safety				and healthy interpersonal relationships. Topics covered include personal values, making choices, dating and sexual relationships, human development, sexual activity, birth control, and pregnancy.	Occupational		updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 164	Human Sexuality: Human Development and Conception	90	90	90	This course is designed to give students an overview of basic human sexuality concepts of boundaries, human development and puberty as well as reproduction. Topics will include sexual health in order to build safe, healthy sexual expression and attitudes, consistent with personal values, using a variety of basic skills.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 165	Human Sexuality: Human Development & Healthy Relationships	90	90	90	This course is designed to provide students an overview of the basic human sexuality concepts. Topics include having children, healthy relationships, healthy sexual behaviors, expression and attitudes, consistent with personal values.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 300	WISE: Budgeting Skills	450	90	450	This class is designed to teach students with developmental and intellectual disabilities how to budget, pay bills safely and correctly as well as save their money.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 301	WISE - Consumer Skills	450	90	450	The class is designed to teach adults with developmental and intellectual disabilities to increase their skills and knowledge to be better consumers.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 302	WISE - Health and Nutrition	450	90	450	This class is designed to teach adults with developmental and intellectual disabilities the benefits of achieving good health through nutrition, exercise, and lifestyle choices.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 303	WISE - Safety Skills	450	90	450	This class is designed to teach adults with developmental and	4930.31 - Living Skills, Handicapped	2022 Summer	Update the outside-of-class assignments and the corresponding

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					intellectual disabilities to improve their personal awareness and safety in the workplace, community and at home.	E - Non-Occupational	Term	student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 304	WISE - Securing a Job	450	90	450	This class is designed to teach adults with developmental and intellectual disabilities the skills needed to seek and secure a job.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 305	WISE - Retaining a Job	450	90	450	This class is designed to teach adults with developmental and intellectual disabilities basic occupational skills and give them the opportunity to practice different occupational skills in various settings. Students will also learn the traits needed to be a good employee.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 306	WISE - Independent Living Skills	450	90	450	This class is designed to teach adults with developmental and intellectual disabilities how to apply practical living skills in order to live more independently.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 307	WISE - Independent Living Skills in the Community	450	90	450	This course is designed to teach adults with developmental and intellectual disabilities how to access public transportation and integrate into their community more independently.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 308	WISE - US Civics	450	90	450	This class is designed for adults with developmental and learning disabilities who want to become better citizens by gaining knowledge about the civics of the United States of America as well as American national monuments, American heroes and national patriotic symbols.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 309	WISE - US Geography	450	90	450	This class is designed for adults with developmental disabilities and learning disabilities who want to learn United States	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in

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					geography. Students will learn about states, state capitals, and major United States landmarks.			attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 310	WISE - Daily Living Skills	75-150	75-150	75-150	This course is designed for students interested in enhancing their skills related to daily living in personal care, safety, meal planning and preparation.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
DSSS 350	Have Internet: Will Travel	30	30	30	This course is designed to provide students skills to make travel plans utilizing the Internet. Students will use resources covered in class to plan the 3 trips: a day trip, a weekend get-away, and a week vacation.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 352	Open Computer Lab, Beginning	30	30	30	This course is designed to provide students with the knowledge to develop or maintain skills in basic computer applications such as, but not limited to: Windows, word processing, data entry, Internet navigation, keyboarding, and remedial academic software.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 353	Social Media and Online Safety	30	30	30	This course is designed to equip students with the knowledge to increase personal online safety while creating and maintaining social media accounts.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
DSSS 360	Critical Thinking	30	30	30	Designed to assist students in acquiring or improving critical thinking skills necessary to support independence in a variety of activities, situations, and environments. Emphasis on problem solving and decision making through understanding and evaluating situations, utilizing knowledge of cause and effect relationships, exploring options, and planning and implementing strategies.	4930.32 - Learning Skills, Learning Disabled E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.

Revised Courses

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DSST 361	Improving Skills: Self-Determination Skills	30	30	30	This course is designed to improve self-determination skills for students, to better support independence at home and the workplace.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
FSRV 100	Introduction to Funeral Service Practice	60	60	60	This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills.	1255.00 - Mortuary Science C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
FSRV 110	Communication Skills for the Funeral Assistant	60	60	60	This class will prepare the student to provide support to client families in grief, bereavement, and mourning, and communicate effectively with the public. Topics include an exploration of cultural differences in grief and funeralization practices, as well as the diversity of religious beliefs impacting disposition options.	1255.00 - Mortuary Science C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
IHSS 102	High School English 3	14.4-144	0	14.4-144	This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses.
IHSS 106	High School U.S. History	14.4-144	0	14.4-144	This United States history course covers the lives of America's people and aspects of their cultures, from early exploration through the beginning of the	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update the DE addendum to reflect instructor-student contact hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses.

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					twenty-first century. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.			
MEDA 110	Medical Assistant Administrative	24	48	24	This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications.	1208.00 - Medical Assisting C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MEDA 120	Medical Assistant Electronic Health Records	12	24	12	This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations.	1208.00 - Medical Assisting C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 130	Medical Assistant Financial Concepts	24	48	24	This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices.	1208.00 - Medical Assisting C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 140	Medical Billing, Introduction	24	48	24	An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/Medical, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered.	1208.00 - Medical Assisting C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDA 211	Medical Assistant Clinical	48	96	48	This course develops skills needed for students to work in a clinical environment. Students	1208.00 - Medical Assisting B - Advance	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the

Revised Courses

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	Procedures Lab II				will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture.	Occupational		updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDO 311	Personal Care Aide 1	36	72	36	This course introduces key concepts for the personal care aide, working in different settings, teamwork, and professional behavior. Students will also gain foundational knowledge and skills in the following areas: working with elders; respecting clients; communication; working with depressed patients; infection control; basic nutrition and eating; body systems and common diseases; and proper body mechanics. This is the first course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with daily living activities at their homes or in a care facility.	1299.00 - Other Health Occupations C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDO 312	Personal Care Aide 2	36	72	36	This course focuses on activities of daily living (ADL): bathing and personal care, toileting, bed making, and dressing. Students will learn about working with patients with dementia, mental illness, and developmental disabilities, as well as different types of abuse and neglect. This is the second course required for the Personal Care Aide Certificate designed to prepare students for employment as a Personal Care Aide (PCA). PCA's assist the elderly, convalescents, or persons with disabilities with activities of daily living at their homes or in a care facility.	1299.00 - Other Health Occupations C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MEDO 313	Personal Care Aide 3	30	60	30	Personal Care Aides ensure better care to people while they are aging or recovering at home.	1299.00 - Other Health Occupations C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the

Revised Courses

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					This career development course will provide students with the skills needed to obtain employment as a personal care aide. Topics includes: resume writing, interviewing skills, and job search. Students will also complete CPR and First Aid training for certification.			updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
MS 104	Windows Operating Systems, Introduction	36	72	36	Learn the newest Windows operating system; includes desktop and file management, security, adding hardware and software, personalizing Windows, making connections and communicating with other people.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 105	Introduction to Excel	36	72	36	Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting. Recommended proficiency in: Introduction to Computers, Introduction to Windows or equivalent.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 106	Microsoft Access, Introduction	36	72	36	Design databases using this popular software package. Includes creating tables, forms, reports and labels. Recommended proficiency in: Introduction to Computers, Introduction to Windows or equivalent.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 119	Microsoft PowerPoint, Introduction	36	72	36	Learn how to create presentations using text, graphics, sounds, animations, and videos using PowerPoint.	0514.40 - Office Management C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 134	Microsoft Word, Intermediate	36	72	36	This continuing course covers features such as mail merging, styles and templates, large documents and Word Art. Textbook purchase may be required at first class. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Word or equivalent.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.

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MS 143	Microsoft Publisher, Introduction	36	72	36	Provides a basic working knowledge of this popular desktop publishing program. Covers topics such as fliers, newsletters, and business cards.	0614.50 - Desktop Publishing C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 144	Microsoft Word, Introduction	36	72	36	Provides a basic working knowledge of Word. Covers topics such as formatting with fonts, paragraph alignment, indents, margins, inserting clip art, bullets and numbering, columns and tables.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2023 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 160	Microsoft Office, Overview	36	72	36	Learn the basics of Word, Excel, PowerPoint and Access in one class. Topics include document formatting, working with graphics, basic formulas, queries and reports. This class serves as a foundation for other MS Office courses	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
MS 165	Microsoft Excel, Power-User Skills	36	72	36	For people who are comfortable using MS Excel and want to develop "power skills". Topics include computational techniques (defining names, nested IF functions, summarizing data), using Excel's database tools (tables, database operations, lookup functions), and expert skills (conditional formatting, macros). Covers advanced formatting techniques and shortcuts for accelerating productivity.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
OTEC 225	MS Office Integrated Projects	36	72	36	This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program.	0514.40 - Office Management C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours. Course codes were also amended for accuracy.
PARN 250	Pre-schoolers and Parents: Fine Motor Skills	36	72	0	This course exposes children to various hands-on activities in which fine motor skills will be developed and strengthened. Fine	1305.40 - Preschool Age Children E - Non-Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCC regulations in

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					motor skills activities help prevent small muscles from fatiguing easily. This course will help prepare children for activities in pre-school and kindergarten.			attendance accounting for noncredit DE courses.
PARN 265	Parenting the Love and Logic Way®	18-36	36-72	18-36	This course assists parents and caregivers in developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing the Love and Logic approach, this course will teach six subsets of skills that encourage home environments that stimulate responsibility, prevent misbehavior, and encourage setting healthy limits.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Summer Term	Update outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
PTEC 302	Pharmacy Technician Advanced Level Lab	60	120	60	The program prepares students for practice as Advanced-level pharmacy technicians, in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care) and has students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. The Lab is designed to be taken concurrently or after the lecture course.	1221.00 - Pharmacy Technology B - Advance Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	18	36	18	This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy environment. It requires weekly class meetings plus 160 hours of externship in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance.	1221.00 - Pharmacy Technology C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the updated CCCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.