Curriculum Committee Meeting
January 31, 2023
3:00-3:30 p.m.
Special Virtual Meeting
Official Minutes

I. Call to Order: The meeting was called to order by the Curriculum Chair, Dr. Kimberley H. Stiemke at 3:01 p.m.

II. Roll Call: Dr. Karen Bautista, Raine Hambly, Maricela Moran, Megan Reeves, Alli Stanojkovic, Janet Williams, and Kenny Yu

III. Non-Voting Members Present: Amabel Arredondo, and Svetlana Soske,

IV. Absentee: Shelia Moore-Farmer

V. Guests Present: Raenie Kane, and Marcela Valle

VI. Reading and Approval of Minutes: Tabled

VII. Public Comments (2 minute max): None

VIII. Report of Curriculum Chair: The Chair informed the Committee that she received a request from a DSS (Disability Support Services) faculty member to access CurricuNET. She also shared that she met with Dr. Bautista and Dr. Li-Bug to discuss the NOCE Attendance Accounting Project courses. During the meeting, Dr. Li-Bugg offered suggestions before the classes were submitted to DCCC (District Curriculum Coordinating Committee), such as changing the start date to Summer 2022 to collect FTS retroactively and adding language to the justification regarding state procedures and processes. During her report, Dr. Stiemke informed the Committee that their regularly scheduled March meeting would not meet due to NOCE's WASC accreditation. She also reported that Dr. Harris gathered information from other faculty members, and she will plan a follow-up meeting to meet with him..

IX. Old Business

    a. Attendance Accounting Project: The Chair reported that the Curriculum Team is ahead of schedule, and courses will be moving forward to DCCC sooner than expected.

X. New Business

    a. See page 14.

    b. Dr. Stiemke asked the Committee if they would approve Katie Stubblefield's request for CurricuNET access. This access is to help Alli Stanojkovic create and upload new courses. Katie's department status and employment status needed to be clarified. After further discussion, it was agreed upon that Dr. Karen Bautista would reach out to Dennis Davino, Associate Dean I for the LifeSkills Education

Advancement program, and Dr. Adam Gottdank, Associate Dean I for the Disability Support Services department, to discuss Katie Stubblefield's employment status and will get back to the Committee once she has clarification. The Committee will re-evaluate the request once a contract has been approved.

There was also further discussion on the Curriculum Committee's process for accessing CurricuNET. Janet Cagley suggested having this process written and accessible to others. Dr. Stiemke believes it is stated on the website and will double-check. Announcements: Dr. Stiemke asked the Committee to check their availability after February 14th to allow the Committee to meet with Dr. Harris.

XI.   Announcements: Dr. Stiemke reminded the Committee that they need to schedule a meeting with Dr. Harris after their February 14th meeting.

XII.   Adjournment: The meeting adjourned at 3:20 p.m.
It was moved by Janet Cagley and seconded by Kenny Yu to adjourn the meeting.

Revised Courses								
Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ABED 102	Supervised Tutoring	1-360	0	1-360	This self-paced, open-entry/open exit non-credit course provides individualized and growth activities designed to include a learning style assessment and follow-up, assistance with acquiring study skills, and guidance in completing coursework. Designed to help students achieve outcomes related to specific courses for which tutoring is sought.	4930.14 - Study Skills E - Non-Occupational	2022 Summer Term	Update DE addendum to reflect instructor-student contact hours.
ABED 105	NOCE Learning Center	36-150	0	36-150	Designed for students from beginning levels of reading and mathematics to those needing support for higher education. Through the use of small-group instruction, computer-aided instruction, audio books and workbooks, students will become better readers, writers and thinkers. Students may also improve their skills in mathematics. Skills attained can be used for personal growth, job advancement or for entry into other educational programs. Learning plans will be developed for each students based on student goals, needs and learning style.	4930.60 - Elementary Education (Grades 1-8) E - Non-Occupational	2022 Summer Term	Update DE addendum to reflect instructor-student contact hours.
ABED 106	Literacy and Basic Skills Beginning	72	0	72	Designed for emergent readers or students with very limited reading and writing skills. The focus of the course is on decoding skills, fluency, and workplace literacy. Sight words and essential word reading are covered.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Update DE addendum to reflect instructor-student contact hours.
BMGR 415	Written Communication-Business	18	25	18	Provides Extensive hand-on experience with all types of written business communications including letters, resumes, cover letters, memos/emails, and reports.	0506.00 - Business Management C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding student learning hours as per the

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
								updated CCCCO regulations in attendance accounting for noncredit DE courses. . Update the DE addendum to reflect instructor-student contact hours.
BMGR 417	Effective Business Presentations	36	72	36	This course provides instruction and practice in business presentation skills. Students will learn techniques to enhance their ability to speak before any size group with more confidence and communicate their message effectively. Students are encouraged to participate in a video tape exercise for their own assessment of strengths and weaknesses.	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 CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
BMGR 431	Finance for the Non-Financial Manager	18	21	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 CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
ECED 100	Early Childhood Development	54	108	54	An introduction to the developmental stages of children from prenatal to middle childhood with emphasis on the physical, cognitive, language and social/emotional milestones. Application of developmental and learning theories addressed. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	1305.00 - Child Development/Early Care and Education C - Occupational	2022 Summer Term	Update course hours to reflect the outside-of-class assignments as per the updated CCCCO regulations in attendance accounting for noncredit DE

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
								courses. Update DE addendum to reflect instructor-student contact hours.
ECED 105	Family and Community Relationships	36	81	36	Examination of the sociological relationships between family and society; institutional, racial, social, and economical factors affecting the family and the child. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	1305.00 - Child Development/Early Care and Education 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 DE addendum to reflect instructor-student contact hours.
ECED 110	Early Childhood Education, Principles and Practice	54	81	54	Course examines the history, basic principles, and philosophies of various types of early childhood programs, emphasizing the role of the adult and characteristics of quality programs. This course is part of a program approved by the California Department of Social Services, Community Care Licensing, for employment in private facilities only. Textbook required.	1305.00 - Child Development/Early Care and Education 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 DE addendum to reflect instructor-student contact hours.
ECED 115	Child Health and Safety	36	81	36	For teachers and directors of pre-schools, this course will focus on the skills and knowledge needed for developing emergency plans and responding to health and safety issues in the classroom. Textbook required. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	1305.00 - Child Development/Early Care and Education 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 DE addendum to reflect instructor-

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
								student contact hours.
ECED 120	Curriculum for Early Childhood Education, Introduction	54	108	54	This course provides the foundation for curriculum planning, implementation, observation, assessment and evaluation. Emphasis includes modalities, learning styles, environments, activities, schedules, routines and adaptations to facilitate learning for all children. This course is part of a program approved by the California Department of Social Services for employment in private facilities. Textbook required.	1305.00 - Child Development/Early Care and Education C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
ECED 200	Early Childhood Education, Science and Math	36	72	36	Plan, organize and implement activities that help children develop skills, appreciation and enthusiasm for science and math. Textbook Required. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	1305.00 - Child Development/Early Care and Education C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
ECED 205	Children with Special Needs	36	81	36	This course offers a broad study of children with special needs and early childhood education as it relates to inclusion. This course covers federal and state laws and regulations, terminology and definitions, appropriate practices and intervention. This course is part of a program approved by Department of Social Services, Community Care Licensing, for employment in private facilities.	1305.20 - Children with Special Needs 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.
ECED 210	Infant-Toddler Care and Education	54	108	54	This course explores the theories, principles and practices of an infant/toddler program. Content includes respectful, responsive care giving; licensing	1305.90 - Infants and Toddlers C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					and regulation issues; and enriching, safe, healthy developmentally appropriate environments. This course is part of a program approved by the California Department of Social Services for employment in private facilities.			per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
ECED 215	Language Arts and Literacy in Early Childhood	36	72	36	This course examines the teacher's role in promoting and facilitating children's emerging literacy and language development through the use of storytelling, books, songs, flannel board stories and puppetry. This course is part of a program approved by the California Department of Social Services, for employment in a private facility.	1305.00 - Child Development/Early Care and Education C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
ECED 220	Early Childhood Education, Creative Experiences	36	81	36	In this course, students explore and experience how developmentally appropriate creative experiences can enhance children's learning while developing fine motor, creative expression and problem-solving skills. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	1305.00 - Child Development/Early Care and Education C - Occupational	2022 Summer Term	Update course hours to reflect the outside-of-class assignments as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
ECED 225	Early Childhood Education, Music and Movement	36	72	36	Explores areas of music and movement appropriate to a child's development through participating and experimenting. Textbook Required. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	1305.00 - Child Development/Early Care and Education C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
								student contact hours.
ECED 400	Child Care Supervision and Administration	54	81	54	This course covers the laws and regulations to operate a childcare center. Upon completion, the student will have learned business and management skills, health and safety, and parent/child relationship. This course is part of a program approved by the California Department of Social Services for employment in private facilities.	1305.80 - Child Development Administration and Management 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.
MEDA 101	Computers in Healthcare and EHR, Introduction	36	72	36	This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field.	1208.00 - Medical Assisting C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 100	Office Essentials	24	48	24	A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 105	Microsoft Outlook Fundamentals	12	24	12	This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and	0514.00 - Office Technology/Office Computer	2022 Summer Term	Update the outside-of-class student learning hours as

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					manage task and contact records, and customize Outlook.	Applications C - Occupational		per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 110	Business Math for Office Technology	24	48	24	Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 111	Customer Relation Management (CRM), Introduction	18	36	18	This course introduces students to customer relationship management (CRM) and its application in marketing, service, and sales. Topics will include CRM strategies aligned with business processes with using people, technology, and knowledge. The use of CRM to optimize acquisitions, customer growth and retention, gain a competitive advantage, and maximize profit.	0514.40 - Office Management C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 200	Computer Concepts and Applications II A	20	40	20	This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II A introduces students to fundamental workforce skills on the Internet, digital ethics and awareness, cloud computing and Windows.	0514.40 - Office Management C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
								student contact hours.
OTEC 201	Computer Concepts and Applications II B	20	40	20	This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II B introduces students to Microsoft Word.	0514.40 - Office Management C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 202	Computer Concepts and Applications II C	20	40	20	This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II C introduces students to fundamental workforce skills in Microsoft Excel.	0514.40 - Office Management C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 205	Computer Concepts and Applications III A	18	36	18	This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III A introduces students to fundamental workforce skills in Microsoft Access. The course will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 206	Computer Concepts and Applications III B	18	36	18	This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III B introduces students to fundamental workforce skills in Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
								noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 210	Computer Concepts and Applications I	36	72	36	This is the first course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part I introduces students to fundamental workforce skills in computers and information processing; hardware; system software; networks, security, and privacy; troubleshooting and maintenance; and application software. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.40 - Office Management C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 211	Computer Concepts and Applications II	60	120	60	This is the second course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in the internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word, and Microsoft Excel. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.40 - Office Management C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 212	Computer Concepts and Applications III	36	72	36	This is the third course in a series of three courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part III builds on the foundations learned in parts I and II and introduces students to fundamental workforce skills in Microsoft Access and Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 215	Computer Concepts and Applications IBEST	96	192	96	This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application	0514.00 - Office Technology/Office Computer	2022 Summer Term	Update the outside-of-class student learning hours as per the updated

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
						Revised Courses		
					software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	Applications C - Occupational		CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
OTEC 230	Electronic Records Management	45-54	90-108	45-54	This course introduces the fundamentals of traditional and electronic records and information management. Topics include the principles of records and information management (RIM) such as the roles within the RIM environment, the selection of filing systems and the major types of indexing (alphabetic, subject, numeric, and geographic filing systems) along with the selection of systems, equipment, and supplies; design, control, and maintenance of inactive records will be identified.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Summer Term	Update the outside-of-class student learning hours as per the updated CCCCO regulations in attendance accounting for noncredit DE courses. Update DE addendum to reflect instructor-student contact hours.
PARN 305	Building Trauma Informed Communities: Understanding LGBTQ+ Youth	12	24	12	This course will provide an understanding of the LGBTQ+ population, terminology, and stressors/traumas that potentially impact youth. Student will gain insight that will advance awareness of the challenges faced by LGBTQ+ youth and simple tools to break down barriers. Each week will involve engaging discussions and activities that incorporate empathy and affirmation to build safer spaces.	1305.60 - Parenting and Family Education D - Possible 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.
PTEC 110	Pharmaceutical Mathematics	36	50	36	Includes a review of basic mathematics focusing on its application to common pharmaceutical calculations; terminology, abbreviations and units needed to perform pharmaceutical calculations; and how to interpret pharmaceutical documents using acquired pharmaceutical math knowledge.	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 CCCCO regulations in attendance accounting for noncredit DE courses. Update

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
								the DE addendum to reflect instructor-student contact hours.
PTEC 115	Pharmacology I	36	62	36	Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the neurological, visual, auditory, integumentary, and musculoskeletal body systems. Over-the-counter drugs including antihistamines, anti-inflammatory, analgesics, vitamins and natural substances will be covered.	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 CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PTEC 120	Pharmacology II	36	62	36	Students will learn the principles of pharmacology. Students will review classifications of medicines, trade and generic names, side effects and drug interactions related to the cardiovascular, blood, respiratory, urinary, digestive, endocrine and reproductive body systems. Anti-infectives, vaccines, oncology agents, as well as fluid and electrolytes are covered.	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 CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PTEC 125	Human Relations for Healthcare Workers	36	72	36	Covers basic communications skills with emphasis on the healthcare profession. Topics include non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques.	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 CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					Revised Courses			
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48	50	48	Course covers the preparation of medications given by intravenous, epidural and subcutaneous routes of administration. The student will learn aseptic techniques, pharmacy IV calculations, drug compatibilities and stabilities, IV therapy management, and specialized equipment. The laboratory incorporates use of laminar and vertical flow hoods and computerized software for IV preparation.	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 CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48	50	48	This course is designed to provide pharmacy technician students with practical experience in a simulated out-patient pharmacy setting. It includes hands-on experience working with a computerized pharmacy management system in the retail setting, third party billing and telephone etiquette.	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 CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PTEC 300	Pharmacy Technician Practical Career Training - Entry	18	36	18	This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class meetings plus 130 hours of externship in an approved pharmacy. Class topics include professionalism, current issues in pharmacy, and work performance.	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 CCCCO regulations in attendance accounting for noncredit DE courses. Update the DE addendum to reflect instructor-student contact hours.
PTEC 310	Pharmacy Technician Certification Exam Review	36	18	36	This course is a review for the pharmacy technician certification exam. It covers the registration process and re-certification requirements, test preparation skills and stress reduction techniques, and reviews	1221.00 - Pharmacy Technology C - Occupational	2022 Summer Term	Update the outside-of-class assignments and the corresponding

Course ID	Title	In-class (contact) hours	Outside-of-class hours	Total student learning hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
					the materials contained on the exam. This course is designed as a review for individuals who have completed a pharmacy technician program or who are working pharmacy technicians.			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.
WFPR 101	Virtual Career Skills and Resource Lab	36	0	36	Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills.	4930.12 - Job Seeking/Changing Skills E - Non-Occupational	2022 Summer Term	Update DE addendum to reflect instructor-student contact hours.
WFPR 105	Build Your Career	12	0	12	Ready to get to work? This course will help you launch your career through learning how to step out of your comfort zone, network, build communication skills, explore career options and land the jobs and internships you want.	4930.12 - Job Seeking/Changing Skills E - Non-Occupational	2022 Summer Term	Update DE addendum to reflect instructor-student contact hours.

- BMGR 431, WFPR 101, and WFPR 105 were tabled.

- It was moved by Janet Williams and seconded by Megan Reeves to approve the block of courses except for BMGR 431, WFPR 101, and WFPR 105. Motion carried by unanimous vote.