The following information was omitted or changed during the 2022-2023 year. Please attach these catalog addendum changes to your current catalog.

### GENERAL EDUCATION REQUIREMENTS

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<tr>
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<th>AREA</th>
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<tr>
<td>ASSOCIATE (LOCAL)</td>
<td>C</td>
<td>COMM 170</td>
<td>APPROVED</td>
</tr>
<tr>
<td>CSUGE</td>
<td>C1</td>
<td>COMM 170</td>
<td>APPROVED</td>
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### NEW PROGRAMS

#### PATIENT CARE COORDINATOR

**CAREER/TECHNICAL (MAJOR CODE: 02319) CERTIFICATE OF ACHIEVEMENT**

Provides students with the necessary knowledge and skills to work as Patient Care Coordinators (PCC) in a variety of healthcare and ambulatory care settings. Develops strategies to assess, plan, and advocate for a patients’ healthcare needs, to monitor and coordinate patients’ treatment plans, guide them to understanding their health status, and following up with patients on their progress. Emphasizes developing compassionate, knowledgeable healthcare professionals with a collaborative and equity minded approach for the workforce. Consists of a two-part series preparing students to work as Patient Care Coordinators.

**Required Core**
- MEDOP 50 Patient Care Coordinator I 6
- MEDOP 51 Patient Care Coordinator II 6
**Total units** 12

#### PROJECT MANAGEMENT

**CAREER/TECHNICAL (MAJOR CODE: 02278) CERTIFICATE OF ACHIEVEMENT**

Organized and effective project management is an important part of the logistics necessary for success for many leaders, supervisors and managers. Project managers take the lead on key initiatives and ensure that projects meet objectives by managing people, processes, and information.

This project management certificate provides important concepts in project management, providing essential knowledge and skills needed to step into a project management role in order to advance business, governmental or personal goals. Upon completion of this certificate, students may then take additional courses to complete an AS degree in Business Management.

Please look under Business Management within the Southwestern College catalog for more information.

**Required Core:**
- BUS 126 Introduction to Business Logistics 3
- BUS 150 Principles of Management 3
- BUS 151 Principles of Operations Management 3
- BUS 239 Project Management 3
- BUS 290 Work Experience in Business I 2 - 4
**Total units** 14 - 16

#### PROGRAM MODIFICATIONS

#### BUSINESS MANAGEMENT

**CAREER/TECHNICAL (MAJOR CODE: A1151) ASSOCIATE IN SCIENCE**

Designed to provide students with key concepts for careers in business management, including the areas of administration, management, marketing, finance, entrepreneurship, supervision, banking, small business, merchandising, international trade, accounting, e-business and information systems. Explores the theories, history, principles, skills, practices, laws, ethics, and technologies governing the increasingly global business environment.

**REQUIRED CORE:**
- BUS 140 Business Law/The Legal Environment of Business 3
- BUS 142 Business Ethics---Corporate and Personal 1
- BUS 211 Communication in Business and Industry 3
- BUS 212 Business Communication 3
- BUS 290 Work Experience in Business I 2 – 4

Select ONE of the following courses of your choice from the list below:
- ACCT 7 Basic Business Bookkeeping 3
- ACCT 8 Payroll 4
- ACCT 12 Computerized Accounting 3
- ACCT 101 Principles of Accounting I 4
- CIS 122B Spreadsheet: Software 1

Select THREE of the following courses of your choice from the list below:
- BUS 120 Introduction to Business 3
- BUS 143 eStrategic Business Planning 2
- BUS 150 Principles of Management 3
- BUS 151 Principles of Operations Management 3
- BUS 152 Human Relations in Organizations 3
BUS 177 Principles of International Business 3
LDR 150 Leadership and Supervision 3
LDR 151 Human Resources and Labor Relations 3

Plus, completion of ONE of the following Certificates of Achievement before or concurrent with other program requirements:

Business Management (Major Code: B1153)
Ebusiness & Ecommerce (Major Code: C2457)
Entrepreneurship and Small Business (Major Code: A1155)
Financial and Investment Services Specialty (Major Code: B2027)
International Logistics and Transportation---Basic (Major Code: A1143)
Leadership and Supervision ---Intermediate (Major Code: 01154)
Marketing and Sales (Major Code: C2113)
+ Project Management (Major Code: 02278)

If a course is used for a certificate, that same course may be used again for the purposes of the degree.

MEDICAL LABORATORY TECHNICIAN

CAREER:TECHNICAL (MAJOR CODE: 02385)
ASSOCIATE IN SCIENCE

A medical laboratory technician performs routine clinical laboratory testing procedures to provide scientific information needed in diagnosis, prognosis, and treatment of disease. Technicians use sophisticated instrumentation for these evaluations which encompass quantitative and qualitative chemical and biological analyses of body specimens. Technicians function under the supervision of a qualified practitioner. The program prepares students for a career in Medical Laboratory Technology through the studies in humanities, social and natural sciences, and the field of Medical Laboratory Technology. Emphasis is placed on the clinical practice in the context of laboratory medicine. Graduates are eligible to take and pass a nationally recognized certification examination.

PREREQUISITES
CHEM 100 Introduction to General Chemistry 4
CHEM 110 Elementary Organic and Biological Chemistry 4
Biol 260 Human Anatomy 4
Biol 261 Principles of Human Physiology 4
Biol 265 General Microbiology 4
Math 60 Intermediate Algebra I (For Liberal Arts Majors) 4
Comm 103 Oral Communication 3
or
Comm 174 Interpersonal Communication 3
Engr 115 College Composition: Reading and Writing Analytically 4

Math proficiency as evidenced by earning a “C” or better in MATH 60 or a higher-numbered math course with equivalent content, except MATH 100 or MATH 115 which do not meet the minimum program standards. Recommend MATH 119 for students planning to transfer.

Total units 31

DEPARTMENT ACCEPTANCE INTO THE MEDICAL LABORATORY TECHNICIAN PROGRAM

FIRST SEMESTER
MLT 80 Introduction to the Clinical Laboratory Profession 2
MLT 90 Clinical Urinalysis and Body Fluids 1
MLT 90L Clinical Urinalysis and Body Fluids 0.5
MLT 100 Clinical Hematology 3
MLT 100L Clinical Hematology Laboratory 1
MLT 110 Clinical Chemistry I 3
MLT 110L Clinical Chemistry I Laboratory 1
MLT 132 Clinical Immunology 1
MLT 132L Clinical Immunology Laboratory 0.5

SECOND SEMESTER
MLT 102 Clinical Hematology, Coagulation, Urinalysis and Body Fluids Practicum 3
MLT 111 Clinical Chemistry II 3
MLT 111L Clinical Chemistry II Laboratory 1
MLT 120 Clinical Microbiology 3
MLT 120L Clinical Microbiology Laboratory 1

SUMMER
MLT 112 Clinical Chemistry Practicum 3
MLT 130 Clinical Immunohematology 3
MLT 130L Clinical Immunohematology Laboratory 1

THIRD SEMESTER
MLT 79 MLT Certification/Licensure Examination Preparation 2
MLT 121 Clinical Microbiology Practicum 3
MLT 131 Clinical Immunology and Immunohematology Practicum 3

Total units 45 39.00

NOTE: A grade of 75% (“C”) or better is required in all medical laboratory technician courses for progression and to graduate from the Medical Laboratory Technician program.

To earn an associate degree, additional General Education and Graduation Requirements must be completed.

NEW COURSES

NC 380 ESSENTIAL SKILLS FOR MANUFACTURING
HOURS: 50.0
Pass/No Pass Only
Offered: ALL

No Credit. Lecture: 30 hours, Laboratory: 20 hours. Introduces students to several skills needed in the manufacturing industry such as: print reading, CAD basics, workplace math review, and quality assurance basics. This is accomplished in a series of hourly related workshops.

NC 381 EMPLOYABILITY SKILLS FOR MANUFACTURING
HOURS: 20.0
No Credit. Lecture: 10 hours, Laboratory: 10 hours.
Course Description: Focuses on the importance of interpersonal skills, thinking skills and personal qualities in the Manufacturing Technology field. Focuses on topics such as work safety, integrity, customer service, creative/innovative thinking and problem solving. Enables students to compete in the global market.

NC 382
INTRODUCTION TO SOLID WORKS
HOURS: 40.0
Pass/No Pass Only
Offered: ALL

No Credit. Lecture: 20 hours, Laboratory: 20 hours.
Course Description: Introduces the design process and knowledge of current technology software and manufacturing machines that help to produce finished designs. Focuses on the basics of building parts, dimensioning, tolerances, manufacturing drawings and assemblies.

NC 383
LEAN MANUFACTURING
HOURS: 30.0
Pass/No Pass Only
Offered: ALL

No Credit. Lecture: 20 hours, Laboratory: 10 hours.
Course Description: Introduces methods for the elimination of waste within a manufacturing system. Addresses waste created through overburden and waste created through unevenness in the work loads.

NC 384
NUMERIC CONTROL (CNC) BASICS
HOURS: 30.0
Pass/No Pass Only
Offered: ALL

No Credit. Lecture: 10 hours, Laboratory: 20 hours.
Course Description: Covers fundamentals of machine shop theory and safe practices. Provides familiarization with tools, equipment, and practices. Students are provided classroom and laboratory learning experiences.

NC 385
ESSENTIAL SKILLS FOR MANUFACTURING MAINTENANCE
HOURS: 35.0

Pass/No Pass Only
Offered: ALL

No Credit. Lecture: 20 hours, Laboratory: 15 hours.
Course Description: Focuses and identifies the basic maintenance fundamentals and scheduled maintenance procedures. Reviews and examines accepted maintenance procedures and practices.

NC 386
MAINTENANCE CONTROLS AND PROCESSES
HOURS: 40
Pass/No Pass Only
Offered: ALL

No Credit. Lecture: 20 hours, Laboratory: 20 hours.
Course Description: Introduces basic manufacturing processes and controls. Focuses on material properties that may affect final product and design guidelines.

COURSE MODIFICATION

MLT 102
CLINICAL HEMATOLOGY, COAGULATION, URINALYSIS AND BODY FLUIDS PRACTICUM
5.0 3.0 UNITS

Laboratory: 45.0 9.0

MLT 112
CLINICAL CHEMISTRY PRACTICUM
4.0 3.0 UNITS

Laboratory: 42.0 9.0

MLT 121
CLINICAL MICROBIOLOGY PRACTICUM
5.0 3.0 UNITS

Laboratory: 45.0 9.0

MLT 131
CLINICAL IMMUNOLOGY AND IMMUNOHEMATOLOGY PRACTICUM
4.0 3.0 UNITS

Laboratory: 42.0 9.0
REACTIVATED COURSES

NC 3
SUPERVISED TUTORING
HOURS: 6.0
Offered: ALL

NC 4
COLLEGE SKILLS DEVELOPMENT: TUTORIALS
HOURS: 18.0
Offered: ALL