



Catalog 2023-2024 Addendum No.1

The following information was omitted or changed during the 2023-2024 year. Please attach these catalog addendum changes to your current catalog.

GENERAL EDUCATION APPROVALS AND REMOVALS

Reference Assist.org for updated information.

I. ASSOCIATE DEGREE

A.A./A.S. GENERAL EDUCATION REQUIREMENTS		
GE Area	Add	Delete
Area A2	Math 100	Math 60

II. CSU GE

CSU GENERAL EDUCATION BREADTH REQUIREMENTS		
GE Area	Add	Delete
Area B4, Footnote ¹	"Note: ARCH 235, BUS 183, GEOG 150 do not meet the local Mathematics competency for an Associate Degree for Transfer (ADT)."	n/a

UC TRANSFERABILITY

COURSE	STATUS
ART 159	APPROVED
BIOL 111	APPROVED
CD 278	APPROVED
ENGR 102	APPROVED
ENGR 221	APPROVED

UC TRANSFERABILITY cont.

ENGR 230	APPROVED
ENGR 261	APPROVED
ENGR 271	APPROVED
ES/A 221	APPROVED
ES/T 213	APPROVED
ES/T 214	APPROVED
FTMA 164	APPROVED
HLTH 214	APPROVED

NEW PROGRAMS

AUTOMOTIVE SERVICE CONSULTANT

CAREER/TECHNICAL (MAJOR CODE: NC027) CERTIFICATE OF COMPLETION

Required Core	Hours
NC 342 Service Advisor I	54
NC 343 Service Advisor II	54
Total units	108

AUTOMOTIVE PARTS SPECIALIST

CAREER/TECHNICAL (MAJOR CODE: NC028) CERTIFICATE OF COMPLETION

Required Core	Hours
NC 344 Parts Advisor I	54
NC 345 Parts Advisor II	54
Total units	108

BASICS OF AUTOMOTIVE TECHNOLOGY

**CAREER\TECHNICAL (MAJOR CODE: NC026)
CERTIFICATE OF COMPLETION**

This Basics of Automotive Technology certificate program includes a sequence of two noncredit courses (NC 340 and NC 341) that provide the general knowledge, skills and hands-on experience for gainful entry-level employment in an automotive repair field.

Required Core		Hours
NC 340	Basic Automotive Service I	54
NC 341	Basic Automotive Service II	54
Total units		108

COMMUNICATION STUDIES 2.0

TRANSFER PREPARATION (MAJOR CODE: 01476)
ASSOCIATE IN ARTS TRANSFER

Required Core		Units
COMM 104	Public Speaking	3
COMM 174	Interpersonal Communication	3

List A – Select three courses (9 units)

COMM 160	Argumentation and Debate	3
COMM 170	Oral Interpretation of Literature	3
COMM 176	Intercultural Communication	3
COMM 200	Introduction to Mass Communication and Society	3

OR

JOUR 101	Introduction to Mass Communication and Society	3
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List B – Select a minimum of 3 units below or any course from List A not already used (3-5 units)

COMM 103	Oral Communication	3
JOUR 151	News Reporting and Writing	3
COMM 262	Forensics Workshop I: Rookie Individual Events	2
COMM 263	Forensics Workshop II: Novice Individual Events	2
COMM 272	Forensics Workshop I: Rookie Debate	2
COMM 273	Forensics Workshop II: Novice Debate	2
Total units		18-20

**CUSTOMER SERVICE:
EFFECTIVE COMMUNICATION
APPROACHES**

**CAREER\TECHNICAL (MAJOR CODE: NC036)
CERTIFICATE OF COMPLETION**

Service is the keystone to all successful businesses. Communication is the keystone to human interactions. Review and practice of core principles, knowledge and skills for effective workplace communication are essential to good customer service. This Customer Service: Effective Communication Approaches certificate includes three noncredit courses (NC 1002, NC 1003 and NC 1006) that provide general knowledge, skills and awareness around

customer appreciation, effective and positive communication, and strategies for dealing with challenging work issues and conflict.

Required Core		Hours
NC 1003	Patient Care Coordinator I	6
NC 1006	Patient Care Coordinator II	6
NC 1002	Customer Service: Customer Appreciation	6
Total units		18

**CUSTOMER SERVICE:
EFFECTIVE TEAMS**

**CAREER\TECHNICAL (MAJOR CODE: NC035)
CERTIFICATE OF COMPLETION**

Customer service is a keystone to all successful businesses. Teamwork among employees and leaders is essential to internal and external customer service and satisfaction. This Customer Service: Effective Teams certificate includes three noncredit courses (NC 1070, NC 1073 and NC 1074) that provide students with general knowledge, skills and awareness for being both a team leader and team player, making decisions from a big picture perspective, and supporting attitudes and behaviors that promote positive outcomes and assure good customer service.

Required Core		Hours
NC 1070	Customer Service: Decision Making and Problem Solving	6
NC 1073	Customer Service: The Right Attitude	6
NC 1074	Customer Service: Team Building	6
Total units		18

LOGISTICS DATA ANALYST

**CAREER\TECHNICAL (MAJOR CODE: 02920)
CERTIFICATE OF ACHIEVEMENT**

This certificate specializes in creating value for logistics operations through data analyzing. Upon completion of this certificate students will be data-driven logistics professionals who evaluate an organization's physical and informational assets, thus creating company value that reduces inefficiencies and consumes profits.

Required Core		Units
BUS 126	Supply Chain Logistics Technology	3
BUS 177	Principles of International Business	3
BUS 183	Business Mathematics	3
GEOG 145	Introduction to Mapping and Geographic Information Systems (GIS)	3
CIS 101	Introduction to Business Information Systems	4
Total units		16

**LOGISTICS OPERATIONS
SPECIALIST**

**CAREER\TECHNICAL (MAJOR CODE: 02922)
CERTIFICATE OF ACHIEVEMENT**

This certificate introduces a specialized approach to effectively and efficiently manage global supply chains, distribution and fulfillment centers. Upon completion of this certificate students will be certified in Enterprise Resource Planning (ERP) and Lean 6 Sigma white/yellow belt and have the ability to implement its methodologies, and common principles to effectively manage global supply chains and distribution and fulfillment center operations.

Required Core	Units
BUS 173 Distribution Centers and Lean 6 Sigma	3
BUS 126 Supply Chain Logistics Technology	3
BUS 239 Project Management	3
<u>LDR 150 Leadership and Supervision</u>	<u>3</u>
Total units	12

**SUPPLY CHAIN
FUNDAMENTALS**

**CAREER\TECHNICAL (MAJOR CODE: 02921)
CERTIFICATE OF ACHIEVEMENT**

This certificate introduces the foundational concepts of distribution and fulfillment centers. Upon completion of this certificate students will be certified in Enterprise Resource Planning (ERP) and Lean 6 Sigma white/yellow belt and have the ability to implement its methodologies, and common principles to effectively manage lean distribution and fulfillment operations.

Required Core	Units
BUS 173 Distribution Centers and Lean 6 Sigma	3
BUS 126 Supply Chain Logistics Technology	3
<u>LDR 150 Leadership and Supervision</u>	<u>3</u>
Total units	9

PROGRAM DISCONTINUANCE

PROGRAM TITLE	PROGRAM AWARD	MAJOR CODE
Communication Studies	Associate in Arts Transfer	01475
Business Administration	Associate in Science Transfer	01105