

**Curriculum & Instruction  
Recommendations  
03/07/22**

Office of the Vice Chancellor of  
Academic Affairs

Presented and Approved at Board Meeting of March 22, 2022

**Berkeley City College**

**College of Alameda**

**Laney**

**Merritt**

BERKELEY CITY COLLEGE

March 7, 2022

CIPD Agenda

Process Title	Discipline	Course Number	Full Course Title	Effective Term	Units	Hours	Grading	Prerequisites	Catalog Description	TOP Code	Justification	List of Changes	DE note	Consultation	Notes	CIPD Action
BCC Course - Update	SOC	1	Introduction to Sociology	Spring 2023	3	3 hours lecture	(GR or P/NP)	RECOMMENDED PREPARATION: ENGL 001A or ENGL 001AS  Formerly: RECOMMENDED PREPARATION: ENGL 001A	Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics.	2208.00	Meets AA degree and Transfer requirements.  Course update with the following changes: 1. Requisites 2. Lecture/Lab Content 3. Texts, Readings, and Materials	1. Requisites 2. Lecture/Lab Content 3. Texts, Readings, and Materials  CC date 10/7/21	FO, PO, OFI in all circumstances continues	N/A	District-wide addition of ENGL 001AS to all outlines that have ENGL 001A. This course is active at all campuses.	Endorsed

COLLEGE OF ALAMEDA

March 7, 2022

CIPD Agenda

Process Title	Discipline	Course #	Full Course Title	Effective Date	Units	Hours	Grading	Requisites	Catalog Description	Top Code	Justification	List of Changes	DE Addendum	CC approval dates	Consultation	CIPD Action
Course Reactivation	CIS	73	Networking Concepts	Spring 2023	4	Lecture: 3 hours Lab: 3 hours	Both Letter Grade or Pass/No Pass	Prerequisite: CIS 001; or CIS 005	Networking concepts: Network architecture, hardware, software, concepts, protocols and standards.	708.1	Re-activating course for new IT Technician Certificate of Achievement Program		PO, OFI, FO under all circumstances	CC approved on 02/01/2022	N/A	Endorsed
Course Update	BUS	119	Inventory Management Formerly: Introduction to Inventory Management	Spring 2023	3	Lecture: 3 hours Lab: 3 hours	Letter Grade Only	N/A	Introduction to practices for managing inventory of large quantities: Exploration of fundamental differences between manufacturing inventories of finished goods in retail and work-in-process; presentation of real-time information in order to maximize productivity in key areas from physical control and process flow to problem identification and resolution. Formerly: Introduction to practices for managing inventory of large quantities: Exploration of fundamental differences between manufacturing inventories of finished goods in retail and work-in-process; presentation of real-time information in order to maximize productivity in key areas from physical control and process flow to problem identification and resolution.	505.00		Title change, min duration less than 6 weeks, DE 100%, general course updates. Existing course taught only at CoA, consultation not needed	PO, OFI, FO under all circumstances	CC approved on 02/01/2022	N/A	Endorsed

COLLEGE OF ALAMEDA

March 7, 2022

CIPD Agenda

Course Update	BUS	120	Leadership in Business Logistics Formerly: Principles of Leadership in Logistics	Spring 2023	3	Lecture: 3 hours Lab: 3 hours	Letter Grade Only	N/A	Principles of Leadership in Logistics: Theory needed to become effective business leaders; investigation of contemporary leadership theory and practices locally and globally; examination of models of leadership vision, courage, and innovation with a focus on global logistics' issues. Formerly: Principles of Leadership in Logistics: Theory needed to become effective business leaders; investigation of contemporary leadership theory and practices locally and globally; examination of models of leadership vision, courage, and innovation with a focus on global logistics' issues.	505.00		Title change, min duration less than 6 weeks, DE 100%, general course updates. Existing course taught only at CoA, consultation not needed	PO, OFI, FO under all circumstances	CC approved on 02/01/2022	N/A	Endorsed
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COLLEGE OF ALAMEDA

March 7, 2022

CIPD Agenda

Course Update	CIS	223A	Introduction to Microsoft Word I Formerly: Introduction to Microsoft Word	Spring 2023	1	Lecture: 0.75 Hours Lab: 0.75 hours	Both Letter Grade or Pass/No Pass	N/A	Basic understanding of fundamentals of word processing with Microsoft Word: Introduction to creating, formatting, and editing a Word document; preparation for the Microsoft Office User Specialist exam for MS Word. Formerly: A short introductory course in word processing using Microsoft Word. Covers basic utilities such as open, close, save, and print. Word processing topics include creating documents, editing, text and printing formatting techniques, spell checking, assimilating graphs and tables in documents.	702.1		Updated title and course description, updated general course information. Existing course taught only at CoA, consultation not needed	PO, OFI, FO under all circumstances	CC approved on 02/01/2022	N/A	Endorsed
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COLLEGE OF ALAMEDA

March 7, 2022

CIPD Agenda

Course Update	CIS	223B	Introduction to Excel	Spring 2023	1	Lecture: 0.75 Hours Lab: 0.75 hours	Both Letter Grade or Pass/No Pass	N/A	Basic understanding of Microsoft Excel spreadsheet design: Introduction to the foundation of creating, editing, and modifying of basic spreadsheets; understanding basic MS Excel concepts for appropriate problem-solving techniques; preparation for the Microsoft Office User Certification exam for Excel. Formerly: A short introductory course in computerized spreadsheets using Microsoft Excel. Covers basic utilities such as open, close, save and print. Spreadsheet topics include formulas & functions, creating charts, and formatting commands for setting up worksheets.	702.1		Updated course description, updated general course information. Existing course taught only at CoA, consultation not needed	PO, OFI, FO under all circumstances	CC approved on 02/01/2022	N/A	Endorsed
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COLLEGE OF ALAMEDA

March 7, 2022

CIPD Agenda

Course Update	CIS	223C	Introduction to Microsoft Access I Formerly: Introduction to Access	Spring 2023	1	Lecture: 0.75 Hours Lab: 0.75 hours	Both Letter Grade or Pass/No Pass	N/A	Basic understanding of fundamental relational database design and management: Introduction to building tables, forms, queries, and reports; preparation for the Microsoft Office User Specialist exam for MS Access. Formerly: A short introductory course in database management using Microsoft Access. Covers basic utilities such as open, close, save and print. Database topics include creating, maintaining, organizing, sorting, and presenting data using querying, forms and reports functions.	702.1		Updated title and course description, updated general course information. Existing course taught only at CoA, consultation not needed	PO, OFI, FO under all circumstances	CC approved on 02/01/2022	N/A	Endorsed
Course Update	CIS	223D	Introduction to MS PowerPoint I Formerly: Introduction to PowerPoint	Spring 2023	1	Lecture: 0.75 Hours Lab: 0.75 hours	Both Letter Grade or Pass/No Pass	N/A	Basic understanding of fundamental presentation graphics software using Microsoft Powerpoint: Introduction to creating, editing, modifying, producing, and formatting Powerpoint presentations; applying appropriate problem-solving techniques in the slide presentation production process. Formerly: A short introductory course in presentation graphics software. Covers basic concepts such as creating on-screen slides using graphics, tables, charts, and formatted text.	702.1		Updated title and course description, updated general course information. Existing course taught only at CoA, consultation not needed	PO, OFI, FO under all circumstances	CC approved on 02/01/2022	N/A	Endorsed

COLLEGE OF ALAMEDA

March 7, 2022

CIPD Agenda

Course Update	SOC	1	Introduction to Sociology	Spring 2023	3	3 hours lecture	Both Letter Grade or Pass/No Pass	RECOMMENDED PREPARATION: ENGL 001A or ENGL 001AS  Formerly: RECOMMENDED PREPARATION: ENGL 001A	Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics.	2208		District wide update: Prerequisites	PO, OFI, FO under all circumstances	CC approved on 11/16/2021		Endorsed
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COLLEGE OF ALAMEDA

March 7, 2022

CIPD Agenda

Course Update	DENTL	228B	Clinical Rotation Externship Formerly: Clinical Rotations and Review	Fall 2022	6.00	Lab: 18 hours	Letter Grade Only	Prerequisites: DENTL 220A, and DENTL 220B, and DENTL 221, and DENTL 222, and DENTL 223, and DENTL 224A, and DENTL 225, and Corequisites: DENTL 224A, and DENTL 226, and DENTL 227, and DENTL 229	Application of practical chairside skills in clinical rotations at private dental offices and local dental schools: Manipulation of dental materials, front office skills, and care of the dental patient during dental procedures.	1240.10	Course title changed from Clinical Rotations and Review to Clinical Rotation Externship to differentiate from DENTL 228A	Course title change	PO, OFI, FO under all circumstances	CC approved on 11/16/2021		Endorsed
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LANEY COLLEGE

March 7, 2022

CIPD Agenda

Process Title	Discipline	Course Number	Full Course Title	Effective Term	Units	Hours	Grading	Prerequisites	Catalog Description	TOP Code	Justification	List of Changes	DE note	Consultation	CIPD Action
LAN Course - Update	ATHL	041	Intercollegiate Women's Swimming & Diving Team	Spring 2023	3	10 hours lab	(GR or P/NP) Formerly: (GR only)	PREREQUISITE: Non Course Requirement- Swim 1 lap (25 yards) with out stopping. Formerly: Prerequisite: Non-course requirement- To pass the intermediate swim test. Swim 2 laps (25 yards) without stopping and to tread water for 1 full minute.	Fundamentals of intercollegiate competition: Team competition in swimming and/or diving; advancing skills in the four competitive strokes; for diving, progressions on the one meter and three meter boards.	0835.55	To develop individual swimming and/or diving skills for intercollegiate competition. To develop the mental, physical, and social skills through team development and athletic competition.	1. Grading 2. Prerequisites 3. DE updated	N/A	Only at LAN	Endorsed

LANEY COLLEGE  
 March 7, 2022  
 CIPD Agenda

LAN Course - Update	ATHL	042	Technique and Conditioning for Intercollegiate	Spring 2023	1	4 hours lab	(GR or P/NP)	RECOMMENDED PREPARATION: Non-course requirement- Ability to pass intermediate swim test. I.e: swim 1 lap without stopping. Formerly: RECOMMENDED PREPARATION: Non-course requirement- Ability to pass Intermediate swim test. I.e: swim 1 lap without stopping and tread water for 1-2 min.	Fundamental of Intercollegiate competition: Specific techniques and conditioning for swimming; advanced drills, strength, flexibility and cardiovascular development.	0835.55	This course prepares student athletes with skill technique for athletic competition and is a part of the aquatics program.	1. Requisites 2. DE updated	N/A	Only at LAN	Endorsed
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LANEY COLLEGE  
 March 7, 2022  
 CIPD Agenda

LAN Course - Update	SOC	001	Introduction to Sociology	Spring 2023	3	3 hours lecture	GR or P/NP)	RECOMMENDED PREPARATION: ENGL 001A or ENGL 001AS Formerly: RECOMMENDED PREPARATION: ENGL 001A	Basic concepts, theoretical approaches, and methods of sociology; Analysis and explanation of social structure, group dynamics, socialization, and the self, social stratification, culture and diversity, social change and global dynamics.	2208.00	Meets AA degree and transfer requirements. Course update with the following changes: Requisites	1. Requisites	PO, PO, OFI, in all circumstances continues	District-wide addition of ENGL 001AS to all outlines that have ENGL 001A. This course is active at all camps.	Endorsed
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LANEY COLLEGE

March 7, 2022

CIPD Agenda

LAN Course - Update	SOC	008	Crime and Deviance	Spring 2023	3	3 hours lecture	(GR or P/NP) Formerly: (GR only)	None	Sociological exploration of the nature, extent, and causes of crime and deviance: Corporate crime, property and violent crime, drug culture, sex work, the criminal justice system, stigmatization, and the socio-political impact of crime and deviance.		Meets AA/GE and transfer requirements. Formerly: This course will be part of the sociology department at Laney. It will be one of several electives that students can take.	1. Grading 2. Justification 3. Added DE	FO, PO, OFI in all circumstances	N/A	Endorsed
LAN Course - Update	THART	041	Introduction to Stage Lighting	Spring 2023	3	2 hours lecture, 3 hours lab	(GR only)	None	Study and execution stage lighting: Emphasis on equipment, control, color and their relationship to design.	1006.60 - Technical Theater Formerly: 1007.70 - Dramatic Arts	Required for the Theatre Arts major	1. TOP CODE 2. Justification 3. Added DE	FO, PO, OFI in emergency circumstances only	Only at LAN	Endorsed

LANEY COLLEGE

March 7, 2022

CIPD Agenda

LAN Course - Update	WELD	203D	Certification Gas Tungsten Arc Welding (TIG)	Spring 2023	3	2 hours lecture, 3 hours lab	(GR or P/NP) Formerly: (GR only)	PREREQUISITE: WELD 203A	Gas Tungsten Arc Welding (GTAW): Safe welding practices, personal protective equipment (PPE), material safety data sheets (MSDS), defects, equipment and weld procedures. Laboratory includes certification testing and practice.	956.65	The Welding Department curriculum requires a course to facilitate the GTAW certification process. This course will serve two purposes: 1) The course will provide students the opportunity to practice and develop skills using the GTAW process. 2) The course will allow students to attempt an AWS GTAW certification test.	1. Repeatability	N/A	Justification of Repeatability - Class design to certify or renew weld certifications that expire 6 months. Certifications are required for performing Code specific work. Legally mandated [55040(b)(8)] licensure standards [55040(b)(9)]; certified in different materials, position, geometry, & codes;	Endorsed
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LANEY COLLEGE  
 March 7, 2022  
 CIPD Agenda

LAN Course - Deactivation	FREN	030B	Beginning Conversational French (Continuation	Spring 2023	3	3 hours lecture	(GR or P/NP)	PREREQUISITE: FREN 030A	Continuation of FREN 30A: Introduction to speaking simple, modern French and to modern French culture; vocabulary and mastery of structure through focus on application rather than on traditional terminology.	1102.2	Adjunct course to university transfer language courses	Permanent deactivation	N/A	N/A	Endorsed
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MERRITT COLLEGE

March 7, 2022

CIPD Agenda

Process T	Discipline	Course #	Full Course Title	Effective Term	Units	Hours	Grade	Requisites	Catalog Description	Top Code	Justification	List of Changes	DE Addendum	Consultation	Notes	CIPD Action
MC New Course	BUS	229	Stock Market Investing	Spring 2023	3	3 hours lecture	GR or P/NP	n/a	Stock Market Investing: Fundamentals of the stock market system, concepts, definitions and principles; investment strategies for short-term and long-term profit; portfolio management and risk of investment holdings.	0599.00 - Other Business and Management	The stock market has become known as a popular yet risky place to invest in. Many risks and opportunities are available for investors of all styles and kinds, and traders alike. Any novice stock market investor needs to develop a series of skillsets and a comprehensive understanding of the risk they are facing in the market. More than 80 million individuals are actively trading and investing in the stock market. On a self-directed fashion just in the USA. Yet there is a huge gap of financial and investment literacy amount Millenials and Generation Z. This course plans to shed a light on the unknowns of the stock market which would make it vague, unclear and sometimes scary to get involved with. Risk aversion of many individuals is coming from the lack of knowledge and literacy about trading and investing in the stock market. There is also a	MCCC approved 1/27/2022	DE addendum (regular and emergency FO)	Consultation attached	This course was previously offered by CoA	Endorsed

MERRITT COLLEGE

March 7, 2022

CIPD Agenda

MC Course Modification	ESOL	512	Reading and Writing 2	Spring 2023	0	6 hours	Both P/	Prerequisite: Placement through multiple measures assessment process or Recommended Prep: ESOL 251A or ESOL 251B or ESOL 511  Formerly: Recommended Preparation: ESOL 251A or ESOL 251B or ESOL 511 or Placement through multiple measures assessment test.	Intermediate level of reading and writing: Academic vocabulary and critical thinking skills using intermediate-level ESOL reading materials; expanding paragraphs into simple narratives and essays.	4930.08 - English as a Second Language - Integrated	Intermediate level of reading and	RequisitesMCC	DE addendum (regular and emergency FO/PO/OFI)	District wide		Endorsed
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MERRITT COLLEGE

March 7, 2022

CIPD Agenda

MC Course Modification	SOC	1	Introduction to Sociology	Spring 2023	3	3 lecture	GR or P	Recommended Preparation: ENGL 1 ENGL 1AS  Formerly: Recommended Preparation: ENGL 1	Basic concepts, theoretical approaches, and methods of sociology: Analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and global dynamics.  Formerly: Basic concepts, theoretical approaches, and methods of sociology: Emphasis on analysis and explanation of social structure, group dynamics, socialization and the self, social stratification, culture	2208.00 - Sociology	This introductory course surveys	RequisiteDescr	n/a	District wide	Endorsed
MC Course Deactivation- Peoplesoft Cleanup	BIOL	60D	NAT HIST/FALL HERPETOLOGY	Spring 2023	variable 1-2	variable -1-2 lecture	GR or P/NP	n/a	Field Updated Needed	0408.00 Natural History	BIOL 60D was used before, inactive in COCI # CCC000514063 and active in PS, last time scheduled on Fall 2015. Therefore, we need to deactivate the PS course and choose different sereis for this one such as 60E	MCCC approved 2/10/2022	n/a	n/a	Endorsed

PROGRAM PROPOSALS

March 7, 2022

CIPD Agenda

College	Proposal Type	Program Title	Award Type	Effective Term	Discipline	TOP Code	Justification/ List of changes	Curriculum Approval Date	Consultation	CIPD Action
COA	New Program	POSCI	Certificate of Achievement	Fall 2022	Law School Pathway	2207.00	N/A	9/21/2021		Endorsed
MC	New Program	Digital Investment	Certificate of Achievement	Fall 2023	BUS	0501.00	<p>This program will serve the Merritt Business Department as an important update for providing students with relevant business curriculum that is aligned with job market demand and increasing the enrollment of business students in the department. This program will act as a career path opener in the financial industry as well as digital currency and blockchain industry. Students will be able to complete this certificate within 1-2 semesters.</p> <p>The Digital Investment Certificate of Achievement with a program goal of CTE prepares students for employment immediately upon completing the program and/or upgrading employment skills. There are numerous entry-level roles in the public, private, and non-profit sectors for Digital Investment and Financial industries. As a result of COVID-19, due to the new change in strong demand of the public and forming a new paradigm in final laws prosperity and literacy, this proposal is put forward to address the immense demand of the public and in particular younger generations in taking charge of their financial destiny.</p> <p>High interest of the public in learning more about the financial and capital market would need a solid foundation in learning the fundamentals and basics of how the financial market works, how technology works and how to benefit from all of them at once. This</p>	2/10/2022		Endorsed
MC	Program Correction	Computer Project Management	Certificate of Achievement	Fall 2023	CIS	11.1005*	CIS 469 corrected to COPED 469	2/24/2022		Endorsed

## COURSE DE INFO ONLY

March 7, 2022

CIPD Agenda

Process Title	Discipline	Course #	Full Course Title	Effective Term	DE Addendum	Curriculum Committee Approval
COA Course Update-informational	COMM	19	Survey of Mass Media	8/1/2022	PO, OFI, FO under all circumstances	CC approved 03/01/2022
COA Course Update-informational	COMM	20	Interpersonal Communication Skills	8/1/2022	PO, OFI, FO under all circumstances	CC approved 03/01/2022
COA Course Update-informational	LRNRE	211	Computer Access	8/1/2022	PO, OFI, FO under all circumstances	CC approved 03/01/2022
COA Course Update-informational	LRNRE	213A	Improving Cognitive Skills	8/1/2022	PO, OFI, FO under all circumstances	CC approved 03/01/2022
COA Course Update-informational	LRNRE	213B	Improving Cognitive Skills	8/1/2022	PO, OFI, FO under all circumstances	CC approved 03/01/2022
COA Course Update-informational	LRNRE	266	Preparing for Employment	8/1/2022	PO, OFI, FO under all circumstances	CC approved 03/01/2022
COA Course Update-informational	LRNRE	268	Money Management	8/1/2022	PO, OFI, FO under all circumstances	CC approved 03/01/2022
LAN DE Course Update	ATHL	45	Fundamentals of Intercollegiate Diving	Summer 2022	PO, OFI in emergency circumstances only	2.4.2022
LAN DE Course Update	E/ET	202	Fundamentals of Electricity for ECT	Summer 2022	FO, PO, OFI in all circumstances	2.4.2022
LAN DE Course Update	E/ET	206	Cabling Technician	Summer 2022	FO, PO, OFI in all circumstances	2.4.2022
LAN DE Course Update	E/ET	225	Audio & Video Technology	Summer 2022	FO, PO, OFI in all circumstances	2.4.2022
LAN DE Course Update	E/ET	231	Mechatronics & Electric Motor Control	Summer 2022	FO, PO, OFI in all circumstances	2.4.2022
LAN DE Course Update	E/ET	233	Electrician State Exam Preparation	Summer 2022	FO, PO, OFI in all circumstances	2.4.2022
LAN DE Course Update	GEOG	18	California Geography	Summer 2022	FO in emergency circumstances only	2.4.2022

COURSE DE INFO ONLY

March 7, 2022

CIPD Agenda

LAN DE Course Update	LABST	13	Economics for Labor and Community Leadership	Summer 2022	FO, PO, OFI in all circumstances	2.4.2022
LAN DE Course Update	POSCI	21	Overview of the California Court System and State Law	Summer 2022	FO, PO, OFI in all circumstances	2.4.2022
LAN DE Course Update	SOC	8	Crime and Deviance	Summer 2022	FO, PO, OFI in all circumstances	2.4.2022
LAN DE Course Update	THART	41	Introduction to Stage Lighting	Summer 2022	FO, PO, OFI in emergency circumstances only	2.4.2022
MC New Course- DE Addendum, Information Only	BUS	229		Fall 2022	DE addendum (regular and emergency FO)	44588
MC New Course- DE Addendum, Information Only	BIOSC	31		Spring 2022	DE addendum (regular and emergency FO, PO, OFI)	44588
MC Course Modification- DE Addendum, Information Only	COPEDFor	469		Spring 2022	DE addendum (regular and emergency FO, PO, OFI)	44616