

2 Year Program Review (CE Programs)

Education Code section 78016 requires that colleges review the effectiveness of CE programs every two years. In order to meet this requirement, this form must be completed every two years on a rotational basis determined by the Curriculum Committee. Please discuss as a department, fill out the form, obtain chair and dean signatures, and **submit to Scheduling Center** (centersh@butte.edu) for approval by the Technical Review Committee.

Resources:

- Bureau of Labor Statistics (National): <http://www.onetonline.org>
- COE Cyber Security: <https://coeccc.net/>
- EDD Labor Market Data (State): www.labormarketinfo.edd.ca.gov
 - LMI by customer, LMI by geography, LMI by industries and occupations

Program Name: Public Safety Education and Training Center

Describe how your program:

1. Continues to meet a documented labor market demand (include relevant labor market data)

The program consists of face-to-face classroom and manipulative skills training in the law enforcement and fire academies, as well as online and face-to-face degree classes in administration of justice and fire science. The academies are operating at near capacity, and the degree classes are usually full with wait lists. The robust health of the program has steadily grown following COVID and is now holding at capacity. Labor market statistics ([onetonline.org](http://www.onetonline.org) and ([labormarketinfo.edd](http://www.labormarketinfo.edd.ca.gov)) reveal that all California counties remain understaffed in law enforcement officer positions, indicating that staffing is 3.2% lower than 2020 findings. Continuing attrition rates (4.5%) are blamed for the understaffing.

	<u>Fire Services</u>	<u>Law Enforcement</u>
California Average Annual Salary	\$83,400	\$85,600 – Over \$100,000
National Average Annual Salary	\$59,530	\$76,290
California Projected Employment (2034)	27,000	84,474
California Projected Growth (2024- 2034)	3=4%	3%
California projected Job Openings (2024-2034)	2,060	53,700

2. Does not represent unnecessary duplication of other manpower training programs in the college's service area (List similar programs by name, or N/A, for each community college in our region: College of the Redwoods, College of the Siskiyous, Feather River College, Lake Tahoe Community College, Lassen Community College, Mendocino College, and Shasta College)

Fire Services

The Office of the State Fire Marshal (SFM) assesses the need to approve applications for additional academies throughout the State to control potential infringement on existing academies. College of the Redwoods (Eureka), Yuba College (Marysville), College of the Siskiyous (Weed), Shasta College (Redding), and Lassen College (Susanville) all offer fire programs in our service area. Each presenter has a slightly different emphasis in their programs attracting applicants with different personal or career needs.

Law Enforcement

The California Commission on Peace Officer Standards and Training (POST) assesses the need to approve applications for additional academies throughout the State to control potential infringement on existing academies. POST allows presenters to provide training in either an intensive or extended (modular) format. To accommodate personal student needs. Our program is presented in an intensive format. Our nearest

neighboring presenters, Yuba College and College of the Siskiyous, are both modular presenters, thereby ensuring that no potential infringement in academy training exists.

3. Is of demonstrated effectiveness as measured by the employment and completion success of its students
(include completion and employment data for your program)

Tracking employment for our degree recipients in our Administration of Justice and Fire Science degree programs is difficult because their career pathways following graduation are diverse.

Fire Services

Our Fire Academy completion rate is 97% and 97% of those completing are immediately employed as seasonal firefighters. 82% become employed as full-time firefighters as reflected in our program records dating back several years. These rates increased following a curriculum modification that included the addition of a prerequisite showing satisfactory completion of an Emergency Medical Responder course prior to academy enrollment.

Law Enforcement

99% of our current academy students are employed by a law enforcement department and fully sponsored by those departments for entry into our academy program. Following completion of our program, these students are immediately placed into field training programs by those departments, for the second required phase of their training. Our completion rate is likewise 99%.

Department Chair signature: 
Don Beasley (May 1, 2026 10:16:57 PDT)
(Your signature certifies that all faculty members in the program have participated in this review)

Dean signature: 

Curriculum Committee Chair: 
Patrick McDougall (May 1, 2026 10:36:04 PDT)

Date Approved: 05/01/2026

2 Year Program Review (CTE Programs)

Education Code section 78016 requires that colleges review the effectiveness of CE programs every two years. In order to meet this requirement, this form must be completed every two years on a rotational basis determined by the Curriculum Committee. Please discuss as a department, fill out the form, obtain chair and dean signatures, and submit to Scheduling Center (centersh@butte.edu) for approval by the Technical Review Committee.

Resources

- Bureau of Labor Statistics (National) <http://www.onetonline.org>
- EDD Labor Market Data (State) www.labormarketinfo.edd.ca.gov
 - LMI by customer, LMI by geography, LMI by industries and occupations

Program Name: Paramedic (1343.01)

Describe how your program:

1. Continues to meet a documented labor market demand (please include relevant labor market data)

In California, the number of Paramedics has a projected growth of 14% (O*Net Online) from 2022-2032. This includes a projected employment of 5,800 Paramedics by 2032. There is an annual projection of 320 job openings in California. California is well above the 5% National trend. From 2024-2034, there is an estimated projection of 4,900 job openings nationally.

2. Does not represent unnecessary duplication of other manpower training programs in the college's service area (please list similar programs by name, or N/A, for each community college in our region: Feather River, Lassen, Mendocino, College of the Redwoods, Shasta, and College of the Siskiyous)

	Certificate of Achievement	AS - Paramedic
Feather River College	N/A	N/A
Lassen College	N/A	N/A
Mendocino College	N/A	N/A
College of the Redwoods	X	X
Shasta College	N/A	N/A
College of the Siskiyous	X	X

3. Is of demonstrated effectiveness as measured by the employment and completion success of its students
(please include completion and employment data for your program)

In the 2024-2025 academic year, the following certificates and degrees were awarded:

Certificate of Achievement - Paramedic	AS - Paramedic	Course Completion Certificate - EMT
25	4	223

In the 2023-2024 academic year, the following certificates and degrees were awarded:

Certificate of Achievement - Paramedic	AS - Paramedic	Course Completion Certificate - EMT
18	8	130

Over the past five years, paramedic program retention rates have averaged 82%, National Registry licensing exam pass rates were 98%, and job placement after licensing has been 100%.

Department Chair signature: 
Lisa Gunn (Apr 30, 2026 11:46:09 PDT)

(Your signature certifies that all faculty members in the program have participated in this review)

Dean signature: 

Curriculum Committee Chair: 
Patrick McDougall (Apr 30, 2026 12:12:04 PDT)

Date Approved: 04/30/2026

2 Year Program Review (CE Programs)

Education Code section 78016 requires that colleges review the effectiveness of CE programs every two years. In order to meet this requirement, this form must be completed every two years on a rotational basis determined by the Curriculum Committee. Please discuss as a department, fill out the form, obtain chair and dean signatures, and **submit to Scheduling Center** (centersh@butte.edu) for approval by the Technical Review Committee.

Resources:

- Bureau of Labor Statistics (National): <http://www.onetonline.org>
- COE Cyber Security: <https://coeccc.net/>
- EDD Labor Market Data (State): www.labormarketinfo.edd.ca.gov
 - LMI by customer, LMI by geography, LMI by industries and occupations

Program Name: Respiratory Care

Describe how your program:

1. Continues to meet a documented labor market demand *(include relevant labor market data)*

Our program continues to meet demand for a career that is facing an aging population, a large group of retirees, and an increased incidence of respiratory disorders. Current national projections indicate a 14% growth in respiratory therapy jobs by 2031. State wide, the average % change for RT positions is up to 8.5%.

2. Does not represent unnecessary duplication of other manpower training programs in the college's service area *(List similar programs by name, or N/A, for each community college in our region: College of the Redwoods, College of the Siskiyous, Feather River College, Lake Tahoe Community College, Lassen Community College, Mendocino College, and Shasta College)*

None of the community colleges in our region offer a respiratory care program. The closest program to the north of us is Oregon Institute of Technology in Klamath Falls, Oregon. The closest program to the south of us is American River College in Sacramento.

3. Is of demonstrated effectiveness as measured by the employment and completion success of its students *(include completion and employment data for your program)*

In the past 2 years, our program has graduated 32 students. 88% of those graduates currently hold jobs as respiratory therapists.

Department Chair signature: Lisa Gunn

Digitally signed by Lisa Gunn
Date: 2026.03.31 13:17:36 -07'00'

(Your signature certifies that all faculty members in the program have participated in this review)

Dean signature:

Lisa Ward

Curriculum Committee Chair:

Patrick McDougall
Patrick McDougall (Apr 30, 2026 09:05:35 PDT)

Date Approved:

04/30/2026

BCEA Contract Article 7.1: The District shall have a WSCH/FTE target of 530
(A WSCH target of 530 translates to an average per section student cap of 35)

[illegible]

A: Safety and Compliance Factors Influencing the Enrollment Cap

- If you entered "Yes" to any of the above, **STOP HERE**. If you answered "No" to all of the elements above, complete Section B.

B: Instructional and Academic Factors Influencing the Enrollment Cap

1 Total amount of graded work required per week (in pages).

☐ 15+

☐ 13-15

☐ 10-12

☐ 6-9

☐ 0-5

Answer Yes, No or enter rank and provide an explanation

2 Standards outside of the college calling for specific student-teacher ratios (example: nursing, police, fire).

☐ Substantial

☐ Above Average

☐ Average

☐ Below Average

☐ Minimal

Explain:

3 Discussion/group participation is required and graded.

☐ Yes

☐ No

If "Yes", explain:

4 Every student is evaluated individually on a set of skills (e.g., technical competencies, presentation skills,

☐ Yes

☐ No

If "Yes", explain:

5 Course is designed for a special population of students who require a smaller class size to achieve the goals and intent of the course.

☐ Yes

☐ No

If "Yes", explain:

6 Course is designed for underprepared students who may need additional attention or assistance.

☐ Yes

☐ No

If "Yes", explain:

7 Course outcomes anticipate demand of more higher order, complex thinking skills from students who may therefore need additional guidance from the instructor.

☐ Yes

☐ No

If "Yes", explain:

8 Additional Considerations:

9 Please include comparable course ped caps from similar colleges, as available (attach).

Completed by: Laurie Bowles 5.21.26

OI approved 5.4.26

Pedagogical Cap Considerations

BCEA Contract Article 7.1: The District shall have a WSCH/FTE target of 530
(A WSCH target of 530 translates to an average per section student cap of 35)

Without a preponderance of evidence that proves otherwise (such as statistical analysis), ped caps will remain the same.
(Curriculum Decision Log 11/5/2012). Complete the yellow highlighted boxes.

Course	# of Sections per Semester	Current Ped Cap	Proposed Ped Cap	Change in Total # of Students	# of New Sections to return to original students
WLD 50	1 Summer / 2 Winter	25	23	6	0

Answer the following questions that support reducing the ped cap for your proposed course(s)

A: Safety and Compliance Factors Influencing the Enrollment Cap

1 Health or safety reasons that the class should be capped at a certain number (example: safety considerations in a welding class).

☒ Yes

☐ No

If "Yes", explain:

Safety considerations.

2 Standards outside of the college calling for specific student-teacher ratios (example: nursing, police, fire).

☐ Yes

☒ No

If "Yes", explain:

3 External accreditor or advisory panel recommendation on class size.

☒ Yes

☐ No

If "Yes", explain:

Program review

4 Class maximum has already been determined through negotiations.

☐ Yes

☒ No

If "Yes", explain:

If you entered "Yes" to any of the above, **STOP HERE**. If you answered "No" to all of the elements above, complete Section B.

B: Instructional and Academic Factors Influencing the Enrollment Cap

1 Total amount of graded work required per week (in pages).

☐ 15+

☐ 13-15

☐ 10-12

☐ 6-9

☐ 0-5

Answer Yes, No or enter rank and provide an explanation

2 Standards outside of the college calling for specific student-teacher ratios (example: nursing, police, fire).

☐ Substantial

☐ Above Average

☐ Average

☐ Below Average

☐ Minimal

Explain:

3 Discussion/group participation is required and graded.

☐ Yes

☐ No

If "Yes", explain:

4 Every student is evaluated individually on a set of skills (e.g., technical competencies, presentation skills,

☐ Yes

☐ No

If "Yes", explain:

5 Course is designed for a special population of students who require a smaller class size to achieve the goals and intent of the course.

☐ Yes

☐ No

If "Yes", explain:

6 Course is designed for underprepared students who may need additional attention or assistance.

☐ Yes

☐ No

If "Yes", explain:

7 Course outcomes anticipate demand of more higher order, complex thinking skills from students who may therefore need additional guidance from the instructor.

☐ Yes

☐ No

If "Yes", explain:

8 Additional Considerations:

9 Please include comparable course ped caps from similar colleges, as available (attach).

Completed by: C. Armitage 4.28.26

Butte College
AA-T Degree
Elementary Teacher Education: Integrated Programs

1. Statement of Program Goals and Objectives

The Associate in Arts in Elementary Teacher Education: Integrated Programs for Transfer creates a transfer pathway for students who plan to complete a Bachelor of Arts in Liberal Arts, a teaching credential, or related program at a California State University. With the completion of the AA-T in Elementary Teacher Education: Integrated Programs, students will possess foundational knowledge and skill that comprise the core content of the first two years of many four-year Liberal Arts, teaching credential, and related programs.

A student earning the AA-T in Elementary Teacher Education: Integrated Programs will be able to:

- Evaluate and apply Transitional Kindergarten – 12th grade state-adopted curriculum standards and frameworks, and teach to a diverse population of students.
- Design learning experiences based on an understanding of students' physical, cognitive, emotional, social, creative, cultural, and linguistic needs.
- Utilize observations and assessments to monitor student progress and create developmentally appropriate curriculum for instruction.
- Create and maintain an inclusive learning environment that supports all students' academic and personal success.

2. Catalog Description

The Associate in Arts in Elementary Teacher Education: Integrated Programs for Transfer creates a transfer pathway for students who plan to complete a Bachelor of Arts in Liberal Arts, a teaching credential, or related program at a California State University. With the completion of the AA-T in Elementary Teacher Education: Integrated Programs, students will possess foundational knowledge and skill that comprise the core content of the first two years of many four-year Liberal Arts, teaching credential, and related programs.

The AA-T in Elementary Teacher Education requires students to meet both of the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following
 - (A) Cal-GETC (California General Education Transfer Curriculum).

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

Students must earn a grade of "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is also acceptable when defined as equivalent to a "C" or better.

-----END OF CCCC REQUIRED NARRATIVE -----

Major Requirements

Required courses:		
BIOL C1000	Introduction to Biology with Lab	4
CDEV C1000	Child Growth and Development	3
COMM C1000	Introduction to Public Speaking	3
EDUC 2	Introduction to Education	3
HIST C1001	United States History to 1877	3
POLS C1000	American Government and Politics	3
Select one:		
ENGL C1002	Introduction to Literature	3
HIST 3	World History to 1500	3
Select one:		
ENGL C1000	Academic Reading and Writing	4
ENGL C1000E	Academic Reading and Writing	4
List A (Select one):		
PSC 11	Earth Science with Lab	4
PSC 12	Concepts in Physical Science	4
List B (Select one):		
ART 1	Art Appreciation	3
DRAM 2	Introduction to Theatre	3
MUS 1	Music Appreciation	3
Total Units:		33

Major Total:	33
Total Units that may be double-counted: <i>(The transfer GE Area limits must <u>not</u> be exceeded)</i>	25
General Education (Cal-GETC) Units	34
Electives (CSU Transferable) Units:	18
Total Degree Units (maximum)	60

In the four columns to the right under the **College Program Requirements**, enter the college's course identifier, title and the number of units comparable to the course indicated for the form. If the course may be double-counted with Cal-GETC, enter the GE Area to which the course is articulated. To review the GE Areas and associated unit requirements, please go to

Chancellor's Office Academic Affairs page, RESOURCE section located at:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Curriculum-and-Instruction-Unit/Templates-For-Approved-Transfer-Model-Curriculum> or the ASSIST website: <https://www.assist.org/>.

The units indicated in the template are the **minimum** semester units required for the prescribed course or list. All courses must be CSU transferable. **All courses with an identified C-ID Descriptor must be submitted to C-ID prior to submission of the Associate Degree for Transfer (ADT) proposal to the Chancellor's Office.**

Where no **C-ID Descriptor** is indicated, discipline faculty should compare their existing course to the example course(s) provided in the form at:

<http://www.c-id.net/degreeereview.html>

Attach the appropriate ASSIST documentation as follows:

- *Articulation Agreement by Major (AAM)* demonstrating lower division preparation in the major at a CSU;
- *CSU Baccalaureate Level Course List by Department (BCT)* for the transfer courses; and/or,
- *Cal-GETC Certification Course List by Area (GECC)*.

The acronyms **AAM**, **BCT**, and **GECC** will appear in **C-ID Descriptor** column directly next to the course to indicate which report will need to be attached to the proposal to support the course's inclusion in the transfer degree. To access ASSIST, please go to <http://www.assist.org>.

Associate in Arts in Elementary Teacher Education: Integrated Programs for Transfer Degree
College Name: Butte College

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
REQUIRED CORE: (25 units)					
Introduction to Education (3)	EDUC 200	EDUC 2	Introduction to Education	3	N/A.

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
Public Speaking (3)	COMM 110	COMM C1000	Introduction to Public Speaking	3	Area 1C
College Composition (3)	ENGL 100	ENGL C1000	Academic Reading and Writing	4	Area 1A
		or ENGL C1000E	Academic Reading and Writing	4	Area 1A
Introduction to American Government and Politics (3)	POLS 110	POLS C1000	American Government and Politics	3	Area 4
US History to 1877 (3)	HIST 130	HIST C1001	United States History to 1877	3	Area 3B

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
Child Growth and Development (3)	CDEV 100	CDEV C1000	Child Growth and Development	3	Area 4
Biology for Educators (4) OR General Biology with Lab (4)	AAM OR AAM	BIOL C1000	Introduction to Biology with Lab	4	Area 5B/5C
World History to 1500 (3) OR Introduction to Literature (3) OR Children's Literature (3)	HIST 150 ENGL 120 ENGL 180	HIST 3 OR ENGL C1002	World History to 1500 Introduction to Literature	3 3	Area 4 Area 3B
List A: Select one (4-8 units)					
Earth Science for Educators (4)	AAM				

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
Earth Science (3) AND Earth Science Laboratory (1)	GEOL 120 AND GEOL 120L				
Earth Science with Lab (4)	GEOL 121	PSC 11	Earth Science with Lab	4	Area 5A/5C
Physical Science for Educators (4)	CHEM 140 OR PHYS 140	PSC 12	Concepts in Physical Science	4	Area 5A/5C
Intro to Chemistry (4) AND Intro to Physics (4)	AAM AAM				

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
List B: Select one (3 units)					
Understanding Art (3)	ARTH 100	ART 1	Art Appreciation	3	Area 3A
Dance History and Appreciation (3)	AAM				
OR	OR				
Introduction to Dance (3)	AAM				
Music Appreciation (3)	MUS 100	MUS 1	Music Appreciation	3	Area 3A
Introduction to Theatre (3)	THTR 111	DRAM 2	Theatre Arts Appreciation	3	Area 3A

TRANSFER MODEL CURRICULUM (TMC)		COLLEGE PROGRAM REQUIREMENTS			
Course Title (units)	C-ID Descriptor	Course ID	Course Title	Units	Cal-GETC
Survey of the Arts (3)	AAM				
List C: Up to 12 additional Units (0-12 units)					
Any courses not selected above					
Mathematical Concepts for Elementary School Teachers – Number Systems (3)	MATH 120				
Any courses that are lower preparation for the targeted major at a university	AAM				
Total Units for the Major:	32-48	Total Units for the Major:			33
		Total Units that may be double-counted (The transfer GE Area limits must <u>not</u> be exceeded)			
		General Education (Cal-GETC) Units			
		Elective (CSU Transferable) Units			
		Total Degree Units (maximum)			

AS Degree in Business Information Worker

About the Program

Program Goal: Career

GE Pattern(s): Butte Local

Program Code: 01313.02AS

The AS Degree in Business Information Worker (BIW) program is a two-tiered, structured career pathway for students who are interested in entering the exciting and diverse career field of office and administrative support. Butte College's BIW pathway is aligned with a California statewide program that collaborated with businesses and advisory committees across the state to identify the most in-demand and desirable knowledge and skills required of today's business information workers. Additionally, this pathway clearly communicates to students what skills they need to be successful in today's businesses, as well as provides a branded BIW pathway for businesses to quickly recognize on resumes. Please visit the ICT-DM.NET/BIW site to obtain more information and locate support resources for this pathway.

Students graduating from the BIW program gain proficiency in business communication, professional development, records management, technology tools used to support businesses to achieve goals, such as Microsoft Office applications, collaboration tools, and desktop publishing applications.

Career related fields for the BIW include office and administrative support workers, administrative assistants, receptionists, office specialists, customer service representatives, general office and information clerks, and file clerks.

Students who have earned the AS degree in BIW will have also completed the BIW Certificate and the BIW Certificate of Achievement. Taken full-time, this program can be completed in two years.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Manage office information and records.
2. Communicate professionally and work effectively in a team
3. Produce accessible business documents with appropriate formatting using word processing software.
4. Create spreadsheets with financial functions and charting.
5. Plan and deliver individual or team oral presentations for business meetings.
6. Use email and calendaring software to communicate and manage time.
7. Apply the features and functions of web-based tools efficiently and effectively in order to meet the desired goals and outcomes of business.

Required courses:

BCIS 13	Business Communication	29.50
BCIS 16	Project Management Tools	3.00
BCIS 17	Artificial Intelligence Tools for Business	3.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 28	Microsoft Word for Windows	3.00
BCIS 33	Skills for the Working Professional	1.00
BCIS 46	Business Math Calculations	2.00
BCIS 50	Office Administration	3.00
BCIS 51	Records Management	3.00
BCIS 70	Adobe Acrobat Professional	1.00
BCIS 85	Microsoft Excel for Windows	3.00

Select one:

BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50

Total: 29.50

Suggested Program Map (Butte GE)

Required courses:

Units: 60.00-68.00

Term 1

BCIS 13	Business Communication	15.50-17.50
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	3.00
Area 2 Choice (See GE Guide)		1.50
Area 6 Choice (See GE Guide)		3.00-5.00
Graduation Requirement Choice (See GE Guide)		3.00
		2.00

Select one:

BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50

<i>Term 2</i>		15.00-18.00
BCIS 46	Business Math Calculations	2.00
BCIS 28	Microsoft Word for Windows	3.00
BCIS 33	Skills for the Working Professional	1.00
Area 1A Choice (See GE Guide)		3.00-4.00
Area 1B/C Choice (See GE Guide)		3.00-5.00

Area 4 Choice (See GE Guide)	3.00
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<i>Term 3</i>		13.00-15.00
BCIS 16	Project Management Tools	3.00
BCIS 70	Adobe Acrobat Professional	1.00
BCIS 85	Microsoft Excel for Windows	3.00
Area 5 Choice (See GE Guide)		3.00-5.00
Elective (any course numbered 1-199 or C1000-C2999)		3.00

Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.

<i>Term 4</i>		16.50-17.50
BCIS 17	Artificial Intelligence Tools for Business	3.00
BCIS 50	Office Administration	3.00
BCIS 51	Records Management	3.00
Area 3 Choice (See GE Guide)		3.00-4.00
Elective (any course numbered 1-199 or C1000-C2999)		4.50

Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.

Total: 60.00-68.00

AS Degree in Business Management

About the Program

Program Goal: Career

GE Pattern(s): Butte Local, Cal-GETC

Program Code: 01310.00AS

The Business Management program is designed to provide students with a well-rounded education in business operations, management techniques, human relations, basic marketing principles, accounting, business law, economics and business computer applications. Students in this field should possess an interest in working with others, developing business strategies, and responding to today's competitive business environment.

This program is designed to teach students to solve problems, develop management strategies, make oral presentations, and write reports such as business plans and case analyses. Management skills are useful in many job settings: retail, wholesale, manufacturing, social services, government, and education. These skills are also important for people who wish to improve their performance in existing jobs or develop their own businesses.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify business terms and concepts, and effectively communicate using the language of business.
2. Make effective business decisions using a systematic, evaluative, information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing environment.

Required courses:

ACCT 20	Introduction to Accounting	37.00-39.00
BCIS 13	Business Communication	3.00
BCIS 33	Skills for the Working Professional	3.00
BCIS 81	Microsoft Excel for Business	1.00
BUS 8	Microsoft Excel for Business	1.00
BUS 20	Introduction to Business Law	3.00
BUS 20	Introduction to Business	3.00
BUS 25	Introduction to Entrepreneurship	3.00
BUS 35	Leading and Supervising Teams	3.00
BUS 40	Introduction to Management	3.00
BUS 44	Human Resource Management	3.00
BUS 64	Principles of Marketing	3.00
COMM C1000	Introduction to Public Speaking	3.00
ECON 4	Principles of Microeconomics	3.00

Select one:

COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00

Select one:

ACCT 4	Managerial Accounting	2.00-4.00
ACCT 100	QuickBooks Pro-Computerized Accounting	4.00
BCIS 18	Introduction to Business Technology	2.00
BCIS 85	Microsoft Excel for Windows	3.00
BUS 50	Sales Strategies	3.00
BUS 60	Advertising and Promotion	3.00
BUS 68	Web Marketing	3.00

Total: 37.00-39.00

Suggested Program Map (Butte GE)

Required courses:

Units: 60.00-68.00

Term 1

BUS 20	Introduction to Business	15.00-19.00
BUS 35	Leading and Supervising Teams	3.00
Area 1A Choice (See GE Guide)		3.00
Area 2 Choice (See GE Guide)		4.00
Area 3 Choice (See GE Guide)		3.00-5.00
		3.00-4.00

Term 2

ACCT 20	Introduction to Accounting	13.00
BCIS 13	Business Communication	3.00
BCIS 81	Microsoft Excel for Business	3.00
BUS 25	Introduction to Entrepreneurship	1.00
COMM C1000	Introduction to Public Speaking	3.00
		3.00

<i>Select one:</i>		3.00
COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00
Meets Area 1C.		
<i>Term 3</i>		16.00-18.00
BUS 8	Introduction to Business Law	3.00
BUS 64	Principles of Marketing	3.00
ECON 4	Principles of Microeconomics	3.00
Meets Area 4.		
<i>Select one:</i>		2.00-4.00
ACCT 4	Managerial Accounting	4.00
Prerequisite: ACCT 2		
ACCT 100	QuickBooks Pro-Computerized Accounting	2.00
Prerequisite: ACCT 2 or ACCT 20		
BCIS 18	Introduction to Business Technology	3.00
BCIS 85	Microsoft Excel for Windows	3.00
BUS 50	Sales Strategies	3.00
BUS 60	Advertising and Promotion	3.00
BUS 68	Web Marketing	3.00
Graduation Requirement Choice (See GE Guide)		2.00
Elective (any course numbered 1-99 or C1000-C1999)		3.00
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.		
<i>Term 4</i>		16.00-18.00
BCIS 33	Skills for the Working Professional	1.00
BUS 40	Introduction to Management	3.00
BUS 44	Human Resource Management	3.00
Area 5 Choice (See GE Guide)		3.00-5.00
Area 6 Choice (See GE Guide)		3.00
Elective (any course numbered 1-99 or C1000-C1999)		3.00
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.		
		Total: 60.00-68.00

AS Degree in Legal Office Administration

About the Program

Program Goal: Career

GE Pattern(s): Butte Local

Program Code: 01314.01AS

The Legal Office Administration (LOA) program is a two-tiered, structured career pathway for students who are interested in entering into the challenging and highly specialized field of legal office support. Employers in the law field are looking for support personnel who have knowledge in the area of legal office procedures, processes, and research, as well as general knowledge of office administration. The LOA program is designed to meet the demands of employers and the needs of an increasingly global and technologically advancing legal industry.

As a career, the highly specialized legal field offers employment in areas such as criminal, family, probate, civil, real estate, environmental, corporate, public interest, and intellectual property law. The legal office professional's job duties may include preparing legal forms such as complaints, motions, subpoenas, affidavits, and briefs; processing legal documents; assisting with legal research; filing court papers; preparing legal communications; utilizing various office technologies; auditing financial records; scheduling meetings and calendaring court dates; handling confidential information; and taking notes on proceedings. Students graduating from the LOA program gain proficiency in beginning and advanced legal office procedures, legal research, the legal environment of business, business communication, professional development, records management, and the technology tools used to support businesses to achieve goals, such as Microsoft Office applications, collaboration tools, and Adobe Acrobat. Throughout the program, students are exposed to a wide variety of hands-on practical applications with an emphasis on organizational, critical thinking and problem-solving skills.

Career related fields for the LOA include Legal Administrative Assistant, Legal Assistant, Legal Staff Assistant, and Legal Office Assistant.

Students interested in earning an AS degree in LOA will have successfully completed the LOA Certificate and the LOA Certificate of Achievement along with general education requirements and any electives required. Taken full-time, this program can be completed in two years.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify and explain the difference among the six areas law.
2. Demonstrate workflow processes of a legal environment.
3. Analyze and assess legal clients' needs to determine appropriate solutions.
4. Apply computer skills to legal office activities.
5. Utilize proper legal writing skills in all client and colleague communication.

Required courses:

AJ 3	Legal Research	28.50
BCIS 13	Business Communication	2.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	3.00
BCIS 28	Microsoft Word for Windows	1.50
BCIS 33	Skills for the Working Professional	3.00
BCIS 46	Business Math Calculations	1.00
BCIS 51	Records Management	2.00
BCIS 59	Beginning Legal Office Procedures	3.00
BCIS 60	Advanced Legal Office Procedures	3.00
BCIS 70	Adobe Acrobat Professional	3.00
BUS 8	Introduction to Business Law	1.00
<i>Select one:</i>		3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50

Total: 28.50

Suggested Program Map (Butte GE)

Required courses:

Units: 60.00-67.00

Term 1		15.50-18.50
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 59	Beginning Legal Office Procedures	3.00
Area 1A Choice (See GE Guide)		3.00-4.00
Area 2 Choice (See GE Guide)		3.00-5.00
Graduation Requirement Choice (See GE Guide)		2.00
<i>Select one:</i>		1.50
BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50
Term 2		15.00-16.00
BCIS 13	Business Communication	3.00

BCIS 28	Microsoft Word for Windows	3.00
BCIS 33	Skills for the Working Professional	1.00
Area 4 Choice (See GE Guide)		3.00

Area 6 Choice (See GE Guide)	2.00-3.00
Elective (any course numbered 1-199 or C1000-C2999)	3.00
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.	

Term 3		14.00-15.00
AJ 3	Legal Research	2.00
BCIS 46	Business Math Calculations	2.00
BCIS 51	Records Management	3.00
BCIS 70	Adobe Acrobat Professional	1.00
Area 3 Choice (See GE Guide)		3.00-4.00
Elective (any course numbered 1-199 or C1000-C2999)		3.00
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.		

Term 4		15.50-17.50
BCIS 60	Advanced Legal Office Procedures	3.00
BUS 8	Introduction to Business Law	3.00
Area 1B/C Choice (See GE Guide)		3.00
Area 5 Choice (See GE Guide)		3.00-5.00
Elective (any course numbered 1-199 or C1000-C2999)		3.50
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.		

Total: 60.00-67.00

AS Degree in Marketing

About the Program

Program Goal: Career

GE Pattern(s): Butte Local, Cal-GETC

Program Code: 01311.00AS

The Marketing program is designed to provide students with a well-rounded education in business operations, management techniques, human relations, accounting, and economics with an emphasis in marketing principles, sales, and advertising. To be successful students need basic competence in reading, written and oral communication, and mathematics. Students in this field should possess an interest in working with others, developing business strategies, and responding to today's competitive business environment.

This program is designed to teach students to solve problems, develop marketing strategies, make oral presentations, and write reports such as marketing plans and sales proposals. Marketing skills are useful in many job settings: retail, wholesale, manufacturing, social services, government, and education. These skills also are important for people who wish to improve their performance in existing jobs or develop their own businesses.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify business terms and concepts, and effectively communicate using the language of business.
2. Make effective business decisions using a systematic, evaluative, information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing environment.

Required courses:

ACCT 20	Introduction to Accounting	41.00
BCIS 13	Business Communication	3.00
BCIS 33	Skills for the Working Professional	3.00
BCIS 81	Microsoft Excel for Business	1.00
BUS 8	Introduction to Business Law	1.00
BUS 20	Introduction to Business	3.00
BUS 35	Leading and Supervising Teams	3.00
BUS 50	Sales Strategies	3.00
BUS 60	Advertising and Promotion	3.00
BUS 64	Principles of Marketing	3.00
BUS 68	Web Marketing	3.00
COMM C1000	Introduction to Public Speaking	3.00
ECON 4	Principles of Microeconomics	3.00

Select one:

COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00

Select 6 units:

ART 31	Graphic Design I	6.00
BCIS 15	Web-based Tools for Business	3.00
BCIS 18	Introduction to Business Technology	3.00
BUS 25	Introduction to Entrepreneurship	3.00
MSP 5	Introduction to Interactive Web Design and Authoring	3.00
MSP 74	Multimedia Production I	3.00

Total: 41.00

Suggested Program Map (Butte GE)

Required courses:

Units: 60.00-66.00

Term 1

BUS 20	Introduction to Business	15.00-19.00
BUS 35	Leading and Supervising Teams	3.00
Area 1A Choice (See GE Guide)		3.00
Area 2 Choice (See GE Guide)		3.00
Area 3 Choice (See GE Guide)		4.00

Term 2

BCIS 13	Business Communication	15.00
COMM C1000	Introduction to Public Speaking	3.00

Meets Area 1C.

<i>Select one:</i>		
COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00
ECON 4	Principles of Microeconomics	3.00
Meets Area 4.		

BUS 64	Principles of Marketing	3.00
Area 6 Choice (See GE Guide)		3.00

Term 3		14.00
ACCT 20	Introduction to Accounting	3.00
BUS 8	Introduction to Business Law	3.00
BUS 50	Sales Strategies	3.00
BUS 60	Advertising and Promotion	3.00
Graduation Requirement Choice (See GE Guide)		2.00

Term 4		16.00-18.00
BCIS 33	Skills for the Working Professional	1.00
BUS 68	Web Marketing	3.00
BCIS 81	Microsoft Excel for Business	1.00
<i>Select 6 units:</i>		6.00
ART 31	Graphic Design I	3.00
BCIS 15	Web-based Tools for Business	3.00
BCIS 18	Introduction to Business Technology	3.00
BUS 25	Introduction to Entrepreneurship	3.00
MSP 5	Introduction to Interactive Web Design and Authoring	3.00
MSP 74	Multimedia Production I	3.00

Department recommends BCIS 15.

Area 5 Choice (See GE Guide)		3.00-5.00
Elective (any course number 1-99 or C1000-C1999)		2.00

Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.

Total: 60.00-66.00

AS Degree in Medical Office Administration

About the Program

Program Goal: Career

GE Pattern(s): Butte Local

Program Code: 01315.01AS

The Medical Office Administration (MOA) program is a two-tiered, structured career pathway for students who are interested in providing office support in the exciting and demanding healthcare industry. The MOA career pathway is a blend of three major areas: the advancing field of health information management (HIM), the ever-emerging field of business technology, and the constantly in-demand communication and professional skills; and it is designed to prepare students with the knowledge and skills required of today's medical office support personnel. The types of healthcare delivery systems in the United States today vary depending on the services being offered. These systems include outpatient healthcare (a physician's office, a dentist's office, and many other types of healthcare providers' facilities) and inpatient healthcare (general medical and surgical hospitals). These systems can be complex in purpose and structure. However, all healthcare organizations demand a common set of knowledge and skills from their medical office support personnel, which includes a broad understanding of healthcare delivery systems, health information management systems and practices, proficient technology skills, and a high-level of professionalism.

To meet these demands, the MOA career pathway includes courses in healthcare delivery systems, health information management systems, human systems, medical terminology, electronic health records, healthcare law and ethics, healthcare coding systems, healthcare reimbursement methodologies, electronic health records, Microsoft Office Applications (Word, Excel, PowerPoint, and Access), collaboration tools, business communication, and professional development. Career related fields for the MOA include Medical Office Receptionist, Medical Office Assistant, Front Office Representative, Medical Records Administrative Assistant, Insurance Verification Specialist, and Medical Intake Specialist. In the workplace, students can expect to perform medical office support duties including scheduling appointments; compiling and recording medical charts, reports, and correspondence; and coding health records; and billing patients. Students interested in earning an AS degree in MOA will have successfully completed the MOA Certificate and the MOA Certificate of Achievement along with general education requirements and any electives required. Taken full time, this program can be completed in two years.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Apply knowledge of medical terminology to perform outpatient/physician diagnostic coding, and determine outpatient/procedural coding based on the abstraction of medical records.
2. Analyze and interpret medical information and apply sound decision-making skills pertaining to the appropriate ICD and CPT codes needed to maximize compensation for services rendered.
3. Apply effective listening, verbal, written, interpersonal, and technological communication skills which prepare them for the outpatient medical workplace.
4. Describe the outpatient medical workplace environment and function in that environment as a knowledgeable, skilled, and professional team member.

Required courses:

ALH 104	Medical Terminology	28.50-29.50
BCIS 13	Business Communication	3.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 33	Skills for the Working Professional	1.00
BCIS 99	Work Experience-BCIS	1.00
HIM 56	Introduction to Health Information Management	2.00
HIM 58	Healthcare Law and Ethics	2.00
HIM 62	Introduction to Medical Coding	3.00
HIM 63	Reimbursement	3.00
HIM 76	Electronic Health Records	3.00
Select one:		3.00-4.00
BIOL 2	Introduction to Human Biology	3.00
BIOL 10	Survey of Human Systems	4.00
BIOL 20	Human Anatomy	4.00

Select one:

BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50

Total: 28.50-29.50

Suggested Program Map (Butte GE)

Required courses:

Units: 60.00-65.00

Term 1

ALH 104	Medical Terminology	14.50-17.50
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3.00

BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 33	Skills for the Working Professional	1.00
Area 1A Choice (See GE Guide)		3.00-4.00
Area 2 Choice (See GE Guide)		3.00-5.00
<i>Select one:</i>		1.50
BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50
Term 2		14.00-15.00
BCIS 13	Business Communication	3.00
HIM 56	Introduction to Health Information Management	2.00
Meets Graduation Requirement.		
<i>Select one: Meets Area 5</i>		3.00-4.00
BIOL 2	Introduction to Human Biology	3.00
BIOL 10	Survey of Human Systems	4.00
BIOL 20	Human Anatomy	4.00
Area 1B/C Choice (See GE Guide)		3.00
Elective (any course numbered 1-199 or C1000-C2999)		3.00
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.		
Term 3		14.00
HIM 58	Healthcare Law and Ethics	2.00
HIM 62	Introduction to Medical Coding	3.00
Area 4 Choice (See GE Guide)		3.00
Area 6 Choice (See GE Guide)		3.00
Elective (any course numbered 1-199 or C1000-C2999)		3.00
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.		
Term 4		17.50-18.50
BCIS 99	Work Experience-BCIS	1.00
HIM 63	Reimbursement	3.00
HIM 76	Electronic Health Records	3.00
Area 3 Choice (See GE Guide)		3.00-4.00
Elective (any course numbered 1-199 or C1000-C2999)		7.50
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.		
Total:		60.00-65.00

AS Degree in ~~Small Business~~/Entrepreneurship

About the Program

Program Goal: Career

GE Pattern(s): Butte Local

Program Code: 11122.00AS

The Entrepreneurship program prepares students to start and manage a small business. Students will gain the knowledge and skills necessary to build a business from concept to profit. This includes writing a business plan, developing product strategy, problem solving supply chain management and manufacturing issues, designing marketing and sales campaigns, acquiring and managing finances, building and leading teams, and selecting business technologies. In this process, students will develop leadership, communication, and business analysis skills necessary for small business management.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify business terms and concepts, and effectively communicate using the language of business.
2. Make effective business decisions using a systematic, evaluative, information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multi-cultural, team-oriented, rapidly-changing environment.

Required courses:

BCIS 13	Business Communication	37.00-38.00
BCIS 33	Skills for the Working Professional	3.00
BCIS 81	Microsoft Excel for Business	1.00
BUS 8	Introduction to Business Law	1.00
BUS 20	Introduction to Business	3.00
BUS 25	Introduction to Entrepreneurship	3.00
BUS 35	Leading and Supervising Teams	3.00
BUS 64	Principles of Marketing	3.00
BUS 68	Web Marketing	3.00
COMM C1000	Introduction to Public Speaking	3.00
ECON 4	Principles of Microeconomics	3.00

Select one:

COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00

Select one:

ACCT 20	Introduction to Accounting	2.00-3.00
ACCT 128	Small Business Accounting	3.00

Select one:

BCIS 18	Introduction to Business Technology	3.00
BCIS 85	Microsoft Excel for Windows	3.00
BUS 50	Sales Strategies	3.00
BUS 60	Advertising and Promotion	3.00

Select one:

BUS 40	Introduction to Management	3.00
BUS 44	Human Resource Management	3.00

Total: 37.00-38.00

Suggested Program Map (Butte GE)

Required courses:

Units: 60.00-67.00

Term 1

BUS 20	Introduction to Business	15.00-19.00
BUS 35	Leading and Supervising Teams	3.00
Area 1A Choice (See GE Guide)		3.00
Area 2 Choice (See GE Guide)		3.00
Area 3 Choice (See GE Guide)		4.00

Term 2

BCIS 13	Business Communication	15.00
ECON 4	Principles of Microeconomics	3.00
Meets Area 4.		3.00

COMM C1000	Introduction to Public Speaking	3.00
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<i>Select one:</i>		
COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00

Meets Area 1C.

Area 6 Choice (See GE Guide)	3.00
Elective (any course numbered 1-99 or C1000-C1999)	3.00

Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.

<i>Term 3</i>		16.00-17.00
BUS 8	Introduction to Business Law	3.00
BUS 25	Introduction to Entrepreneurship	3.00
BUS 64	Principles of Marketing	3.00
<i>Select one:</i>		2.00-3.00
ACCT 20	Introduction to Accounting	3.00
ACCT 128	Small Business Accounting	2.00

<i>Select one:</i>		3.00
BUS 40	Introduction to Management	3.00
BUS 44	Human Resource Management	3.00

Graduation Requirement Choice (See GE Guide)	2.00
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<i>Term 4</i>		14.00-16.00
BCIS 33	Skills for the Working Professional	1.00
BCIS 81	Microsoft Excel for Business	1.00
BUS 68	Web Marketing	3.00
<i>Select one:</i>		3.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 85	Microsoft Excel for Windows	3.00
BUS 50	Sales Strategies	3.00
BUS 60	Advertising and Promotion	3.00

Area 5 Choice (See GE Guide)	3.00-5.00
Elective (any course numbered 1-99 or C1000-C1999)	3.00
Only necessary if the 60 units needed to graduate have not been completed. Consider taking a Cal-GETC General Education course. Visit www.assist.org to see options.	

Total: 60.00-67.00

Certificate of Achievement in Business Information Worker

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: 01313.02CA

This is the second tier of the Business Information Worker (BIW) career pathway. Students completing this next level of certificate will take courses that are designed to build on their BIW solid foundation and allow students an opportunity to become proficient in the in-demand knowledge and skills sought out by employers.

Career related fields include office and administrative support workers, administrative assistants, receptionists, office specialists, customer service representatives, general office and information clerks, and file clerks. This certificate of achievement can be completed in one year.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Communicate professionally and work effectively in a team.
2. Manage office information in both physical and electronic formats.
3. Accessible business documents with appropriate formatting using word processing applications.
4. Create spreadsheets with financial functions and charts.
5. Plan and deliver individual or team oral presentations for business meetings.
6. Use management software used in today's successful businesses.
7. Apply the features and functions of web-based tools efficiently and effectively in order to meet the desired goals and outcomes of business.

Required courses:

BCIS 13	Business Communication	29.50
BCIS 16	Project Management Tools	3.00
BCIS 17	Artificial Intelligence Tools for Business	3.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 28	Microsoft Word for Windows	3.00
BCIS 33	Skills for the Working Professional	1.00
BCIS 46	Business Math Calculations	2.00
BCIS 50	Office Administration	3.00
BCIS 51	Records Management	3.00
BCIS 70	Adobe Acrobat Professional	1.00
BCIS 85	Microsoft Excel for Windows	3.00
Select one:		1.50
BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50

Total: 29.50

Suggested Program Map

Required courses:

Units: 29.50

Term 1

BCIS 13	Business Communication	13.50
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 28	Microsoft Word for Windows	3.00
BCIS 33	Skills for the Working Professional	1.00
BCIS 46	Business Math Calculations	2.00
Select one:		1.50
BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50

Term 2

BCIS 16	Project Management Tools	16.00
BCIS 17	Artificial Intelligence Tools for Business	3.00
BCIS 50	Office Administration	3.00
BCIS 51	Records Management	3.00
BCIS 70	Adobe Acrobat Professional	1.00
BCIS 85	Microsoft Excel for Windows	3.00

Total: 29.50

Certificate of Achievement in Business Management

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: 01310.00CA

See AS Degree in Business Management.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify business terms and concepts, and effectively communicate using the language of business.
2. Make effective business decisions using a systematic, evaluative, information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing environment.

Required courses:

ACCT 20	Introduction to Accounting	3.00
BCIS 18	Introduction to Business Technology	3.00
BUS 20	Introduction to Business	3.00
BUS 25	Introduction to Entrepreneurship	3.00
BUS 35	Leading and Supervising Teams	3.00
BUS 40	Introduction to Management	3.00
BUS 44	Human Resource Management	3.00
BUS 64	Principles of Marketing	3.00
ECON 4	Principles of Microeconomics	3.00
Select one:		3.00
BCIS 13	Business Communication	3.00
COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00

Total: 30.00

Suggested Program Map

Required courses:

Units: 30.00

Term 1		15.00
BCIS 18	Introduction to Business Technology	3.00
BUS 20	Introduction to Business	3.00
BUS 35	Leading and Supervising Teams	3.00
ECON 4	Principles of Microeconomics	3.00
Select one:		3.00
BCIS 13	Business Communication	3.00
COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00
Term 2		15.00
ACCT 20	Introduction to Accounting	3.00
BUS 25	Introduction to Entrepreneurship	3.00
BUS 40	Introduction to Management	3.00
BUS 44	Human Resource Management	3.00
BUS 64	Principles of Marketing	3.00

Total: 30.00



New Program - w/o NOI: Interpersonal Communication

Description

The Certificate of Achievement in Interpersonal Communication will inform future employers, college admissions offices and professional institutions that you have received specialized training in communication skills. The certificate can accompany any degree and enhance your qualifications for a variety of jobs, internships and other opportunities. Communication skills are an intrinsic component of success in both personal and professional relationships and are highly valued by employers. The coursework will provide a strong foundation for communicating successfully in pairs and small groups, especially among people with diverse cultural backgrounds, social identities, and gendered communication behaviors.

Program Learning Outcomes

Upon successful completion of the program, the student will be able to:

1. **Express messages with clarity and influence, adapting to audience, purpose and context.**
2. **Develop and apply conflict management and leadership skills.**
3. **Demonstrate effective listening skills in diverse contexts.**

Degree Requirements

<i>Required Courses:</i>		18.0
CMST 4	Small Group Communication	3.0
CMST 9	Intercultural Communication	3.0
CMST 13	Gender and Communication	3.0
COMM C1004	Interpersonal Communication	3.0
<i>Select two:</i>		6.0
BCIS 13	Business Communication	3.0
BUS 35	Leading and Supervising Teams	3.0
BUS 44	Human Resource Management	3.0
CMST 14	Argumentation and Debate	3.0
ETHS 1	Introduction to Ethnic Studies	3.0
PSY 41	Socio-Cultural Context of Psychological Development	3.0
SOC 20	Introduction to Race and Ethnicity	3.0
SOC 30	Sociology of Inequality	3.0
ETHS 10	Introduction to Chicano Studies	3.0
OR		
ETHS 20	Introduction to Native American Studies	3.0
OR		
ETHS 30	Introduction to African American Studies	3.0

Total: 18.0

Certificate of Achievement in Legal Office Administration

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: 01314.01CA

This is the second tier of the Legal Office Administration (LOA) career pathway. Students completing this next level of certificate will take courses that are designed to build on their LOA solid foundation and allow students an opportunity to become proficient in the in-demand knowledge and skills sought out by employers.

Career related fields for the LOA include Legal Administrative Assistant, Legal Assistant, Legal Staff Assistant, and Legal Office Assistant. This Certificate of Achievement can be completed in one year.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify and explain the difference among the six areas of law.
2. Analyze and assess legal clients' needs to determine appropriate solutions.
3. Apply computer skills to legal office activities.
4. Utilize proper legal writing skills in all client and colleague communication.

Required courses:

AJ 3	Legal Research	28.50
BCIS 13	Business Communication	2.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	3.00
BCIS 28	Microsoft Word for Windows	1.50
BCIS 33	Skills for the Working Professional	3.00
BCIS 46	Business Math Calculations	1.00
BCIS 51	Records Management	2.00
BCIS 59	Beginning Legal Office Procedures	3.00
BCIS 60	Advanced Legal Office Procedures	3.00
BCIS 70	Adobe Acrobat Professional	3.00
BUS 8	Introduction to Business Law	1.00
Select one:		
BCIS 20	Beginning Keyboarding	3.00
BCIS 24	Advanced Keyboarding	1.50
		Total: 28.50

Suggested Program Map

Required courses:

Units: 28.50

Term 1

BCIS 13	Business Communication	14.50
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	3.00
BCIS 28	Microsoft Word for Windows	1.50
BCIS 33	Skills for the Working Professional	3.00
BCIS 59	Beginning Legal Office Procedures	1.00

Select One:

BCIS 20	Beginning Keyboarding	3.00
BCIS 24	Advanced Keyboarding	1.50

Term 2

AJ 3	Legal Research	14.00
BCIS 46	Business Math Calculations	2.00
BCIS 51	Records Management	2.00
BCIS 60	Advanced Legal Office Procedures	3.00
BCIS 70	Adobe Acrobat Professional	3.00
BUS 8	Introduction to Business Law	1.00

Total: 28.50

Certificate of Achievement in Marketing

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: 01311.00CA

See AS Degree in Marketing.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify business terms and concepts, and effectively communicate using the language of business.
2. Make effective business decisions using a systematic, evaluative, information-based approach.
3. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing environment.

Required courses:

ACCT 20	Introduction to Accounting	29.00
BCIS 33	Skills for the Working Professional	3.00
BCIS 81	Microsoft Excel for Business	1.00
BUS 20	Introduction to Business	1.00
BUS 35	Leading and Supervising Teams	3.00
BUS 50	Sales Strategies	3.00
BUS 60	Advertising and Promotion	3.00
BUS 64	Principles of Marketing	3.00
BUS 68	Web Marketing	3.00
ECON 4	Principles of Microeconomics	3.00
Select one:		3.00
BCIS 13	Business Communication	3.00
COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00

Total: 29.00

Suggested Program Map

Required courses:

Units: 29.00

Term 1		15.00
BUS 20	Introduction to Business	3.00
BUS 35	Leading and Supervising Teams	3.00
BUS 64	Principles of Marketing	3.00
ECON 4	Principles of Microeconomics	3.00
Select one:		3.00
BCIS 13	Business Communication	3.00
COMM C1000	Introduction to Public Speaking	3.00
CMST 4	Small Group Communication	3.00
Term 2		14.00
ACCT 20	Introduction to Accounting	3.00
BCIS 33	Skills for the Working Professional	1.00
BCIS 81	Microsoft Excel for Business	1.00
BUS 50	Sales Strategies	3.00
BUS 60	Advertising and Promotion	3.00
BUS 68	Web Marketing	3.00

Total: 29.00

Certificate of Achievement in Medical Coding

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: 35746.00CA

The Certificate of Achievement in Medical Coding is for students for who want to pursue a career as medical coders and/or billers. The medical coder and biller are responsible for reviewing patient health records, assigning appropriate codes to diagnoses and procedures performed by the healthcare provider, and submitting claims for reimbursement and collecting payments.

The Bureau of Labor Statistics is predicting that the medical coder and biller fields are growing due to an aging population requiring more medical services.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Explain the role and the responsibilities that the medical coder has in the health information management field.
2. Describe the healthcare industry as it relates to health information management.
3. Demonstrate a working knowledge of medical terminology as it relates to medical coding.
4. Analyze healthcare legal and ethical issues in the context of the HIPAA guidelines.
5. Identify the content and structure of the health record, explain the importance of documentation on code assignment, and describe the impact on the reimbursement.
6. Interpret coding guidelines and accurately apply diagnosis and procedure codes utilizing ICD-10-CM, ICD-10-PCS, CPT, and HCPC.

Required courses:

ALH 104	Medical Terminology	27.00 - 28.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 99	Work Experience-BCIS	3.00
		2.00
Select one:		
BIOL 2	Introduction to Human Biology	3.00
BIOL 10	Survey of Human Systems	4.00
BIOL 20	Human Anatomy	4.00
HIM 56	Introduction to Health Information Management	2.00
HIM 58	Healthcare Law and Ethics	2.00
HIM 62	Introduction to Medical Coding	3.00
HIM 63	Reimbursement	3.00
HIM 64	Advanced Medical Coding	3.00
HIM 76	Electronic Health Records	3.00

Total: 27.00 - 28.00

Suggested Program Map

Required courses:

Units: 27.00 - 28.00

Term 1

ALH 104	Medical Terminology	15.00
BCIS 18	Introduction to Business Technology	3.00
		3.00
Select one:		3.00-4.00
BIOL 2	Introduction to Human Biology	
BIOL 10	Survey of Human Systems	4.00
BIOL 20	Human Anatomy	
HIM 56	Introduction to Health Information Management	2.00
HIM 62	Introduction to Medical Coding	3.00

Term 2

BCIS 99	Work Experience-BCIS	13.00
HIM 58	Healthcare Law and Ethics	2.00
HIM 63	Reimbursement	2.00
HIM 64	Advanced Medical Coding	3.00
HIM 76	Electronic Health Records	3.00

Total: 27.00 - 28.00

Certificate of Achievement in Medical Office Administration

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: 01315.01CA

This is the second tier of the Medical Office Administration (MOA) career pathway. Students completing this next level of certificate will take courses that are designed to build on their MOA solid foundation and allow students an opportunity to become proficient in the in-demand knowledge and skills sought out by the healthcare industry.

Career related fields for the MOA include Medical Office Receptionist, Medical Office Assistant, Front Office Representative, Medical Records Administrative Assistant, Insurance Verification Specialist, and Medical Intake Specialist. This certificate of achievement can be completed in one year.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Apply knowledge of medical terminology to perform outpatient/physician diagnostic coding, and determine outpatient/procedural coding based on the abstraction of medical records.
2. Analyze and interpret medical information and apply sound decision-making skills pertaining to the appropriate ICD and CPT codes needed to maximize compensation for services rendered.
3. Apply effective listening, verbal, written, interpersonal, and technological communication skills which prepare them for the outpatient medical workplace.

Required courses:

ALH 104	Medical Terminology	27.50-28.50
BCIS 13	Business Communication	3.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 33	Skills for the Working Professional	1.00
HIM 56	Introduction to Health Information Management	2.00
HIM 58	Healthcare Law and Ethics	2.00
HIM 62	Introduction to Medical Coding	3.00
HIM 63	Reimbursement	3.00
HIM 76	Electronic Health Records	3.00
Select one:		1.50
BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50
Select one:		3.00-4.00
BIOL 2	Introduction to Human Biology	3.00
BIOL 10	Survey of Human Systems	4.00
BIOL 20	Human Anatomy	4.00

Total: 27.50-28.50

Suggested Program Map

Required courses:

Units: 27.50-28.50

Term 1		15.50-16.50
ALH 104	Medical Terminology	3.00
BCIS 13	Business Communication	3.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
HIM 56	Introduction to Health Information Management	2.00
Select one:		1.50
BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50
Select one:		3.00-4.00
BIOL 2	Introduction to Human Biology	3.00
BIOL 10	Survey of Human Systems	4.00
BIOL 20	Human Anatomy	4.00

Term 2		12.00
BCIS 33	Skills for the Working Professional	1.00
HIM 58	Healthcare Law and Ethics	2.00
HIM 62	Introduction to Medical Coding	3.00
HIM 63	Reimbursement	3.00
HIM 76	Electronic Health Records	3.00

Certificate in Account Clerk

About the Program

Program Goal: Career
GE Pattern(s): None
Program Code: ACCT.CC

(Not Eligible for Financial Aid) See AS Degree in Accounting.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Utilize double entry bookkeeping system to record common business transactions.
2. Employ accounting and business terminology to describe business transactions and scenarios.
3. Record payables and receivables using QuickBooks or similar accounting programs.
4. Demonstrate proficiency with commonly used office software programs.

Required courses:

ACCT 100	QuickBooks Pro-Computerized Accounting	2.00	11.00-12.00
BCIS 13	Business Communication	3.00	
BCIS 33	Skills for the Working Professional	1.00	
BCIS 46	Business Math Calculations	2.00	
BCIS 81	Microsoft Excel for Business	1.00	
Select one:		2.00-3.00	
ACCT 20	Introduction to Accounting	3.00	
ACCT 128	Small Business Accounting	2.00	
Select one:		3.00	
BCIS 18	Introduction to Business Technology	3.00	
BUS 62	Money & Happiness: Cultural, Psychological and Economic Factors	3.00	
ECON 4	Principles of Microeconomics	3.00	

Total: 11.00-12.00

Suggested Program Map

Required courses:

Units: 11.00-12.00

Term 1		11.00-12.00	
BCIS 13	Business Communication	3.00	
BCIS 33	Skills for the Working Professional	1.00	
BCIS 46	Business Math Calculations	2.00	
BCIS 81	Microsoft Excel for Business	1.00	
Select one:		2.00-3.00	
ACCT 20	Introduction to Accounting	3.00	
ACCT 128	Small Business Accounting	2.00	
Select one:		3.00	
BCIS 18	Introduction to Business Technology	3.00	
BUS 62	Money & Happiness: Cultural, Psychological and Economic Factors	3.00	
ECON 4	Principles of Microeconomics	3.00	

Term 2

ACCT 100	QuickBooks Pro-Computerized Accounting	2.00	
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Total: 11.00-12.00

Certificate in Allied Health

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: ALLIEDHEALTH.CC

(Not Eligible for Financial Aid) The Allied Health Certificate is designed to prepare students to enter the healthcare field. The curriculum is designed as an introduction to careers in healthcare. It will also provide an understanding of medical terminology, and issues affecting public health and our society. In addition, the certificate provides curriculum on "soft skills" in healthcare, for example communication and professionalism. Upon completion of this certificate, students may be able to obtain an entry level position in the healthcare industry as well as submitting the certificate of completion to healthcare programs as part of their application process.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Compare and contrast different career option in the healthcare setting.
2. Analyze the common terms in healthcare and be able to transfer that knowledge to other healthcare courses.
3. Differentiate between public health and traditional medical models in healthcare.
4. Develop "soft skills" in the professional health care setting.

Required courses:

ALH 3	Introduction to Public Health	3.00	15.00 12.00
ALH 6	The Critical Six Soft Skills in the Professional Healthcare Environment	3.00	
ALH 104	Medical Terminology	3.00	
CLP 30	Career Life Planning	3.00	
CSL 20	Identity, Culture and Education	3.00	
CLP 101	Career, Education and Life Choices	3.00	
			15.00 12.00

Suggested Program Map

Required courses:

Units: 15.00 12.00

Term 1

ALH 3	Introduction to Public Health	3.00	12.00
ALH 6	The Critical Six Soft Skills in the Professional Healthcare Environment	3.00	
ALH 104	Medical Terminology	3.00	
CLP 30	Career Life Planning	3.00	
CSL 20	Identity, Culture and Education	3.00	
CLP 101	Career, Education and Life Choices	3.00	
			Total: 15.00 12.00

Certificate in Business Information Worker

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: BIW.CC

This is the first tier of the Business Information Worker (BIW) career pathway. Students completing this beginning certificate will take courses that are designed to provide students with a solid foundation in business communication; business math; professional development; keyboarding; Microsoft Windows, Word, Excel, Access, and Outlook; and additional business technology tools including collaboration tools.

Career related fields include administrative assistants, office workers, office specialists, and customer service representatives. This certificate can be completed in one semester.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Solve mathematical problems; analyze and interpret data; and apply sound decision-making skills.
2. Identify and describe current technologies used in today's businesses and apply these technologies to solve business problems, improve organizational productivity, and achieve the goals of business.

Required courses:

BCIS 13	Business Communication	13.50
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	3.00
BCIS 28	Microsoft Word for Windows	1.50
BCIS 33	Skills for the Working Professional	3.00
BCIS 46	Business Math Calculations	1.00
Select one:		2.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50
		Total: 13.50

Suggested Program Map

Required courses:

Units: 13.50

Term 1		13.50
BCIS 13	Business Communication	3.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	3.00
BCIS 28	Microsoft Word for Windows	1.50
BCIS 33	Skills for the Working Professional	3.00
BCIS 46	Business Math Calculations	1.00
Select one:		2.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50
		Total: 13.50

Certificate in Legal Office Administration

About the Program

Program Goal: Career

GE Pattern(s): None

Program Code: BCISLEGALADM.CC

This is the first tier of the Legal Office Administration (LOA) career pathway. Students completing this beginning certificate will take courses that are designed to provide students with a solid foundation in beginning legal office procedures; business communications; professional development; keyboarding; Microsoft Windows, Word, Excel, Access, and Outlook; and additional business technology tools including collaboration tools.

Career related fields for the LOA include Legal Administrative Assistant, Legal Assistant, Legal Staff Assistant, and Legal Office Assistant. This certificate can be completed in one semester.

Program Learning Outcome(s):

Upon successful completion of the program, the student will be able to:

1. Identify and explain the difference among the six areas of law.
2. Apply computer skills to legal office activities.

Required courses:

		14.50
BCIS 13	Business Communication	3.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 28	Microsoft Word for Windows	3.00
BCIS 33	Skills for the Working Professional	1.00
BCIS 59	Beginning Legal Office Procedures	3.00

Select one:

BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50

Total: 14.50

Suggested Program Map

Required courses:

Units: 14.50

Term 1

		14.50
BCIS 13	Business Communication	3.00
BCIS 18	Introduction to Business Technology	3.00
BCIS 20	Beginning Keyboarding	1.50
BCIS 28	Microsoft Word for Windows	3.00
BCIS 33	Skills for the Working Professional	1.00
BCIS 59	Beginning Legal Office Procedures	3.00

Select one:

BCIS 20	Beginning Keyboarding	1.50
BCIS 24	Advanced Keyboarding	1.50

Total: 14.50

Curriculum Committee BYLAWS, 08/26/2026

ARTICLE I: NAME

The name of this committee shall be Curriculum Committee.

ARTICLE II: PURPOSE

The purpose of this committee is to oversee and approve curriculum matters under the jurisdiction of the Academic Senate, in accordance with Administrative Procedure AP 4020 (Program and Curriculum Development), including new and revised courses and programs, requisites, general education, delivery modes, implementation of regulations and guidelines, and curriculum policy changes, while ensuring compliance with Title 5 regulations. The primary responsibility for the detailed evaluation and review of curricula is at the department level.

ARTICLE III: MEMBERSHIP

A. Seated Members:

1. Curriculum Chairperson
2. Academic Senate, Vice President, or Academic Senate Executive Committee Designee
3. Ten (10) Faculty
 - i. Three (3) Career Education (CE)
 - ii. Three (3) General Education (GE)
 - iii. Three (3) At Large
 - iv. One (1) Counselor
4. Equity and Inclusion Specialist
5. Student Learning Outcomes (SLO) Coordinator
6. Distance Education and Accessible Learning Resources Coordinator
7. Library Representative
8. Articulation Officer
9. Student Representative
10. Two (2) Division Dean/Director Representatives

The following members are advisory (i.e. non-voting) members.

11. Chief Instructional Officer
12. Scheduling and Curriculum Representative
13. Admission and Records Representative

- B. Terms of Membership: Representatives will serve terms defined by (and with reappointment permitted according to) the bylaws of the appointing body.
1. Curriculum Chairperson
 - i. In consultation with the Curriculum Committee, the Academic Senate will elect a full-time faculty member as Chairperson following the procedures laid out in ARTICLE III Section 1 of the Academic Senate Bylaws. In making this selection, the Academic Senate will take into consideration:
 1. The nominee(s)' past experience and knowledge of current and historic issues addressed by the Butte College Curriculum Committee.
 2. The desire to rotate the chairperson among the academic and student support programs, student development, career education, and transfer and general education programs, to the extent reasonably feasible.
 - ii. The Chairperson shall serve three-year terms, limited to two consecutive terms.
 - iii. Should the Chairperson take a leave, a replacement will be selected by the Academic Senate. The replacement will serve out the unexpired term or until the Chairperson returns.
 - iv. Faculty who wish to gain an understanding of the Chairperson role may submit a request to the current Chairperson to attend up to three (3) technical review meetings. The Chairperson will inform the Committee of any faculty who express interest.
 2. Chief Instructional Officer
 - i. Shall serve as a non-voting member of the committee.
 3. Division/Dean Representatives
 - i. The Dean/Director members will be appointed by the Chief Instructional Officer.
 4. Equity and Inclusion Specialist
 - i. The Equity and Inclusion Specialist will be selected by the U in Butte Committee and confirmed by the Academic Senate.
 - ii. The Equity and Inclusion Specialist shall serve three-year terms, limited to two consecutive terms.
 - iii. Full-time instructional faculty are preferred for this position, but the Diversity Committee may select full-time student development faculty if appropriate.
 5. Faculty
 - i. Faculty are appointed by the Academic Senate
 6. Student Representative
 - i. The Student Representative will be appointed by the Student Senate.

7. When a position must be filled by Academic Senate appointment or selection, that choice will seek balanced representation, as follows:
 - i. To ensure balance between instruction and non-instruction, at least 50%, and no more than 67%, of voting members shall be instructional faculty (not including the Chairperson).
 - ii. Whenever possible, faculty members shall consist of a balance from all academic disciplines, course modality experiences and student support programs.
- C. Advisory Members: additional non-voting members or guests may be invited to participate at the discretion of the Chair, including:
 1. Financial Aid representative
 2. Admissions and Records
- D. Administrative support: appointed by the Office of Instruction

ARTICLE IV: BROWN ACT COMPLIANCE AND PARLIAMENTARY AUTHORITY

- A. All meetings of the Curriculum Committee shall be open to the public, in compliance with the Ralph M. Brown Act, California Government Code §§ 54950-54963.
- B. All meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised, 12th ed.* as modified by the Brown Act.
- C. Agendas for all regular meetings shall be posted at outside the boardroom located on Main Campus (SAS 360) and on the Curriculum Committee website at least 72 hours in advance of the meeting date and time, as noticed on the published agenda. Special meeting agendas shall be posted at least 24 hours in advance. Time shall be set-aside on each agenda to provide an opportunity for the public to address this committee on any item of interest to the public. Time limits for public participation shall be stipulated on the agenda.
- D. Decisions will be reached by majority vote of members present and choosing to exercise their right to vote on motions that receive a second. [Note: certain types of motions may require a supermajority, as described in *Robert's Rules of Order Newly Revised, 12th ed.*]
- E. Minutes will be taken at each meeting and include the results for all votes taken. These minutes will be presented for approval vote at the next noticed meeting and made publicly available on the Curriculum Committee website.

ARTICLE V: MEETINGS

- A. Regular Meetings: Every other week during academic semesters.
- B. Special Meetings: Special meetings will be held when the Chair notices or is informed of an item with an immediate deadline.
- C. Quorum: Simple majority of voting members

ARTICLE VI: OFFICERS AND THEIR DUTIES

- A. Chair:
 1. Sets the agenda and presides over meetings; and
 2. Serves as the committee liaison to the Academic Senate and faculty.

- B. Academic Senate Representative:
 - 1. Assumes all Chair responsibilities in the absence of the Chair.
- C. Secretary: Appointed by Office of Instruction
 - 1. Publishes and distributes the meeting agenda and minutes, maintains records, and updates the committee webpage.
- D. Technical Review:
 - 1. Technical Review is responsible for ensuring all material brought to the Curriculum Committee is complete and ready for review. Technical Review consists of
 - i. Curriculum Chair
 - ii. Articulation Officer
 - iii. Curriculum Analysts
 - iv. Counselor Representative

ARTICLE VII: SUBCOMMITTEES

Ad hoc subcommittees may be formed as needed by the Curriculum Committee to carry out specific tasks. Membership and scope of work shall be defined by the committee at the time of formation.

ARTICLE VIII: AMENDMENTS

Proposed amendments to these bylaws must be approved by a two-thirds majority vote of seated members and ratified by the Academic Senate in order to take effect.