HARTNELL COLLEGE CURRICULUM COMMITTEE MINUTES

11/29

B) New Course BUS

- 1) BUS 136 Introduction to Personal Management Software (2 units) This is one of the courses in the Business Information Worker model curricula that is being used as a guide for the Business certificate proposals in Item D below.
- 2) BUS 135 Professional Office Skills (4 units) This is one of the courses in the Business Information Worker model curricula that is being used as a guide for Business certificate proposals in Item D below.
- C) New Program AA-T in Social Justice Studies Implementation projected for Fall 2019, pending any externally required approvals.
 - D) New Programs: Certificates of Achievement in Business Information Professional Level I and Level II Implementation projected for Fall 2019, pending any externally required approvals.

The name of these certificates is still in discussion with Business Office Professional, Level 1 and Level 2 as possibilities instead of Business Information Worker.

completing the first level certificate, the second level requires the first level courses in addition to some second level courses. More levels are planned with the end result being the existing certificate and then with the addition of GE, the Associate Degree.

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required courses for AA-T in Social Justice Studies, an "area of emphasis" degree for transfer that is being developed. No other new courses will be needed for this degree.

(a)

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- (a) DE: MSU
- (b) Course approval: MSU TAC 3 was approved for Ethnic Groups in the US category of HC GE pattern.
- VI. One Reading Program Items-Action Implementation projected for Fall 2019, pending any externally required approvals.

A)