



# Catalog 2022-2023

## Addendum No.2

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

### GENERAL EDUCATION REQUIREMENTS

PLAN	AREA	COURSE	STATUS
CSUGE	C1	COMM 170	APPROVED
ASSOCIATE (LOCAL)	C	COMM 170	APPROVED

### NEW PROGRAMS

### PATIENT CARE COORDINATOR

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

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

**Required Core**

MEDOP 50	Patient Care Coordinator I	6
MEDOP 51	Patient Care Coordinator II	6
<b>Total units</b>		<b>12</b>

### PROJECT MANAGEMENT

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

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

This project management certificate provides important concepts in project management, providing essential knowledge and skills needed to step into a project management role in order to advance business, governmental or personal goals. Upon completion of this

certificate, students may then take additional courses to complete an AS degree in Business Management.

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

**Required Core:**

BUS 126	Introduction to Business Logistics Management	3
BUS 150	Principles of Management	3
BUS 151	Principles of Operations Management	3
BUS 239	Project Management	3
BUS 290	Work Experience in Business I	2 - 4
<b>Total units</b>		<b>14 - 16</b>

### PROGRAM MODIFICATIONS

### BUSINESS MANAGEMENT

CAREER\TECHNICAL (MAJOR CODE: A1151)  
ASSOCIATE IN SCIENCE

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

**REQUIRED CORE:**

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

Select ONE of the following courses of your choice from the list below:

ACCT 7	Basic Business Bookkeeping	3
ACCT 8	Payroll	4
ACCT 12	Computerized Accounting	3
ACCT 101	Principles of Accounting I	4
CIS 122B	Spreadsheet: Software	1

Select THREE of the following courses of your choice from the list below:

BUS 120	Introduction to Business	3
BUS 143	eStrategic Business Planning	2
BUS 150	Principles of Management	3
BUS 151	Principles of Operations Management	3
BUS 152	Human Relations in Organizations	3

BUS 177	Principles of International Business	3
LDR 150	Leadership and Supervision	3
LDR 151	Human Resources and Labor Relations	3

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

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

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

## MEDICAL LABORATORY TECHNICIAN

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

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

### PREREQUISITES

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

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

Total units 31

## DEPARTMENT ACCEPTANCE INTO THE MEDICAL LABORATORY TECHNICIAN PROGRAM

### FIRST SEMESTER

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

### SECOND SEMESTER

MLT 102	Clinical Hematology, Coagulation, Urinalysis and Body Fluids Practicum	5	<u>3</u>
MLT 111	Clinical Chemistry II		3
MLT 111L	Clinical Chemistry II Laboratory		1
MLT 120	Clinical Microbiology		3
MLT 120L	Clinical Microbiology Laboratory		1

### SUMMER

MLT 112	Clinical Chemistry Practicum	4	<u>3</u>
MLT 130	Clinical Immunohematology		3
MLT 130L	Clinical Immunohematology Laboratory		1

### THIRD SEMESTER

MLT 79	MLT Certification/Licensure Examination Preparation	2	
MLT 121	Clinical Microbiology Practicum	5	<u>3</u>
MLT 131	Clinical Immunology and Immunohematology Practicum	4	<u>3</u>
	Total units	45	<u>39.00</u>

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

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

## NEW COURSES

### NC 380

ESSENTIAL SKILLS FOR MANUFACTURING

HOURS: 50.0

Pass/No Pass Only

Offered: ALL

No Credit. Lecture: 30 hours, Laboratory: 20 hours.

Introduces students to several skills needed in the manufacturing industry such as: print reading, CAD basics, workplace math review, and quality assurance basics. This is accomplished in a series of hourly related workshops.

### NC 381

EMPLOYABILITY SKILLS FOR MANUFACTURING

HOURS: 20.0

Pass/No Pass Only  
Offered: ALL

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

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

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

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

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

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

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

**NC 385**  
**ESSENTIAL SKILLS FOR MANUFACTURING MAINTENANCE**  
**HOURS: 35.0**

Pass/No Pass Only  
Offered: ALL

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

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

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

## COURSE MODIFICATION

**MLT 102**  
CLINICAL HEMATOLOGY, COAGULATION,  
URINALYSIS AND BODY FLUIDS PACTICUM  
~~5.0~~ **3.0** UNITS

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Laboratory: ~~4.5.0~~ **2.0**

**MLT 112**  
CLINICAL CHEMISTRY PRACTICUM  
~~4.0~~ **3.0** UNITS

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Laboratory: ~~4.2.0~~ **2.0**

**MLT 121**  
CLINICAL MICROBIOLOGY PRACTICUM  
~~5.0~~ **3.0** UNITS

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Laboratory: ~~4.5.0~~ **2.0**

**MLT 131**  
CLINICAL IMMUNOLOGY AND  
IMMUNOHEMATOLOGY PRACTICUM  
~~4.0~~ **3.0** UNITS

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Laboratory: ~~4.2.0~~ **2.0**

## **REACTIVATED COURSES**

### **NC 3**

SUPERVISED TUTORING

HOURS: 6.0

Offered: ALL

### **NC 4**

COLLEGE SKILLS DEVELOPMENT: TUTORIALS

HOURS: 18.0

Offered: ALL