

The background of the entire page is a photograph of a campus walkway. A paved path leads from the foreground into the distance, flanked by green grass and bushes with red flowers. Tall palm trees line the path, and in the background, there are more trees, a parking lot with cars, and a red metal structure. Two people are walking on the path in the middle ground. The college's name is overlaid in the top left corner in a large, white, serif font.

WOODLAND COMMUNITY COLLEGE

2019~2020 Catalog Addendum



2019-2020 Catalog Addendum

2019-2020 Catalog Effective Date: August 1, 2019
2019-2020 Addendum Effective Date: January 1, 2020

Woodland Community College

2300 East Gibson Road, Woodland, CA 95776
530-661-5700— 530-661-5786 TTY
<http://wcc.yccd.edu>

Lake County Campus

15880 Dam Road Ext, Clear Lake, CA 95422
707-995-7900
<http://lcc.yccd.edu>

Colusa County Campus

99 Ella Street, Williams, CA 95987
530-668-2500
<http://wcc.yccd.edu/colusacounty>

The Yuba Community College District and Woodland Community College have made concerted efforts to ensure that the contents of the 2019-2020 catalog are accurate. However, courses, programs and information therein are subject to change due to varied reasons and the rights of the administration to amend contents due to changes in regulations, omissions or oversight. This addendum reflects additions and changes to the content specified in the 2019-2020 catalog. The original 2019-2020 catalog and this addendum are valid for the 2019-2020 academic year. Catalog rights for the 2019-2020 catalog includes the content of this addendum.

Woodland Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd. Ste 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education Association of Junior Colleges; and to "American Junior Colleges" published by the American Council on Education, Washington, D.C.

COURSE/ DEGREE	TITLE	EFFECTIVE DATE	TYPE OF CHANGE	SUMMARY OF CHANGES/REVISIONS
NEW / REVISED COURSES				
ACCT 1L	Principles of Accounting - Financial	SP 2020	REV	Update description, content, obj & textbook; Add prereq ACCT 50;
ACCT 6	Individual Income Taxes-Federal/State	SP 2020	REV	Change short title; Change SAM Code "B" to "C"; Update content, obj, SLOs & textbook; Add prereq ACCT 50; Add DE Online & Broadcast Ed options; Remove L,M advisories
AG 40	Animal Health and Sanitation	SP2020	NEW	
BCA 34	Microsoft Excel III	SP2020	REV	Title & short title change; Change lec/lab & crse hrs; Update descrip, content, obj, SLOs & textbook; Change to Ltr Grade only; Add prereq BCA 15; Add coreq BCA 33
BCA 37	Microsoft Access II	SP2020	REV	Crse # change (formerly 37A); Title & short title change; Update descrip, content, obj, SLOs; Change to Ltr Grade only; Add prereq BCA 15; Add DE options -Hybrid & Broadcast Education
BCA 38	Microsoft Access III	SP2020	REV	Crse # change (formerly BCA 37B); Title & short title change; Update descrip, content, obj, SLOs; Change to Ltr Grade only; Add prereq BCA 15 & 37; Add DE option -Hybrid & Broadcast Education
BCA 59	Computer Literacy	SP2020	REV	Crse # change (formerly BCA 41; Title & short title change; Change lec/lab & crse hrs; Update descrip content, obj, SLOs & textbook; Change to Ltr Grade only.
BCA 65	Microsoft Word III	SP2020	REV	Csre # change (formerly BCA 22); Title & short title change; Change lec/lab & crse hrs; Update descrip content, obj, SLOs & textbook; Change to Ltr Grade only; Add DE options -Online, Hybrid & Broadcast Ed; Change SAM Code from "D" to "C"; Add prereq BCA 15
BCA 66	Microsoft Outlook	SP2020	REV	Crse # change (formerly BCA 23); Update description, content, obj, SLOs & textbook; Change to Ltr Grade only; Remove L,M advisory; Add DE options - Hybrid & Broadcast Ed.
BCA 68	Records and Information Management	SP2020	REV	Title & short title change; Update descrip content, obj, SLOs & textbook; Change lec/lab & crse hrs; Change SAM Code "D" to "C"; Add DE option -Hybrid & Broadcast Ed; Remove Online option
BCA 70	Microsoft PowerPoint II	SP2020	REV	Crse # change (formerly BCA 26); Title & short title change; Update descrip content, obj, SLOs & textbook; Change to Ltr Grade only; Add DE option -Hybrid & Broadcast Ed; Add prereq BCA 15
CHEM 1A	General Chemisrty I	SP2020	REV	Change title & short title; Update description, SLOs; Remove prereq CHEM 2A; Remove "L" advisory; Add DE options -Online, Hybrid & Broadcast Ed
CHEM 1B	General Chemistry II	SP2020	REV	Change title & short title; Update SLOs; Remove prereq MATH 52; Remove "L" advisory; Add DE options -Online, Hybrid & Broadcast Ed
ECOL 10	Environment - Concepts and Issues	SP2020	REV	Change short title; Update description, content, SLOs & textbook; Remove "L" advisory
ENVHR 10	General Entomology	SP2020	REV	Change title & short title; Hybrid -Lec only
ESOL 250	Accelerated Academic English for Nonnative Speakers I	SP2020	REV	Update description, Conditions of Enrollment & textbook; Removed prerequisite reqmt
ESOL 550	Accelerated Academic English for Nonnative Speakers I	SP2020	REV	Update description, Conditions of Enrollment & textbooks; Removed prerequisite reqmt

GNBUS 11	Principles of Management	SP2020	REV	Crse # change (formerly MGMT 10); Updated descrip, content & textbook
GNBUS 15	Human Resource Management	SP2020	REV	Crse prefix change (formerly MGMT 15); Updated description & textbook
GNBUS 35	Organizational Behavior	SP2020	REV	Crse prefix change (formerly MGMT 35); Updated description & tetxbook
GNBUS 55	Principles of Selling	SP2020	NEW	DE options -Online, Hybrid & Broadcast Education
GNBUS 57	Principles of Social Media Marketing	SP2020	NEW	DE options -Online, Hybrid & Broadcast Education
GNBUS 58	Principles of Customer Service	SP2020	NEW	DE options -Online, Hybrid & Broadcast Education
GNBUS 64	Medical Terminology for the Office Specialist	SP2020	NEW	DE options -Online, Hybrid & Broadcast Education
GNBUS 65	Medical Office Procedures	SP2020	NEW	DE options -Online, Hybrid & Broadcast Education
GNBUS 66	Medical Coding	SP2020	NEW	DE options -Online, Hybrid & Broadcast Education
GNBUS 72	Introduction to Business Information Worker	SP2020	REV	Title & short title change; Update descrip content, obj, SLOs & textbook; Change SAM Code "D" to "C"; Removed prereq BCA 60 & 62; Removed DE Online option; Add DE Hybrid & Broadcast Ed options..
GNBUS 74	Business Information Professional	SP2020	NEW	
PLSCI 22L	Introduction to Soils	SP2020	Update	Add lab content & manual; Removed Math advisory
PLSCI 25	Field and Vegetable Crops	SP2020	REV	Change title & short title; Update description; Removed prereq PLSCI 20L
PLSCI 33	Weed Science	SP2020	NEW	Add lab manual; Change SAM Code "D" to "C"
INACTIVATED COURSES				
BCA 33A	Introduction to Microsoft Excel	SP2020	Inactive	
COUNS 15A	Orientation to College	SP2020	Inactive	
COUNS 15B	Orientation to College	SP2020	Inactive	
COUNS 45	Career College Planning	SP2020	Inactive	
ESL 240A	Grammar - High Beginning	SP2020	Inactive	
ESL 282A	Fundamentals of Composition I	SP2020	Inactive	
ESL 282B	Fundamentals of Composition II	SP2020	Inactive	
MATH 25	Finite Mathematics	SP2020	Inactive	
NEW/REVISED CERTIFICATES / DEGREES				
AS-T	Agriculture Animal Science	SP2020	REV	Add AG 42; No change to total units
AS-T	Agriculture Business	SP2020	REV	
AS	Business Information Professional	FA2019	REV	
COA	Business Information Worker-Admin Assistant	FA2019	REV	Title change (formerly Admin Asst); Cert. unit change; Removed BCA 17, 41, 62 & GNBUS 52
AS	Business Management	SP2020	REV	
INACTIVATED CERTIFICATES / DEGREES				
AS	Small Business Management	SP2020	Inactive	
COURSE C-ID APPROVALS				
ACCT 1L	Principles of Accounting - Financial			C-ID ACCT 110
BCA 15	Business Computer Applications - Beginning			C-ID BSOT 111, BSOT 112, BSOT 113 & BSOT 114
BCA 33	Microsoft Excel II			C-ID BSOT 122X
BCA 34	Microsoft Excel III			C-ID BSOT 132X

BCA 37	Microsoft Access II			C-ID BSOT 123X
BCA 38	Microsoft Access III			C-ID BSOT 133X
BCA 59	Computer Literacy			C-ID BSOT 105X
BCA 64	Microsoft Word II			C-ID BSOT 121X
BCA 65	Microsoft Word III			C-ID BSOT 131X
BCA 66	Microsoft Outlook			C-ID BSOT 106X
BCA 67	Adobe Acrobat			C-ID BSOT 125X
BCA 70	Microsoft PowerPoint II			C-ID BSOT 124
ECOL 10	Environment - Concepts and Issues			C-ID ENVS 100
LOCAL GRADUATION REQUIREMENT CHANGES				
BCA 59	Computer Literacy		NEW	Area E: Electives
CHEM 2A	Introductory Chemistry		Update	AREA A: Natural Sciences
ECOL 10	Environment - Concepts and Issues		Update	Area A: Natural Science
ENVHR 10	General Entomology		NEW	AREA A: Natural Sciences
ENVHR 15	Introduction to Environmental Science		NEW	AREA A: Natural Sciences
ENVHR 22	Native CA Water-wise Plant Identification		NEW	AREA E: General Education Requirement
PLSCI 12	California Water		NEW	AREA E: General Education Requirement
PLSCI 22L	Introduction to Soils		Update	AREA A: Natural Science
PLSCI 25	Field and Vegetable Crops		Update	AREA A: Natural Sciences
PLSCI 33	Weed Science		NEW	AREA A: Natural Science
PLSCI 34	Plant Pathology		NEW	AREA A: Natural Sciences

AGRICULTURE ANIMAL SCIENCE

ASSOCIATE IN SCIENCE FOR TRANSFER

Description

The Associate in Science in Agriculture Animal Science for Transfer is intended for students who plan to complete a bachelor's degree in Agriculture Business at a CSU campus. Students completing this degree are guaranteed admission to the CSU system with junior status, but not to a particular campus or major. Students transferring to a CSU campus that does accept this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

The Associate in Science in Agriculture Animal Science for Transfer degree requirements (as stated in SB1440 law) requires students to complete the following:

- a minimum of 18 semester in the major or area of emphasis as determined by the community college district.
- 60 semester CSU transferable units
- California State University General Education-Breadth (CSU GE-Breadth) pattern of 39 units; OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern of 37 units.
- Obtainment of a minimum grade point average (GPA) of 2.0.
- Earn a grade of "C" or better in all courses required for the major or area of emphasis.

Students should consult with a counselor for more information on university admission and transfer requirements.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Evaluation of agricultural data as it relates to animal production, draw reasonable conclusions, recognize the environmental implications of these conclusions, and apply these conclusions to examples used in industry.
2. Evaluate and apply scientific knowledge into working skills used in animal sciences.

Program Requirements:

Required Core Courses

		Course Block Units: (22 Required)
AG5	Agriculture Economics	3
AG11	Agricultural Accounting	3
AG45L	Principles of Animal Science	4
AG46	Animal Feeds and Nutrition	3
CHEM2A	Introductory Chemistry	5
STAT1	Introduction To Statistical Methods	4

Production Course

		Course Block Units: (3 Required)
AG42 or	Sheep and Goat Science/Production	3
AG43	Beef Cattle Science	3

Total: 25

AGRICULTURE BUSINESS

ASSOCIATE IN SCIENCE FOR TRANSFER

Description

The Associate in Science in Agriculture Business for Transfer is intended for students who plan to complete a bachelor's degree in Agriculture Business at a CSU campus. Students completing this degree are guaranteed admission to the CSU system with junior status, but not to a particular campus or major. Students transferring to a CSU campus that does accept this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree.

The Associate in Science in Agriculture Business for Transfer degree requirements (as stated in SB1440 law) requires students to complete the following:

- a minimum of 18 semester in the major or area of emphasis as determined by the community college district.
- 60 semester CSU transferable units
- California State University General Education-Breadth (CSU GE-Breadth) pattern of 39 units; OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern of 37 units.
- Obtainment of a minimum grade point average (GPA) of 2.0.
- Earn a grade of "C" or better in all courses required for the major or area of emphasis.

Students should consult with a counselor for more information on university admission and transfer requirements.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Students will be competent with evaluation of agricultural data, draw reasonable conclusions, recognize the environmental implications of these conclusions, and apply these conclusions to examples used in industry.
2. Students will critically evaluate, and apply scientific knowledge into working skills applied in the Agriculture field.

Program Requirements:

Required Courses

Course Block Units: (17 Required)

AG5	Agriculture Economics	3
PLSCI22L	Introduction To Soils	4
STAT1	Introduction To Statistical Methods	4
AG11	Agricultural Accounting	3
ECON1A	Elementary Economics-Macro	3

Select 9 units

Course Block Units: (9 - 11 Required)

AG4	Introduction to Agricultural Business	3
AG6	Agricultural Sales and Communication	3
AG12	Computers in Agriculture	3
AG45L	Principles of Animal Science	4
PLSCI20L	Principles of Plant Science	4

Total: 26.00 - 28.00

BUSINESS INFORMATION PROFESSIONAL

ASSOCIATE IN SCIENCE

Description

Business Information Professionals are in high demand both locally and nationally, comprising one of the largest occupational fields in the country, according to the U.S. Department of Labor. The administrative arena includes job opportunities in a diverse range of fields including education, health care, government and social services, finance, real estate, insurance, the retail trade and hospitality industries. Well-trained workers continue to play a vital role in small entrepreneurship, providing an array of key support services. Salaries can vary widely based on training, abilities, and experience. Job applicants with stronger computer skills rise to the top of candidate pools, frequently earning higher salaries.

The role of today's office professional has evolved with the demands of a changing economy and ever-evolving technologies. Typically, a Business Information Professional oversees daily operations—including supporting employees; creating, editing and updating simple to complex documents, spreadsheets, presentations and databases; planning and scheduling meetings and appointments; managing projects; organizing and maintaining paper and electronic files; conducting research; disseminating information using the telephone, mail services, websites and emails; developing and supporting marketing and advertising efforts; managing the company's social media presence; and assisting with budgets as well as monitoring and maintaining office resources.

Students earning the Business Information Professional Associate in Science Degree will complete a variety of core courses preparing them for the growing demands of the 21st Century workplace. The general education requirements round out this technical training and help the student achieve stronger cultural awareness, enhanced self-understanding, improved critical thinking, writing, and communication skills, and an appreciating for life-long learning.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Apply professional written and verbal communications skills to work effectively with diverse business groups. Use appropriate language, terminology, non-verbal expression, interpersonal skills and business ethics consistent with the work environment.
2. Research, analyze, organize, evaluate, store, retrieve and disseminate accurate, detailed business data and communications. Solve basic business calculations involving areas such as payroll, inventory, budgeting and banking.
3. Demonstrate the self-discipline, organization and soft skills necessary to confidently complete work independently, accurately, to specifications and on time.
4. Competently use advanced office technologies and resources in creating, storing, retrieving and distributing professional business-quality documents and presentations.

Program Requirements:

Required Courses

Course Block Units: (35.5 Required)

ACCT3	Computerized Accounting	3
ACCT50	General Accounting	3
BCA15	Business Computer Applications - Beginning	3
BCA20	Computer Calculation	1.5
BCA33	Microsoft Excel II	1
BCA34	Microsoft Excel III	1
BCA37	Microsoft Access II	1
BCA38	Microsoft Access III	1
BCA60	Computer Keyboarding	3
BCA64	Microsoft Word II	1

BCA65	Microsoft Word III	1
BCA66	Microsoft Outlook	1
BCA67	Adobe Acrobat	1
BCA68	Records and Information Management	1
BCA70	Microsoft PowerPoint II	1
GNBUS21	Business Communications	3
GNBUS56	Business Mathematics	3
GNBUS72	Introduction to Business Information Worker	3
GNBUS74	Business Information Professional	3

Total: 35.5

Generated on: 2/13/2020 3:34:22 PM

BUSINESS INFORMATION WORKER - ADMINISTRATIVE ASSISTANT

CERT OF ACHIEVEMENT WITH 16-29.5 UNITS

Description

Business Information Workers are in high demand both locally and nationally, comprising one of the largest occupational fields in the country, according to the U.S. Department of Labor. The administrative arena includes job opportunities in a diverse range of fields including education, health care, government and social services, finance, real estate, insurance, the retail trade and hospitality industries. Well-trained workers continue to play a vital role in small entrepreneurship, providing an array of key support services. Salaries can vary widely, based on training, abilities and experience. Job applicants with stronger computer skills rise to the top of the candidate pool, frequently earning higher salaries.

The role of today's Business Information Worker has evolved with the demands of a changing economy and ever-evolving technologies. Typically, this professional oversees daily operations including supporting employees; creating, editing and updating simple to complex documents; developing and maintaining spreadsheets, presentations and databases; planning and scheduling meetings and appointments; managing projects; organizing and maintaining paper and electronic files; conducting research; disseminating information using the telephone, mail services, websites and emails; and assisting with budgets as well as monitoring and maintaining office resources.

Learners earning a Business Information Worker - Administrative Assistant Certificate of Achievement will complete a variety of courses preparing them for the growing demands of the 21st Century workplace. After receiving this certificate, a student may choose to complete a few more classes and Woodland Community College's general education requirements to qualify for the Business Information Professional Associate of Science degree.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Research, analyze, organize, evaluate, and disseminate accurate, detailed business data and communications.
2. Competently use office technologies and resources in creating, storing, retrieving and distributing business-quality documents and presentations.
3. Demonstrate the self-discipline, organization and soft skills necessary to confidently complete work independently, accurately, to specifications and on time—and to professionally present work both orally and in writing.
4. Demonstrate an understanding of general accounting principles and common business computations.

Program Requirements:

Required Courses		Course Block Units: (29.5 Required)
ACCT3	Computerized Accounting	3
ACCT50	General Accounting	3
BCA15	Business Computer Applications - Beginning	3
BCA20	Computer Calculation	1.5
BCA33	Microsoft Excel II	1
BCA37	Microsoft Access II	1
BCA38	Microsoft Access III	1
BCA60	Computer Keyboarding	3
BCA64	Microsoft Word II	1
BCA66	Microsoft Outlook	1
BCA67	Adobe Acrobat	1
BCA68	Records and Information Management	1
GNBUS21	Business Communications	3

GNBUS56	Business Mathematics	3
GNBUS72	Introduction to Business Information Worker	3

Total: 29.5

Generated on: 2/13/2020 3:41:06 PM

Colusa County Campus

99 Ella Street, Williams CA 95987

(530) 668-2500 ♦ <http://wcc.yccd.edu/colusacounty>



Woodland Community College Mission Statement

The mission of Woodland Community College is to provide quality degrees, career certificates, transfer programs, and life-long skills.

Lake County Campus

15880 Dam Road Extension, Clearlake, CA 95422

(707) 995-7900 ♦ <http://lcc.yccd.edu>



425 Plumas Boulevard, Suite 200, Yuba City, CA 95991