OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Dr. Eric Bishop
DATE: January 13, 2021

SUBJECT: Revised Noncredit Courses for 2020-2021

The revised noncredit courses listed on the following memorandum were approved by the Curriculum Committee for implementation in the 2020-2021 academic year.

RECOMMENDATION

The Superintendent/President recommends approval of the following curriculum items.
CONSENT - #

OHZONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Dr. Eric Bishop, Superintendent/President

FROM: Anthony DiSalvo, Vice President, Academic Affairs/Deputy Superintendent

DATE: January 13, 2021

SUBJECT: Revised Noncredit Courses for 2020-2021

The following revised noncredit courses were approved by the Curriculum Committee:

**Business Administration**
BA-921A  Developing Your Business Plan

**Business Supervision/Management**
BSM-910A  Communication in the Workplace
BSM-910B  Writing Skills for Managers
BSM-910C  Attitude in the Workplace
BSM-910D  Decision Making and Problem Solving
BSM-910E  Managing Organizational Change
BSM-910F  Stress Management in the Workplace
BSM-910G  Team Building
BSM-910H  Time Management
BSM-910I  Conflict Resolution
BSM-910J  Values and Ethics
BSM-910K  Customer Service

**Mathematics**
MATH-901  Foundations of Math Success

**Personal Development**
PD-901  College Success Skills