



College Curriculum Committee

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Agenda - November 18, 2009 (C334)

1:33 Call to Order

Announcements
Approve minutes of November 04, 2009

UNFINISHED BUSINESS

1:35 Health Education Department (Timothy Berthold)

#P09-10-14-10 HLTH 53 "Health Science"
New Distance Education Addendum

1:40 ESL Department (Gregory Keech)

#P09-11-04-04 ESL 85 "Advanced Editing and Grammar Review"
New Distance Education Addendum

NEW BUSINESS

1:45 Administration of Justice/Fire Science Department (Frederick Chavaria)

#P09-11-18-01 F SC 57 "Principles of Fire and Emergency Services; Safety and Survival" (3 units)
New Permanent Course

#P09-11-18-02 F SC 150 "Fire Service Career Preparation" (3 units)
New Permanent Course

2:00 Automotive/Motorcycle-Construction and Building Maintenance Department (Benjamin Macri)

#P09-11-18-03 CNST 69 "Construction Safety" (1 units)
New Permanent Course

#P09-11-18-04 CNST 104 "Solar Thermal Installation" (4 units)
New Permanent Course

#P09-11-18-05 CNST 105 "Electrical Code" (6 units)
New Permanent Course

2:25 Career Development and Placement Center Department (Indiana Quadra)

#P09-11-18-06 LERN 1062 "Job Search Skills" (15 hours)
New Permanent Course

2:30 Counseling - New Student Department (Maria Heredia)

#P09-11-18-07 AAPS 1111 "Business Certificate Orientation and Retention" (15 hours)
New Permanent Course

2:45 Business Department (David Dore)

- #P09-11-18-08 FIN 138 "Principles of Investment" (3 units)
Course Revision: Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-09 ACBO 9215 "Microsoft Access for Accounting Principles" (45 hours)
New Permanent Course
- #P09-11-18-10 ACBO 9216 "Record Keeping for the Business Office" (45 hours)
New Permanent Course
- #P09-11-18-11 BOSS 5502 "Clerical Keyboarding" (180 hours)
Course Revision: Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-12 BOSS 5503 "Keyboarding-All Levels" (180 hours)
Course Revision: Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-13 BOSS 5507 "Data Entry/10-key" (90 hours)
Course Revision: Course Title from "Business Machines/10-key", Course Justification, Method of Grading from "Letter" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-14 BOSS 5508 "Advanced Office Procedures for the 21st Century" (45 hours)
Course Revision: Course Title from "Office Technology-Laboratory", Hours from "180" to "45", Course Justification, Method of Grading from "Letter" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-15 COMP 9888 "Microsoft Excel Essentials III" (15 hours)
Course Revision: Course Title from "Spreadsheets-Level 3", Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-16 COMP 9895 "Microsoft Excel Essentials II" (15 hours)
Course Revision: Course Title from "Spreadsheets-Level II", Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-17 COMP 9901 "Microsoft Access for Business I" (45 hours)
Course Revision: Course Title from "Databases-Beginning", Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-18 COMP 9906 "Microsoft Access Essentials II" (15 hours)
Course Revision: Course Title from "Databases-Level II", Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-19 COMP 9909 "Microsoft Excel for Business III" (45 hours)
Course Revision: Course Title from "Spreadsheets-Advanced", Course Justification, Method of Grading from "Letter" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology

- #P09-11-18-20 COMP 9910 "Microsoft Access for Business II" (45 hours)
Course Revision: Course Title from "Databases-Intermediate", Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-21 COMP 9911 "Microsoft Access for Business III" (45 hours)
Course Revision: Course Title from "Databases-Advanced", Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-22 WOPR 9486 "Microsoft Word for Business I" (45 hours)
Course Revision: Course Title from "Word Processing-Beginning/Word 97", Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-23 WOPR 9995 "Microsoft Word for Business II" (45 hours)
Course Revision: Course Title from "Word Processing-Intermediate", Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-24 WOPR 9996 "Microsoft Word for Business III" (45 hours)
Course Revision: Course Title from "Word Processing-Advanced/Word 97", Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-25 WOPR 9997 "Word Processing - Special Projects" (45 hours)
Course Revision: Course Title from "Word Processing-Special Topics", Course Justification, Method of Grading from "Letter, Pass/No Pass" to "Letter, Pass/No Pass, SP", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology
- #P09-11-18-26 Accounting Assistant
Revision of Certificate of Completion
- #P09-11-18-27 Administrative Assistant
Revision of Certificate of Completion
- #P09-11-18-28 Clerical Accounting
Revision of Certificate of Completion
- #P09-11-18-29 Clerical Support Specialist
Revision of Certificate of Completion
- #P09-11-18-30 Computerized Accounting Specialist
Revision of Certificate of Completion
- #P09-11-18-31 Green and Sustainable Small Businesses
Revision of Certificate of Completion
- #P09-11-18-32 Microsoft Office Specialist
Revision of Certificate of Competency
- 3:40 Computer Science Department (Constance Conner)**
#P09-11-18-33 CS 212 "iPhone Programming" (3 units)
New Permanent Course

3:45 Child Development and Family Studies Department (Kathleen White)

#P09-11-18-34 CDEV 74 "Children with Special Needs" (3 units)

Course Revision: Course Justification, Field Trips from "No" to "Yes", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology

#P09-11-18-35 CDEV 120 "Special Education K-12" (3 units)

New Permanent Course

#P09-11-18-36 CDEV 121 "Children with AD/HD" (1 units)

New Permanent Course

#P09-11-18-37 CDEV 122 "Social Emotional Disturbance" (1 units)

New Permanent Course

#P09-11-18-38 CDEV 123 "Learning Disabilities" (1 units)

New Permanent Course

#P09-11-18-39 CDEV 124 "Individualized Education Plans" (1 units)

New Permanent Course

#P09-11-18-40 CDEV 125 "Children's Emotional Development" (1 units)

New Permanent Course

#P09-11-18-41 Special Needs Education

New Certificate of Achievement

4:20 Culinary Arts and Hospitality Services Department (Tannis Reinhartz)

#P09-11-18-42 CAHS 206 "Ethnic Cuisines" (3 units)

Course Revision: Course Justification, Repeatability from "0" to "1", Catalog Description, Major Learning Outcomes, Content, Instructional Methodology

4:25 Graphic Communications Department (Smiley Curtis)

#P09-11-18-43 GRPH 110A "Beginning Digital Illustration" (3 units)

New Permanent Course

4:30 Older Adults Department (Shelley Glazer)

#P09-11-18-44 OLAD 7214 "Healthier Living" (16 hours)

New Permanent Course

4:40 Matriculation Items

Administration of Justice/Fire Science Department (Frederick Chavaria)

#M09-11-18-01 F SC 57 "Principles of Fire and Emergency Services; Safety and Survival"

Prerequisite: F SC 50 "Introduction to Fire Science"

#M09-11-18-02 F SC 150 "Introduction to Fire Science"

Prerequisite: F SC 50 "Introduction to Fire Science"

Child Development and Family Studies Department (Kathleen White)

#M09-11-18-03 CDEV 74 "Children with Special Needs"

Advisory: ESL 130 "Intermediate Academic ESL" or ENGL 90 "Introduction to Basic Writing" or ENGL 91 "Introduction to Basic Reading and Writing" or placement in ESL 140 or ENGL 92

#M09-11-18-04 CDEV 120 "Special Education K-12"

Advisory: ESL 130 "Intermediate Academic ESL" or ENGL 90 "Introduction to Basic Writing" or ENGL 91 "Introduction to Basic Reading and Writing" or placement in ESL 140 or ENGL 92

- #M09-11-18-05 CDEV 121 "Children with AD/HD"
Advisory: ESL 130 "Intermediate Academic ESL" or ENGL 90 "Introduction to Basic Writing" or ENGL 91 "Introduction to Basic Reading and Writing" or placement in ESL 140 or ENGL 92
- #M09-11-18-06 CDEV 122 "Social Emotional Disturbance"
Advisory: ESL 130 "Intermediate Academic ESL" or ENGL 90 "Introduction to Basic Writing" or ENGL 91 "Introduction to Basic Reading and Writing" or placement in ESL 140 or ENGL 92
- #M09-11-18-07 CDEV 123 "Learning Disabilities"
Advisory: ESL 130 "Intermediate Academic ESL" or ENGL 90 "Introduction to Basic Writing" or ENGL 91 "Introduction to Basic Reading and Writing" or placement in ESL 140 or ENGL 92
- #M09-11-18-08 CDEV 124 "Individualized Education Plans"
Advisory: ESL 130 "Intermediate Academic ESL" or ENGL 90 "Introduction to Basic Writing" or ENGL 91 "Introduction to Basic Reading and Writing" or placement in ESL 140 or ENGL 92
- #M09-11-18-09 CDEV 125 "Children's Emotional Development"
Advisory: ESL 130 "Intermediate Academic ESL" or ENGL 90 "Introduction to Basic Writing" or ENGL 91 "Introduction to Basic Reading and Writing" or placement in ESL 140 or ENGL 92

INFORMATIONAL ITEMS

Business Department (David Dore)

- #I09-11-18-01 Basic Business Computer Skills-Beginner
Deletion of Certificate of Completion
- #I09-11-18-02 Basic Business Computer Skills-Intermediate
Deletion of Certificate of Completion
- #I09-11-18-03 Basic Computerized Accounting
Deletion of Certificate of Completion
- #I09-11-18-04 Basic Office Support Skills
Deletion of Certificate of Completion
- #I09-11-18-05 English for Business
Deletion of Certificate of Completion

English Department (Jessica Brown)

- #I09-11-18-06 ENGL 1A "University-Parallel Reading and Composition" (3 units)
Course Revision: Instructional Methodology

Health Care Technology Department (Margaret Guichard)

- #I09-11-18-07 MED 55 "The Electronic Health Record" (4 units)
Course Revision: Course Number from "MED 57" to "MED 55"

Interdisciplinary Studies Department (Lauren Muller)

- #I09-11-18-08 IDST 10C "The Oceans" (3 units)
Course Deletion

4:55 Adjourn