

**GAVILAN BOARD OF TRUSTEES MEETING
JANUARY 9, 2007**

NEW COURSE PROPOSAL - SECOND READING

ENGL 758A CAHSEE Preparation A English-Language Arts 0 Units, 3 Lab

Description: This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) English-Language Arts by providing them study skill and test taking strategies for answering multiple choice questions and tips on essay writing. This course will focus on word analysis, reading comprehension, literary response, writing strategies, writing conventions and writing applications.

MATH 758B CAHSEE Prep Mathematics 0 Units, 3 Lab

Description: This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) Mathematics Test by providing them with study skills and test taking strategies for answering multiple choice questions. The course will focus on basic arithmetic, statistics, data analysis, measurement, Geometry, Algebra, and mathematical reasoning.

MODIFICATION TO EXISTING COURSE - FORM C

ANTH 8 Introduction to New World Archeology 3 Units, 3 Lec

Update textbook and method of evaluation.

ENGL 756 GED Preparation 0 Units, 30 Lab

Expanding to include course instruction in Spanish. Update textbook.

GEOL 13 Environmental Geology 3 Units, 3 Lec

Update textbook and method of evaluation.

**JLE 101 Supervision and Leadership - Recruit Training Officer
12 Units, 40 Lec, 920 Lab**

Revised Course Learning Outcomes

RE 165 Legal Aspects of Real Estate

Update content and textbook, add course learning outcomes, change grading to "option of a letter grade or credit/no credit", change to repeatable three times.

DISTANCE EDUCATION - FORM D

CSIS 120 Computerized Accounting

An introduction to computer assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or credit/no credit. Repeatable whenever a new software package is adopted. This course is also listed as ACCT 120.

CSIS 124 Windows Fundamentals

This course provides fundamental information on the Windows environment for the computer. Introductory Windows operations and file management are covered. This is a credit/no credit course. This course may be repeated three times for credit.

ECON 1 Principles of Macroeconomics 3 Units, 3 Lec

Introduction to the principles of macroeconomics, social organization of the economy; supply and demand; the determinants of national income and production, economic growth, the global economy and trade, employment, prices, savings and investment; the nature and effectiveness of monetary and fiscal policy. This course has the option of a letter grade or credit/no credit.

ECON 2 Principles of Microeconomics 3 Units, 3 Lec

Introduction to microeconomic principles and theory; supply, demand; product and factor price determination, resource allocation, costs, revenues, and profits under different competitive situations; international trade; government regulation and taxation. Note: Economics 1 is not a prerequisite for Economics 2. This course has the option of a letter grade or credit/no credit.

ECON 14 Personal Finance 3 Units, 3 Lec

This course is designed to assist individuals to analyze their financial affairs for lifelong decision making. Elements and concepts of financial planning and decision making in the areas of budgeting, taxes, borrowing, money management, insurance, investments, retirement, and estate planning will be examined. This course is also listed as GBUS 14. This course has the option of a letter grade or credit/no credit.

GBUS 80 Business Law

Introduction to the law applicable to business and their operations; social forces and their effect upon the development of law; sources of law, agencies for enforcement, and court procedure and administration agencies. Substantive law, that law which includes rights and duties, will include contracts, agency employment relationships, torts and crimes. This course has the option of a letter grade or credit/no credit.

RE 165 Legal Aspects of Real Estate

A study of California real estate law, including rights incident to property ownership and management, agency contracts, transfer of interest, liens and their foreclosure, encumbrances, and recent legislation relating to the foregoing. This course meets a requirement for the California Broker's License.

CERTIFICATE OF ACHIEVEMENT - FORM J (17 or fewer units)**Certificate in Biotechnology**

Description: Students who complete this certificate will have skills needed to apply for entry level lab positions in the field of biotechnology. Biotechnology is the study and manipulation of the molecules of living things. The field of biotechnology includes research, investigation, and production of products for agriculture, pharmaceuticals and industry. Jobs available to those with a certificate may include Manufacturing associate, QA/QC Specialist, Laboratory Assistant, Animal technician, and Assay Analyst.

Course	Course Description	Units
Biotech 103	Biotechnology Lab Skills and Instrumentation	4
Biotech 104	Seminar in Biotechnology	1
Bio 10	Principles of Biology	4
Chem 30A	Elementary Chemistry	4
Chem 30B	Elementary Organic and Biochemistry	4
Total Units		17