

GAVILAN BOARD OF TRUSTEES MEETING
APRIL 14, 2009
CURRICULUM SUMMARY

Approved on Consent Agenda

Update Textbooks:

<u>AH 191A / BOT 191A / GUID 191A / COS 191A</u>	Workplace Skills
<u>AH 191B / BOT 191B / GUID 191B / COS 191B</u>	Workplace Skills
<u>AH 191C / BOT 191C / GUID 191C / COS 191C</u>	Workplace Skills
<u>BOT 180</u>	Medical Terminology
<u>BOT 181</u>	Medical Billing
<u>BOT 182</u>	Medical Office Procedures
<u>BUS 1</u>	Fundamentals of Business
<u>BUS 14</u>	Personal Finance
<u>BUS 80</u>	Business Law
<u>CSIS 1</u>	Computer Literacy
<u>CSIS 24</u>	Java Programming
<u>CSIS 74</u>	Advanced Photoshop
<u>CSIS 78</u>	Websites/SQL PHP

Delete Course:

[ESL 510C](#) **Basic ESL III**

Delete course. The ESL Department wants this course deleted. It was only taught once because we couldn't integrate it smoothly into our ladder of courses. We recently conducted a check of our courses and determined this course will never be used.

New Course Proposal - Second Reading

[ESL 775](#) **ESL Literacy 1** **0 Units, 5 Lec**

This is a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills.

[ESL 776](#) **ESL Literacy 2** **0 Units, 5 Lec**

This is the second part of a pre-ESL survival course that is designed for students with very limited reading/writing skills. The focus is on letter formation, sight-sound recognition and decoding skills.

[MGMT 120](#) **Human Resource Management** **3 Units, 3 Lec, 0 Lab**

This course introduces human resource management as a staff function in the administration of an organization. The course examines techniques of human resource planning, recruiting, selecting, training, and evaluating personnel; compensation and benefits administration; and union/management relations.

Modification of Existing Course - Form C

[AMT 110](#) **Airframe Maintenance Technology** **13.5 Units, 9 Lec, 13.5 Lab**

Update course outline, and add Course Learning Outcomes, ILO's.

[AMT 121](#) **Aviation Powerplant Technology** **14 Units, 9 Lec, 15 Lab**

Update course outline, and add Course Learning Outcomes, ILO's.

AH 793 Personal and Career Development 0 Units, 7 - 42 Lab

Change Description:

A wide variety of lectures on general themes offered to students throughout the academic year who want short-formatted content to augment their personal, academic and career development. General themes to be explored are: Communication, Interpersonal Skills, Pre-employment, Decision-Making, Financial Literacy, Career and Personal Development and Self-Management with Nutrition. This noncredit course is a combination of lecture, self-assessments, group activities and individual modules.

Add Distance Education option and additional module on Self -Management with Nutrition.

**CD/PSYC 7 ANTH 9 The Cultural Context of Child and Family in a Diverse Society
3 Units, 3 Lec, 0 Lab**

Change Title

FROM: Cultural Context of Childhood

TO: The Cultural Context of Child and Family in a Diverse Society

Add option to offer course online and update student learning outcomes.

CD 8B Teaching Reading and Writing to Children 3 Units, 3 Lec, 0 Lab

Change Description:

This course is designed to teach prospective teachers how a child learns to read and write successfully in school. Specific techniques will be taught. Students will be expected to work 20 hours with a child or children in order to practice their new skills and techniques. This course has an option of letter grade or credit/no credit.

ESL 533 Intermediate ESL Grammar/Writing I 5 Units, 5 Lec, 1 Lab

Change Description:

This course involves the practice and refinement of sentence and paragraph skills, structure, and punctuation. Students will learn basic use of the computer as a writing tool.

ESL 543 Intermediate ESL Grammar/Writing II 5 Units, 5 Lec, 1 Lab

Change Description:

This course involves the expansion of sentence and paragraph skills, structure, and punctuation. Students will learn basic use of the computer as a writing tool.

ESL 546 Introduction to Computers for ESL Students 1 Unit, 1 Lec, 0 Lab

Change Hours:

FROM: ESL 546 Introduction to Computers for ESL Students
1 Unit, .5 Lec, 1.5 Lab

TO: ESL 546 Introduction to Computers for ESL Students
1 Unit, 1 Lec, 0 Lab

Update content.

MGMT 101 Introduction to Management 3 Units, 3 Lec, 0 Lab

Change Title:

FROM: Introduction to Supervision

TO: Introduction to Management

Change Description:

This is a basic course in management introducing a variety of modern management concepts. This course includes the basic management functions of planning, organization, staffing, leadership, and control. In addition, such concepts as team development, communication, business ethics, and global management perspectives will be discussed.

Change grading to Option of a letter grade or pass/no pass.
Update content.

MGMT 104 Leadership/Human Relations in Business 3 Units, 3 Lec, 0 Lab

Change Title:

FROM: Leadership

TO: Leadership/Human Relations in Business

Change Description:

This course is designed to aid future employees and employers to understand and utilize human relations concepts as they apply to the business environment. It will cover such areas as morale, personal efficiency, leadership, personality, motivation, and communication.

Change grading to Option of a letter grade or pass/no pass and update content.

PE 2 Introduction to Physical Education 3 Units, 3 Lec, 0 Lab

Update textbook, student learning outcomes, content, and methods of evaluation.

Distance Education - Form D

AH 793 Personal and Career Development 0 Units, 7 - 42 Lab

Justification: This course is being offered on-line so students recommended by various college programs, for example, CalWORKS, who need additional skill building in personal development and academic support can have additional student access to this course. (Student Assess)

**CD/PSYC 7/ANTH 9 The Cultural Context of Child and Family in a Diverse Society
3 Units, 3 Lec, 0 Lab**

ENGL 5A Survey of American Lit. 1620 - 1865 3 Units, 3 Lec, 0 Lab

MGMT 101 Introduction to Management 3 Units, 3 Lec, 0 Lab

Justification: Business classes are taught online at neighboring colleges, and our students have requested an online version of our classes.

MGMT 104 Leadership/Human Relations in Business 3 Units, 3 Lec, 0 Lab

Justification: There is student demand for the class to be taught in a distance education format.

MGMT 120 Human Resource Management 3 Units, 3 Lec, 0 Lab

Justification: There is student demand for the class to be taught in a distance education format.

POLS 3 Introduction to Comparative Politics 3 Units, 3 Lec, 0 Lab

Modifying Existing AA/AS Degree or Certificate of Achievement - Form G

Carpentry Apprenticeship Program

Adding program learning outcomes.

Social Science Degree with an Emphasis in Community Studies

Modifying program description and adding program learning outcomes.

Certificate of Proficiency

Certificate of Proficiency in Family Child Care

<i>Course #</i>	<i>Courses</i>	<i>Unit Value</i>
CD2	Early Child Development	3
CD3	Child Development in the School Years	3
CD5	Child, Family and the Community	3
CD9	Child, Health, Nutrition and Safety	3
CD28A	Child Development & Guidance FCC/FC	1
CD28B	Dev. Learning Activities for FCC/FC	1
CD28C	Administering a Family Child Care Home	1

Additional Requirements:

<u>Any Child Development Class</u>	<u>3</u>
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Total units for the certificate **17**

Certificate of Proficiency in Spanish Early Childcare Education

<i>Course #</i>	<i>Courses</i>	<i>Unit Value</i>
CD1	Principles and Philosophies of ECE	3
CD2	Early Child Development	3
CD5	Child, Family, and the Community	3
CD9	Health, Safety and Nutrition for Children	3
CD13	Infant/Toddler Development/Care	3
CD160	Child Care First Aid and CPR	1

Additional Requirements:

<u>CD219 Spanish Introduction to CDES</u>	<u>1</u>
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Total units for the certificate **17**

Social Science Emphasis in Community Studies Certificate of Proficiency

We are adding a Certificate of Proficiency to the Social Science Emphasis in Community Studies.

Core Courses:

SOC 1B, Social Problems	3 Units
POLS 27/PSYC 27, Contemporary Leadership or POLS 6/PSYC 6/CMUN 6/AJ 6, Introduction to Conflict Resolution	3-4 Units
<u>CMUN 10 Small Group Communication</u>	<u>3 Units</u>
Total	Minimum of 9 Units

Additional Requirements:

HIST 3, History of California	3 Units
HIST 5, Women's Lives in Early U.S. History	3 Units
HIST 6, Women's Lives in Recent U.S. History	3 Units
<u>HIST 12, Cultural History of the Mexican American</u>	<u>3 Units</u>
	6 Units in Electives