

**Gavilan Joint Community College District  
Governing Board Agenda**

October 11, 2016

Consent Agenda Item No.  
Information/Staff Reports No.  
Discussion Item No.  
Old Business Agenda Item No.  
New Business Agenda Item No.

Instruction Office

III.2 (a)

SUBJECT: Curriculum

Resolution: BE IT RESOLVED,

Information Only

Action Item

**Proposal:**

That the Board review and approve the recommendations of the Curriculum Committee as reflected in the attached Curriculum Summary.

**Background:**

The Curriculum Summary lists courses and programs approved by the Curriculum Committee.

**Budgetary Implications:**

None.

**Follow Up/Outcome:**

Curriculum modifications are incorporated into the college schedule and catalog.

Recommended By: Dr. Kathleen Rose, Superintendent/President

Prepared By:   
Dr. Kathleen A. Rose, Superintendent/President

Agenda Approval:   
Dr. Kathleen A. Rose, Superintendent/President

Approved By The Board Of  
Trustees: Oct 11, 2016  
W. B. ...

**GAVILAN BOARD OF TRUSTEES MEETING**  
**October 11, 2016**  
**CURRICULUM SUMMARY**

**NEW COURSE PROPOSAL – SECOND READING**

- AMT 225 Introduction to Unmanned Aircraft Systems 3 Units, 3 Lec, 0 Lab**  
This course introduces students to the foundations of unmanned aerial systems including the history, UAS systems, maintenance, payloads, data links, ground support equipment, classes of UAS systems, categories, applications, mission planning and control and recovery systems.
- ESL 705 NC Keyboarding Basics for ESL Students 0 Units, 1 Lec, 0 Lab**  
This self-paced course is designed for ESL students who want to familiarize themselves with the alphabetic keyboard by touch and who want to develop their keyboarding speed.
- ESL 706 NC Computer and Internet Basics for ESL Students 0 Units, 1 Lec, 0 Lab**  
This course is for ESL students who have little to no experience with computers and navigating the Internet. This course will introduce students to the parts of a computer, basic desktop tools, browsers, email, security, virus protection, and social media.
- ESL 707 NC Presentation Basics for ESL Students 0 Units, 1 Lec, 0 Lab**  
This course introduces ESL students to presentation graphics using Microsoft Office's "Power Point" software to create a computerized presentation (slide show) with text and objects.
- ESL 708 NC Website Design Basics for ESL Students 0 Units, 1 Lec, 0 Lab**  
This course provides ESL students with a basic introduction to website design, from planning page layouts to publishing a complete site to the web. Students will learn how to use a theme-based website builder to create their own personal or business website.
- ESL 709 NC Excel Basics for ESL Students 0 Units, 1 Lec, 0 Lab**  
This course provides ESL students with an introduction to the terms, commands, and applications of a spreadsheet program.
- ESL 710 NC Word Processing Basics for ESL Students 0 Units, 1 Lec, 0 Lab**  
This course introduces ESL students to the basic word processing skills of creating, saving and printing a document. Students will also learn to cut, copy and paste text, change fonts and styles, and use the spelling, grammar and thesaurus features.
- ESL 711 NC ESL Basics for YOUR Business. 0 Units, 2 Hours per week for 6 weeks**  
This course is a beginning noncredit ESL course designed to introduce students to some of the basic concepts and vocabulary needed to become an entrepreneur. Students will review beginning ESL language structures through reading, writing, speaking, listening, and grammar exercises while exploring if entrepreneurship might be for them. Concurrent Noncredit Computer Skills courses such as: Keyboarding, Computer/ Internet Basics, Wordprocessing, Presentation Basics, Website Design, and Excel may be beneficial.

**ESL 741 NC Intermediate ESL Listening/Speaking II 0 Units, 4 Lec, 0 Lab**  
This course expands listening and speaking skills through extended listening exercises, open-ended dialogues, pair and group discussions, oral interviews, and oral reports. Students broaden vocabulary while listening to and speaking in both formal and informal, conversational and academic situations.  
Prerequisite: ESL 738, NC Integrated Listening, Speaking II

**ESL 742 NC Intermediate ESL Reading/Vocabulary II 0 Units, 3 Lec, 0 Lab**  
This course begins the expansion of reading skills and vocabulary development through the application of different reading strategies to a variety of selections on topics of interest to academically-bound students including selections from literature.  
Prerequisite: ESL 737, NC Integrated Reading, Writing II

**ESL 743 NC Intermediate ESL Grammar - Writing II 0 Units, 5 Lec, 0 Lab**  
This course reviews basic tenses learned in previous courses, pronouns, and nouns and expands the grammar overview into modal auxiliaries, gerunds and infinitives, and other intermediate-level grammar structures. Students continue developing sentence and paragraph skills begun in previous courses.  
Prerequisite: ESL 737, NC Integrated Reading, Writing II

**HTM 102 Sanitation Practices in the Hospitality Industry 3 Units, 3 Lec, 0 Lab**  
This course covers the basic concepts of institutional sanitation practices. Topics include food safety procedures and food safety management systems.

**HTM 701 Careers in Hospitality 0 Units, 4 hours total**  
This course provides the student with an overview of the career opportunities in the Hospitality and Tourism industry.

**HTM 702 Excellence in Guest Service 0 Units, 8-9 hours total**  
This course focuses on quality customer service in a hospitality business. Includes the benefits of high quality customer service, skills to engage the guest and effective strategies for handling dissatisfied customers. This course will prepare students to take the Certified Guest Service Professional (GSP) exam.

### MODIFICATION OF EXISTING COURSES

**KIN 85 Concepts/Program Design of Strength/Cardiovascular Fitness 3 Units, 3 Lec, 0 Lab**  
General Update: This course was due for review based on the 5 year review cycle. Reviewed course content. Provided information on the year/semester SLO's were assessed and updated the textbook to the newer edition.