

**PASADENA CITY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE
MINUTES OF MEETING
THURSDAY, OCTOBER 13, 2016**

CALLED TO ORDER: 1:23 p.m.

CO-CHAIRPERSONS: Janis Dwyer
Alicia Vargas

The following Curriculum and Instruction Committee members were present:

FACULTY CHAIRPERSONS

Janis Dwyer

INSTRUCTIONAL UNITS

Jason Huh, Business and Computer Technology
Jeffrey Hupp, Counseling and Career Services
Ruoyi Wu, English
Walter Butler, Library
Karyn Skiathitis, Health Sciences
Wendy Lucko, Engineering and Technology
Tamara Knott-Silva, Kinesiology, Health and Athletics
Lindsey Ruiz, Languages
Sharon Bober, Mathematics
Kerin Huber, Natural Science
Mariella Baldo, Noncredit
Brad Steed, Performing and Communication Arts
Paul Price, Social Science

DIVISION DEANS

Rocco Cifone, Career and Technical Education
James Arnwine, Fine Arts

MEMBERS EX-OFFICIO

Terry Giugni, VP/Asst Superintendent, Instruction
Armando Duran, Counseling/Student Success Services
Homa Nelson, Classified Senate
Edward Martinez, Interim Articulation Officer
Katie Datko, Distance Education

RESOURCE EXPERTS

None

VISITORS

Dyan Miller
Natalie Russell
Dina Lee
Kathleen Hebron

In accordance with the Ralph M. Brown Act and SB 751, the minutes of the Curriculum and Instruction Committee of Pasadena City College record the votes of all committee members as follows: (1) Members not present are presumed not to have voted; (2) the names of members of minority or abstaining votes are recorded; (3) all other members are presumed to have voted in the majority.

Wendy Ince Ford
Julie Perkins
Lynora Rogacs
Liliana Martinez-Kaufman
Arineh Arzoumanian
Thomas Thoen
Melissa Anderson
Lauren Arenson
Kaitzer Puglia

I. WELCOME

Self-introductions were made.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES

Meeting Minutes for September 29, 2016

ON MOTION by Sharon Bober and seconded by Walter Butler, the committee voted unanimously to approve the minutes of meeting 4.

IV. COMMITTEE DISCUSSION (with vote)

ON MOTION by Tammy Knott-Silva and seconded by Wendy Lucko, the committee voted unanimously to table DT 150.

ON MOTION by Homa Nelson and seconded by Katie Datko, the committee voted unanimously to table DT 240.

ON MOTION by Wendy Lucko and seconded by Tammy Knott-Silva, the committee voted unanimously to approve the modification of Engr 018.

ON MOTION by Sharon Bober and seconded by Wendy Lucko, the committee voted unanimously to approve the modification of Eltn 130.

ON MOTION by Karyn Skiathitis and seconded by Wendy Lucko, the committee voted unanimously to approve the modifications of BUSN 2601A, 2601B, 7301, 7302, 7303, 7304, 7305, 7306, 7306, and 7307.

ON MOTION by Ruoyi Wu and seconded by Mariella Baldo, the committee voted unanimously to approve the addition of AHSD 6408.

ON MOTION by Jeffrey Hupp and seconded by Karyn Skiathitis, the committee voted unanimously to approve the modifications of AHSD 6400, 6404, 6405, 6423, 6424, and 6427 (addition of Distance Education modality).

ON MOTION by Lindsey Ruiz and seconded by Katie Datko, the committee voted unanimously to approve the additions of ESLN 1072, 1074, 1082, 1084, 1092, 1094, 1102, 1104, 1112, and 1114.

ON MOTION by Katie Datko and seconded by Lindsey Ruiz, the committee voted unanimously to approve the additions of ESLN Advanced Oral Communication Skills, ESLN Advanced Written Communication Skills, ESLN Intermediate Oral Communication Skills, and ESLN Intermediate Written Communication Skills Certificates of Competency.

ON MOTION by Jeffrey Hupp and seconded by Katie Datko, the committee voted unanimously to approve the modifications of ESLV 1012, 1013, 1014, 1015, 2030, 2031, 3000, 3001, 4000, and 4001.

ON MOTION by Karyn Skiathitis and seconded by Kerin Huber, the committee voted unanimously to approve the additions of ESLV 5000 and 5001.

ON MOTION by Katie Datko and seconded by Lindsey Ruiz, the committee voted unanimously to approve the addition of the VESL Work Readiness and Communication Skills Certificate of Competency.

ON MOTION by Katie Datko and seconded by Karyn Skiathitis, the committee voted unanimously to approve the addition of Auto 200.

Discussion: Auto 200 will replace Auto 032 in many other courses and certificates.

ON MOTION by Ruoyi Wu and seconded by Edward Martinez, the committee voted unanimously as amended the modifications of Auto 220, 222, 223, and 224.

Discussion: Addition of the word “for” in enrollment limitations in Auto 224.

ON MOTION by Katie Skiathitis and seconded by Walter Butler, the committee voted unanimously to approve as amended the modification of Automotive Technology – All Automotive Systems Certificate of Achievement.

Discussion: Eltn 130 and Auto 050 needed to be added in Webcms to this certificate.

ON MOTION by Ruoyi Wu and seconded by Charlotte Williams, the committee voted unanimously to approve as amended the modification of Automotive Technology – Heating & Air Conditioning Technician (from Automotive Technology – Air Conditioning Technician) Occupational Skills Certificate.

Discussion: Eltn 130 needed to be added in Webcms to this certificate.

ON MOTION by Katie Datko and seconded by Mariella Baldo, the committee voted unanimously to approve as amended the modifications to Automotive Technology – Electrical/Electronics Systems Occupational Skills Certificate, Automotive Technology – Engine Performance Technician, Automotive Technology – Powertrain Technician, Automotive Technology – Undercar Technician, and Automotive Technology – Underhood Technician Certificates of Achievement.

Discussion: The Electrical/Electronics OSC needed Eltn 130 added in Webcms.

V. COMMITTEE DISCUSSION

Kaitzer Puglia (Child Development), Lauren Arenson (Social Sciences), and Lynora Rogacs (Philosophy) discussed their proposals. Sergio Barron discussed Bus 009.

The CIS courses have been moved the November 17 C&I meeting.

VI. ANNOUNCEMENTS

October 20 will be for the vote for Social Science and Business and Computer Technology proposals, and the discussion on Natural Science and Math and Computer Science proposals.

VII. ADJOURNMENT

ON MOTION by Charlotte Williams and seconded by Wendy Lucko, the meeting adjourned at 4:27 p.m.

ADDENDUM

ENGINEERING & TECHNOLOGY

Addition – Effective Summer 2017

AUTO 200 AUTOMOTIVE FUNDAMENTALS FOR TECHNICIANS

4 units

Introductory course intended for automotive majors and individuals with some automotive knowledge or experience. Automobiles will be covered from the service technician's view covering all roles and responsibilities as recommended by BAR, NATEF, and all Federal and State agencies. Theories and fundamentals of the automobile's major operating systems including: internal combustion engine, ignition, fuel, driveline, chassis, suspension, brakes, heating and air conditioning. Lab activities in automotive inspection and maintenance service are included. 36 lecture hours and 108 laboratory hours.

Rationale: This course will provide students with the introductory knowledge required by NATEF for basic skills and safety. The Automotive Technology Advisory Committee, in accordance with NATEF guidelines, recommends that the course be developed to improve safety in all AUTO courses. Additionally, the committee recommended stringent criteria covering the legal responsibilities that technicians need. This course will serve as the foundational prerequisite course in all Auto Certificates.

Modification – SLOs, SPOs, assignments, prereq (remove Auto 032, add Auto 200) – Effective Summer 2017

AUTO 220 ENGINE OPERATION AND TESTING

5 units

Prerequisite: *Auto 200.*

Technical lectures and hands-on experience related to automobile engine theory of operation and methods of testing. Practice in disassembly measurement and reassembly of various four cycle engines. Testing of running engine assemblies required to evaluate internal operating conditions. Total of 72 hours lecture and 54 hours laboratory.

Rationale: AUTO 32 was removed as a prerequisite with the replacement of AUTO 200 which is supported by the faculty, students, advisory board and has NATEF standards attached to the SLO's and assignments SLO's and align the SPO's.

Modification – SLOs, SPOs, assignments, prereq (remove Auto 032, add Auto 200) – Effective Summer 2017

AUTO 222 MANUAL TRANSMISSION, TRANSAXLE, AND DRIVETRAIN

5 units

Prerequisite: *Auto 200.*

Theory of operation and diagnosis of manual transmissions, transaxles, clutches, differentials, driveshafts, constant velocity joints and drive axles. Laboratory procedures includes removal, disassembly, inspection, rebuilding, installation and adjustment of manual transmissions and related assemblies. DMV print out showing valid driver's license is required. Total of 54 hours lecture and 108 hours laboratory.

Rationale: AUTO 32 was removed as a prerequisite with the replacement of AUTO 200 which is supported by the faculty, students, advisory board and has NATEF standards attached to the SLO's and assignments.

Modification – SLOs, MOEs, MOIs, assignments, prereq (remove Auto 032, add Auto 200) – Effective Summer 2017

AUTO 223 AUTOMATIC TRANSMISSIONS AND TRANSAXLES

5 units

Prerequisites: *Auto 200 and Eltn 130.*

Theory of operation and service of hydraulic and electronic controlled automatic transmissions/transaxles available in automobiles and light trucks. Laboratory procedures include disassembly, inspection, reassembly of a common hydraulic controlled automatic transmission. Safe and correct use of special service and diagnostic tools is emphasized. Electronic controlled transmission operation, diagnosis, testing of sensors with scan tools and oscilloscope is included. DMV print out showing valid driver's license is required. Total of 54 hours lecture and 108 hours laboratory.

Rationale: AUTO 32 was removed as a prerequisite with the replacement of AUTO 200 which is supported by the faculty, students, advisory board and has NATEF standards attached to the SLO's and assignments. Simplify #6 SLO, update MOIs and MOEs.

Modification – SLOs, MOEs, MOIs, assignments, prereq (remove Auto 032, Auto 225, and Engl 435, add Auto 200), add of enrollment limitation – Effective Summer 2017

AUTO 224 AUTOMOTIVE BRAKE SYSTEMS

5 units

Prerequisites: *Auto 200 and Eltn 130.*

Enrollment Limitations: *Student must possess a valid driver's license. Student must be able to stand for long periods of time, and also work on cutting equipment at a height of 3 ft. or more while standing. They must lift and manipulate 50 lbs. or more in a safe manner.*

Theory of operation, diagnosis, and repair of ABS systems using ABS scanners. Emphasis is placed on complete brake services including related machine operations. Prepares students for the ASE A5 exam, ASE Student Certification testing is completed in this class. DMV print out showing valid driver's license is required. Total of 54 hours lecture and 108 hours laboratory.

Rationale: Removal of AUTO 32 and ENGL 435 prerequisites and AUTO 225 as corequisite. These courses were replaced by the new prerequisite AUTO 200 based on NATEF and Advisory Committee recommendations. Update of MOIs & MOEs, addition of SLO #4. Addition of enrollment limitations: physical limitations.

Modification – SLOs, SPOs, CCOs, MOEs, MOIs, assignments, catalog description, add recommended preparation (Tech 107A, Math 125), text – Effective Summer 2017

ELTN 130 INTRODUCTION TO ELECTRONICS

3 units

Recommended Preparation: *Tech 107A, Math 125.*

Introduction to the field of Electronics. Electronics safety. Electronics and the environment. Atomic structure, electric charge, current, voltage, resistance. Battery technologies. Simple DC circuits. Ohm's law and Kirchhoff's laws. Reading schematic diagrams. Use of electronics test equipment for measurement, evaluation and troubleshooting. Simple mathematical formulas, scientific notation, use of scientific calculators. Introduction to AC electricity. Introduction to DC and AC electric motors. Some uses of motors in modern vehicles including hybrid and electric vehicles. Introduction to digital circuits. Introduction to microcontrollers. Total of 36 hours lecture and 54 hours laboratory.

Rationale: The amount of content in this introductory course in electronics is excessive. After discussing with other electronics faculty it was recommended to revise the content and eliminate some topics which are not relevant for students taking an introductory class in electronics. The Automotive faculty were also involved in this process to make sure all the necessary material was covered. Additionally the SPO's are currently not

linked to the SLO's. Modification to catalog description. Addition of MOIs MOEs. Modification of assignment. Addition of recommended preparation. Specific changes / deletions are as follows:

SPOs: Methods of speed control, Servo Systems, Selected automotive systems and sensors, Wireless data transmission, Radio control / remote controls, Drive by wire automotive systems

CCO's Deleted: Audio signal generator, Inductors, Voltage divider calculations, Replaced AND and OR gates with logic, Methods of speed control, Servo systems, Replaced Multimeter, VOM with DMM, Replaced Resistive sensors, light dependent resistor (LDR), thermocouple, piezo electric devices with Sensors, detectors and transducers.

Modification – Prereq (from Math 007A to Math 005A) – Effective Summer 2017

ENGR 018 INTRODUCTION TO NUMERICAL ANALYSIS

3 units

Prerequisite: *Math 005A.*

Introduction to numerical analysis, computational methods, computer programming, and problem solving using MATLAB. Provides a working knowledge of the computer as a tool to solve engineering and scientific problems. Understanding of programming and problem-solving allowing use of these tools and techniques to extend MATLAB knowledge. Total of 54 hours lecture.

Transfer Credit: CSU; UC

Rationale: The prerequisite is changed from MATH 007A to MATH 005A to guarantee articulations to UCs/CSUs and alignment to C-ID descriptor.

Modification – Units (from 65 to 55), catalog description – Effective Summer 2017

AUTOMOTIVE TECHNOLOGY – ALL AUTOMOTIVE SYSTEMS – Certificate of Achievement

55 units

The curriculum prepares the student for entry-level employment in the automotive areas such as an apprentice mechanic, assistant technician, mechanic's helper, predelivery technician, installer, service technician, service attendant, or trainee smog technician. Students enrolling in the curriculum of Automotive Technology will have the opportunity to receive instruction and “hands-on” experience in diagnosis and repair of vehicles while using the National Education Technicians Foundation (NATEF) task list as a guide. Instruction includes automotive engines, transmissions and drive lines (RWD & FWD) for both automatics and manual, suspension systems, braking systems (including ABS), air conditioning systems, and engine performance including most state and federally mandated requirements (DOT, BAR, FMVSS). Upon successful completion of the curriculum, a student receives credit for one year of work experience when applying for certification by the National Institute of Automotive Service Excellence (ASE).

This program has lab fees, uniform and DMV requirements. Please inquire with Division on those course preparations. This curriculum is National Technicians Education Foundation (NATEF) approved and renewed in 2016.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Rationale: The lack of available courses needed (TECH 107a/ELTN 109b and ENGL 435) for program has made this certificate difficult to achieve in a reasonable amount of time. The removal of the transferable AUTO 32 course with the majors non-transferable AUTO 200 course will provide the needed academic skills integration that technicians need to succeed in the program at all levels and in the field at the most basic level. The course changes from 2014/2015 are reflected in this 2016/2017 cycle. The certificates were not aligned with the course changes. The removal of the courses and addition of the academic skills integrated course adjusted the unit value from 65 to 55. Modification of catalog description.

Modification – Units (from 19-20 to 14), catalog description – Effective Summer 2017

AUTOMOTIVE TECHNOLOGY – ELECTRICAL/ELECTRONICS SYSTEMS – Occupational Skills Certificate

14 units

The curriculum prepares the students for successful completion of the Electrical/Electronics Systems Certificate. The courses also provide a strong foundational electronics knowledge for completion in the All Automotive Systems Certificate. The electrical technology is expanding at an exponential rate, this certificate will create the base foundation for success at every job level. This certificate is also available to automotive professionals who wish to update and/or upgrade their knowledge in automotive electrical/electronic systems. Students will receive instruction and hands-on experience in proper diagnostic and service techniques used in automotive electrical/electronic systems. The use of precision measuring equipment and specialty tools are emphasized. Students are encouraged to take the Automotive Service Excellence (ASE) exam for electrical/electronic systems (A6).

This program has lab fees, uniform and DMV requirements. Please inquire with Division on those course preparations. This curriculum is National Technicians Education Foundation (NATEF) approved and renewed in 2016.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

Rationale: The lack of available courses needed (TECH 107a/ELTN 109b and ENGL 435) for the program has made this certificate difficult to achieve in a reasonable amount of time. The removal of the transferable AUTO 32 course with the majors non-transferable AUTO 200 course will provide the needed academic skills integration that technicians need to succeed in the program at all levels and in the field at the most basic level.

Modification – Units (from 31-32 to 29), catalog description – Effective Summer 2017

AUTOMOTIVE TECHNOLOGY – ENGINE PERFORMANCE TECHNICIAN – Certificate of Achievement

29 units

The curriculum prepares the student for entry-level employment in automotive engine performance. Students will receive instruction and hands-on experience in diagnosing and repairing automotive engine driveability problems, carburetion, electronic fuel injection, ignition systems, emission testing and applicable laws. The use of precision equipment including lab scopes, engine and emission analyzers and other specialty tools is emphasized.

This program has lab fees, uniform and DMV requirements. Please inquire with Division on those course preparations. This curriculum is National Technicians Education Foundation (NATEF) approved and renewed in 2016.

Students are encouraged to take the Automotive Service Excellence (ASE) Exams for Engine Performance (A8) and Advanced Engine Performance (L1).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better. Rationale: The lack of available courses needed (TECH 107a/ELTN 109b and ENGL 435) for program has made this certificate difficult to achieve in a reasonable amount of time. The removal of the transferable AUTO 32 course with the majors non-transferable AUTO 200 course will provide the needed academic skills integration that technicians need to succeed in the program at all levels and in the field at the most basic level. The course changes from 2014/2015 are reflected in this 2016/2017 cycle. The certificates were not aligned with the course changes. Modification to catalog description. Reduction in units from 31-32 to 29.

Modification – Units (from 23-24 to 20), catalog description – Effective Summer 2017

**AUTOMOTIVE TECHNOLOGY – POWERTRAIN TECHNICIAN – Certificate of Achievement
20 units**

The curriculum prepares the student for entry-level employment in transmission repair. Students will receive instruction and hands-on experience in removing, rebuilding, and adjusting manual and automatic transmissions and transaxles, clutches, drivelines, universal joints, constant-velocity (CV) joints and differentials. The use of precision equipment and specialty tools is emphasized. Students are encouraged to take the Automotive Service Excellence (ASE) examinations for Automatic Transmission/Transaxle (A2) and Manual Drive Train and Axles (A3).

This program has lab fees, uniform and DMV requirements. Please inquire with Division on those course preparations. This curriculum is National Technicians Education Foundation (NATEF) approved and renewed in 2016.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Rationale: The lack of available courses needed (TECH 107a/ELTN 109b and ENGL 435) for program has made this certificate difficult to achieve in a reasonable amount of time. The removal of the transferrable AUTO 32 course with the majors non-transferrable AUTO 200 course will provide the needed academic skills integration that technicians need to succeed in the program at all levels and in the field at the most basic level. The course changes from 2014/2015 are reflected in this 2016/2017 cycle. The certificates were not aligned with the course changes. Modification of catalog description. Reduction of units from 23-24 to 20.

Modification – Units (from 23-24 to 20), catalog description – Effective Summer 2017

**AUTOMOTIVE TECHNOLOGY – UNDERCAR TECHNICIAN – Certificate of Achievement
20 units**

The curriculum prepares the student for entry-level employment in brake and suspension repair. Students will receive hands-on instruction experience in removing, rebuilding, adjusting and re-installing brake systems and components of both foreign and domestic vehicles. A wide variety of vehicle models is discussed and used during the lab portion of the class. Both early and late model vehicles are covered during the course of the semester for both the brakes class and the steering and suspension class. Antilock brake systems (ABS) are discussed and service procedures are demonstrated. The use of precision equipment such as computerized alignment machines, brake disc and drum lathes and diagnostic scan tools keep students current with the latest industry standards. All applicable machining procedures and technical calculations are covered. Students are highly recommended to purchase tools while in the program, tools are required once entering the workforce. A uniform and valid driver's license is required for program participation.

Students are encouraged to take the Automotive Service Excellence (ASE) exams for Suspension and Steering (A4), and Brakes (A5). Students are required to take the NATEF Student Certification Examinations.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Rationale: Reduction of units from the removal of the TECH 107A and the ENGL 435 courses and the substitution of AUTO 200 (proposed) for AUTO 032. Addition of AUTO 50 due to the amount of electronics involved in ABS, traction control, hybrid braking systems and stability/alignment control.

Modification – Units (from 24-25 to 18), catalog description – Effective Summer 2017

**AUTOMOTIVE TECHNOLOGY – UNDERHOOD TECHNICIAN – Certificate of Achievement
18 units**

The curriculum prepares the student for entry-level employment in an automotive engine repair facility or engine machine shop. Students will receive instruction and hands-on experience in removing, measuring, rebuilding, and adjusting automotive engines. The use of precision equipment and specialty tools is practiced. Students are encouraged to take the Automotive Service Excellence (ASE) Exam for Engine Repair (A1).

This program has lab fees, uniform and DMV requirements. Please inquire with Division on those course preparations. This curriculum is National Technicians Education Foundation (NATEF) approved and renewed in 2016.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better. Rationale: The lack of available courses needed (TECH 107a/ELTN 109b and ENGL 435) for program has made this certificate difficult to achieve in a reasonable amount of time. The removal of the transferable AUTO 32 course with the majors non-transferable AUTO 200 course will provide the needed academic skills integration that technicians need to succeed in the program at all levels and in the field at the most basic level. Modification to catalog description. Reduction in units from 24-25 to 18.

Modification – Name change (from AutoTech - Air Conditioning Technician), units (from 19-21 to 14), catalog description – Effective Summer 2017

**AUTOMOTIVE TECHNOLOGY – HEATING & AIR CONDITIONING TECHNICIAN –
Occupational Skills Certificate
14 units**

The curriculum prepares the student for entry-level employment in automotive air conditioning repair or as preparation for master technician status. Students will receive instruction and hands-on experience in servicing, repair and diagnosis of automotive air conditioning systems. The Refrigerant Handlers Certification Examination given by International Mobile Air Conditioning Society (IMAC) is included in this training. The use of precision equipment and specialty tools is emphasized. Students are encouraged to take the Automotive Service Excellence (ASE) Exam for Heating and Air Conditioning (A7).

This program has lab fees, uniform and DMV requirements. Please inquire with Division on those course preparations. This curriculum is National Technicians Education Foundation (NATEF) approved and renewed in 2016.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

Rationale: The lack of available courses needed (TECH 107a/ELTN 109b and ENGL 435) for program has made this certificate difficult to achieve in a reasonable amount of time. The removal of the transferable AUTO 32 course with the majors non-transferable AUTO 200 course will provide the needed academic skills integration that technicians need to succeed in the program at all levels and in the field at the most basic level. The course changes from 2014/2015 are reflected in this 2016/2017 cycle. The certificates were not aligned with the course changes. Modification to catalog description. Title of program (from Auto Tech - Air Conditioning Technician to AUTOMOTIVE TECHNOLOGY- HEATING & AIR CONDITIONING TECHNICIAN to reflect the NATEF/ASE test title and certificate name.

NONCREDIT DIVISION

Addition

AHSD 6408 LITERATURE IN A MULTICULTURAL SOCIETY

Survey of multicultural literature (fiction and non-fiction) focusing on social, cultural, and literary context. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Rationale: This is a new course to meet the diploma requirements that will prepare students to improve their reading comprehension, writing, and critical thinking skills while increasing students' awareness of multicultural literary perspectives. This course serves the important function of providing access to literature that is culturally relevant to our diverse student population.

ESLN 1072 INTERMEDIATE CONVERSATION

Increased ability and confidence to integrate into the English-speaking community through the development of intermediate level listening and speaking skills. Topics include small talk, telephone communication, asking for/giving directions, and discussing personal interests and plans. For students at a beginning high to intermediate-low level of ESL (noncredit Levels 2 and 3). Total of 54 hours lecture.

Rationale: This is one of two courses in the new ESLN Intermediate Oral Communication Skills certificate program. The program is designed for beginning-high to intermediate ESL students who seek to improve their listening and speaking skills in American English in order to achieve more effective communication at work, school and in the community. The new pronunciation and conversation courses are being developed in response to demand from students, faculty, and potential employers for improved comprehension, intelligibility and fluency.

ESLN 1074 ADVANCED CONVERSATION

Advanced instruction and training in effective American English listening and speaking skills. Topics include effective listening comprehension, communication strategies, interpersonal and intercultural competence, discussion of high-interest topics, and oral presentations. Designed for students at an intermediate to advanced level of ESL (noncredit levels 4, 5 and above). Total of 54 hours lecture.

Rationale: This is one of two courses in the new ESLN Advanced Oral Communication Skills certificate program. The program is designed for intermediate to advanced ESL students (noncredit levels 4, 5 and above) who seek to improve their listening and speaking skills in American English in order to achieve more effective communication at work, school and in the community. The new pronunciation and conversation courses are being developed in response to demand from students, faculty, and potential employers for improved comprehension, intelligibility and fluency.

ESLN 1082 INTRODUCTION TO PRONUNCIATION

Introduction to effective pronunciation of American English. Topics include fundamental components of stress, rhythm, intonation, and connected speech, as well as recognizing and producing key individual speech sounds (vowels and consonants), within the context of beginning to intermediate vocabulary and grammar structures. Total of 54 hours lecture.

Rationale: This is one of two courses in the new ESLN Intermediate Oral Communication Skills certificate program. The program is designed for beginning-high to intermediate ESL students who seek to improve their listening and speaking skills in American English in order to achieve more effective communication at work, school and in the community. The new pronunciation and conversation courses are being developed in

response to demand from students, faculty, and potential employers for improved comprehension, intelligibility and fluency.

ESLN 1084 ADVANCED PRONUNCIATION

Advanced instruction and training in effective pronunciation of American English. Topics include word stress, rhythm, intonation, thought groups, prominence and connected speech, as well as recognizing and producing complex features of vowels and consonants, within the context of advanced vocabulary and sentence structures. Designed for students at an intermediate to advanced level of ESL (noncredit levels 4, 5 and above). Total of 54 hours lecture.

Rationale: This is one of two courses in the new ESLN Advanced Oral Communication Skills certificate program. The program is designed for intermediate to advanced ESL students (noncredit levels 4,5 and above) who seek to improve their listening and speaking skills in American English in order to achieve more effective communication at work, school and in the community. The new pronunciation and conversation courses are being developed in response to demand from students, faculty, and potential employers for improved comprehension, intelligibility and fluency.

ESLN 1092 INTERMEDIATE GRAMMAR REVIEW

Designed to strengthen the existing grammar skills of beginning high to intermediate ESLN students (levels 2 and 3). Topics include basic English sentence structures and the appropriate use of verbs, nouns, adjectives and adverbs. Total of 54 hours lecture.

Rationale: This course is being created to enhance the existing ESLN curriculum by providing focused opportunities for intermediate level students' growth in better understanding and applying grammar rules. This is one of the required courses in the new ESLN Intermediate Written Communication Skills certificate program. The program is designed for intermediate ESL students who seek to improve their reading, writing, and grammar skills in American English in order to achieve more effective written communication at work, school and in the community.

ESLN 1094 ADVANCED GRAMMAR REVIEW

For intermediate to advanced ESLN students (levels 4, 5 and above) who seek to improve their grammar skills in American English in order to achieve more effective communication at work, school and in the community. Topics include the advanced use of verbs, adjectives, adverbs, and nouns, and the development of complex sentence structures. Total of 54 hours lecture.

Rationale: This course is being created to enhance the existing ESLN curriculum by providing focused opportunities for advanced ESLN level students' growth in better understanding and applying grammar rules. This is one of the required courses in the new ESLN Advanced Written Communication Skills certificate program. The program is designed for advanced ESLN students who seek to improve their reading, writing, and grammar skills in American English in order to achieve more effective written communication at work, school and in the community.

ESLN 1102 BASIC-INTERMEDIATE WRITING SKILLS

Focus on basic writing skills and computer literacy skills relevant to producing sentences and paragraphs in both formal and informal contexts. Targeted at beginning to intermediate ESLN students (Levels 2 and 3) who want to strengthen their basic writing skills. Total of 72 hours lecture.

Rationale: Currently, ESLN offers a single course for the development of writing skills, with students from all levels of ESL integrated into one class, which has made it difficult for students to complete work appropriate to their level, and to achieve SLOs. This course, along with ESLN 1104, was created to better address the different needs and skills of the lower and upper level students. This is one of the required courses in the new

ESLN Intermediate Written Communication Skills certificate program. The program is designed for intermediate ESL students who seek to improve their reading, writing, and grammar skills in American English in order to achieve more effective written communication at work, school and in the community.

ESLN 1104 ADVANCED WRITING SKILLS

Focus on advanced writing skills and computer literacy skills relevant to producing effective paragraphs and essays. Targeted at intermediate to advanced ESLN students (Levels 4, 5 and above) who want to strengthen their writing skills in preparation for further academic work or employment. Total of 72 hours lecture.

Rationale: Currently, ESLN offers a single course for the development of writing skills, with students from all levels of ESL integrated into one class, which has made it difficult for students to complete work appropriate to their level, and to achieve SLOs. This course, along with ESLN 1102, was created to better address the different needs and skills of the lower and upper level students. This is one of the required courses in the new ESLN Intermediate Written Communication Skills certificate program. The program is designed for intermediate ESLN students who seek to improve their reading, writing, and grammar skills in American English in order to achieve more effective written communication at work, school and in the community.

ESLN 1112 INTERMEDIATE READING & VOCABULARY

Designed to build vocabulary development and reading comprehension strategies of beginning to intermediate ESLN students (levels 2 and 3). Instruction focuses on reading strategies useful in academic, employment, and personal contexts. Heavy emphasis on learning basic vocabulary in context, and using various reading strategies to increase reading comprehension. Total of 54 hours lecture.

Rationale: This course is one of the required courses in the new ESLN Intermediate Written Communication certificate program. This course is designed for beginning-high to intermediate ESLN students (levels 2 and 3) who seek to improve their English reading and vocabulary skills for academic, personal, and employment purposes. This course is being developed in response to demand from students, faculty, and potential employers, to improve basic English reading skills as well as promote life-long learning.

ESLN 1114 ADVANCED READING & VOCABULARY

Designed to build vocabulary development and reading comprehension strategies of intermediate to advanced ESLN students (levels 4 and 5). Instruction focuses on reading strategies useful in academic, employment and personal contexts. Heavy emphasis on learning advanced vocabulary in context, and using various reading strategies to increase reading comprehension. Total of 54 hours lecture.

Rationale: This course is a required course in the new ESLN Advanced Written Communication Skills certificate program. This course is designed for intermediate to advanced ESL students (non-credit levels 4,5 and above) who seek to improve their English reading and vocabulary skills for academic, personal, and employment purposes. This course is being developed in response to demand from students, faculty, and potential employers, to improve basic English reading skills as well as promoter life-long learning.

ESLV 5000 VESL WORK READINESS AND COMMUNICATION SKILLS, MODULE A

Language, communication and cultural skills for successful employment. Topics include workplace vocabulary, career planning, goal setting, self-assessment, job search, applications, resumes, and cover letters. Total of 72 hours lecture.

Rationale: Language, communication and cultural skills for successful employment. Topics include workplace vocabulary, career planning, goal setting, self-assessment, job search, applications, resumes, and cover letters. Total of 72 hours lecture.

ESLV 5001 VESL WORK READINESS AND COMMUNICATION SKILLS, MODULE B

Language, communication and cultural skills for successful employment. Topics include workplace vocabulary, job interviews, employee benefits, employment forms, workplace culture and etiquette, workers' rights, oral and written on-the-job communication skills, critical thinking, team building and problem solving. Total of 72 hours lecture.

Rationale: This is the second of two courses in the new VESL Work Readiness and Communication Skills certificate program, which provides instruction in the English language and cultural skills needed to successfully obtain and maintain employment and achieve career success. Students will improve their listening, speaking, reading, writing, grammar, vocabulary, critical thinking and problem solving skills by engaging in a variety of hands-on learning activities as well as individual and team projects. This program is designed for individuals at an intermediate to advanced level of English (PCC noncredit ESL Levels 4, 5 and above) who plan to seek employment within 3-6 months. This course responds to demands from students and employers for instruction targeted at workplace communication skills.

ESLN ADVANCED ORAL COMMUNICATION SKILLS - Certificate of Competency

The ESLN Advanced Oral Communication Skills certificate program is designed for intermediate to advanced ESLN students who seek to improve their listening and speaking skills in American English in order to achieve more effective communication at work, school and in the community. The program includes targeted instruction and practice in advanced skills in listening comprehension, pronunciation, conversation strategies, and oral presentations, within the context of advanced vocabulary and grammar structures.

Rationale: This certificate in advanced oral communication enables intermediate to advanced level immigrant language learners with weaknesses in listening and speaking to focus specifically on improvements in those areas. The program includes targeted instruction and practice in listening comprehension, pronunciation, conversation strategies, and oral presentations, within the context of advanced vocabulary and grammar structures. The program was developed in response to demand from students, faculty, and potential employers for improved comprehension, intelligibility and fluency.

ESLN ADVANCED WRITTEN COMMUNICATION SKILLS - Certificate of Competency

The ESLN Advanced Written Communication Skills certificate is designed for intermediate to advanced ESLN students who seek targeted instruction in advanced vocabulary, reading, writing, and grammar in order to achieve more effective formal and informal written communication skills for academic, employment and personal purposes.

Rationale: Currently, ESLN offers a single course for the development of writing skills (ESLN 1051) and a single course focused on grammar (ESLN 1052). There are currently no courses focused on reading. With regard to the existing writing and grammar courses, students from all levels of ESLN are grouped together in one classroom, which has made it difficult for instructors to appropriately and effectively target instruction at students' current needs, for students to complete work appropriate to their level, and for the division to measure and achieve SLOs. These new programs and courses were created to better address the differing needs and skills of the lower and upper level students, and to meet demand from potential employers seeking to hire individuals with higher level reading and writing skills.

ESLN INTERMEDIATE ORAL COMMUNICATION SKILLS – Certificate of Competency

The ESLN Intermediate Oral Communication Skills certificate program is designed for beginning-high to intermediate ESLN students who seek to improve their listening and speaking skills in American English in order to achieve more effective communication at work, school and in the community. The program includes targeted instruction and practice in listening comprehension, pronunciation, and conversation strategies.

Rationale: This certificate in oral communication enables beginning high to intermediate level immigrant language learners with weaknesses in listening and speaking to focus specifically on improvements in those areas. The program includes targeted instruction and practice in listening comprehension, pronunciation, and conversation strategies, within the context of basic vocabulary and grammar structures. The program was developed in response to demand from students, faculty, and potential employers for improved comprehension, intelligibility and fluency.

ESLN INTERMEDIATE WRITTEN COMMUNICATION SKILLS – Certificate of Competency

The ESLN Intermediate Written Communication Skills certificate is designed for beginning-high to intermediate ESLN students who seek targeted instruction in vocabulary, reading, grammar and writing in order to achieve more effective formal and informal written communication skills for academic, employment and personal purposes.

Rationale: Currently, ESLN offers a single course for the development of writing skills (ESLN 1051) and a single course focused on grammar (ESLN 1052). There are currently no courses focused on reading. With regard to the existing writing and grammar courses, students from all levels of ESLN are grouped together in one classroom, which has made it difficult for instructors to appropriately and effectively target instruction to students' current needs, for students to complete work appropriate to their level, and for the division to measure and achieve SLOs. These new programs and courses were created to better address the differing needs and skills of the lower and upper level students, and to meet demand from potential employers seeking to hire individuals with adequate reading and writing skills.

VESL WORK READINESS AND COMMUNICATION SKILLS – Certificate of Competency

The VESL Work Readiness and Communication Skills certificate program provides instruction in the English language and cultural skills needed to successfully obtain and maintain employment and achieve career success in the United States. Students will improve their listening, speaking, reading, writing, grammar, vocabulary, critical thinking and problem solving skills by engaging in a variety of hands-on learning activities as well as individual and team projects. The program is designed for individuals at an intermediate to advanced level of English (ESLN Levels 4, 5 and above) who plan to seek employment within 3 to 6 months.

Rationale: The VESL Work Readiness and Communication Skills program was developed in response to demands from students and employers for instruction targeted at workplace communication skills. In particular, immigrant students need assistance in understanding both the language used and the cultural norms for job searches, applications and interviews, as well as for work performance and social interaction while on the job.

Modification – Addition of Distance Education – Effective Spring 2017

AHSD 6400 PRACTICAL ENGLISH SKILLS

A review of grammar, spelling, reading, composition, and essay writing in preparation for taking the Adult High School Diploma Program exit exam or the General Education Development (GED) exam. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Total of 72 hours lecture.

Rationale: This hybrid course is being modified to create equity in student success rates and to extend learning to the community to meet the needs of the 21st century student. This course will utilize a hybrid learning environment and deliver content specific materials in various online modalities to improve student learning, technological skills, and opportunities to advance to higher education and in the workplace.

Modification – Addition of Distance Education – Effective Spring 2017

AHSD 6404 ESSENTIALS IN WRITING B

Review steps of the writing process, outlining, style exploration, and introduction to research paper writing. Strengthen skills in grammar, vocabulary, and oral presentation skills. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Rationale: This course is being modified to create equity for student success and make course content available to all students 24/7 utilizing a hybrid environment while continuing to improve students' technological skills therefore creating viable opportunities for higher education and in the workplace.

Modification – Addition of Distance Education – Effective Spring 2017

AHSD 6405 U.S. LITERATURE

A survey of the literature of the United States (fiction and non-fiction) from the colonial period to contemporary times focusing on social, cultural and literary contexts. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirement for English. Total of 72 hours lecture.

Rationale: This course is being modified to create equity for student success and make course content available to all students 24/7 utilizing a hybrid environment while continuing to improve students' technological skills therefore creating viable opportunities for higher education and in the workplace.

Modification – Addition of Distance Education – Effective Spring 2017

AHSD 6423 ALGEBRA IA

Prerequisite: *AHSD 6422 or placement based on the math assessment process.*

Study of the language, concepts, and techniques of basic algebra, including signed numbers, expressions and equations, formulas, powers and roots, and inequalities. This course lays a foundation for upper level math and science courses. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

Rationale: This course is being modified to create equity for student success and make course content available to all students 24/7 utilizing a hybrid environment while continuing to improve students' technological skills therefore creating viable opportunities for higher education and in the workplace. Additional etextbook for hybrid course with Form D Modification.

Modification – Addition of Distance Education – Effective Spring 2017

AHSD 6424 ALGEBRA IB

Prerequisite: *AHSD 6423 or placement based on the math assessment process.*

Study of the language, concepts, and techniques of algebra, including exponents, systems of equations, quadratic and exponential functions, rational and irrational numbers, and polynomials. Lays a foundation for upper level math and science courses. Successful completion of this course will meet the requirements for five (5) Adult High School Diploma credits. Meets diploma requirements for mathematics. Total of 72 hours lecture.

Rationale: Addition of Distance Education modality.

Modification – Addition of Distance Education – Effective Spring 2017

AHSD 6427 LIFE SCIENCE - PHYSIOLOGY

Introduction to the study of physiology and genetics, with a focus on human systems. Structure and function of basic human organ systems are the focus, supplemented with contrasts to simple organisms, plant physiology,

and basic genetics. Successful completion of this course will meet requirements for five (5) Adult High School Diploma credits. Meets the diploma requirements for biological science. Total of 72 hours lecture.

Rationale: This course is being modified to create equity for student success and make course content available to all students 24/7 utilizing a hybrid environment while continuing to improve students' technological skills therefore creating viable opportunities for higher education and in the workplace.

Modification – SLOs, SPOs, MOIs, MOEs, catalog description – Effective Summer 2017

BUSN 2601A COMPUTER KEYBOARDING A

Develop basic skills in keyboarding technique using the touch method. Emphasis is on mastering keyboarding by touch to improve accuracy and speed to achieve a minimum of 30 net words per minute. Total of 9 hours lecture and 27 hours laboratory.

Rationale: Course is up for revision. SLO's and SPO's were revised to create a better alignment between them. CCO's, catalog description, and the assignments sections were revised. Methods of Instruction and Methods of evaluation were added (8/8/2016).

Modification – SLOs, SPOs, MOIs, MOEs, content, assignment, catalog description – Effective Summer 2017

BUSN 2601B COMPUTER KEYBOARDING B

Emphasis on the development of speed and accuracy, good keyboarding technique, and correct formatting of business documents to produce documents that meet business standards. For students with prior keyboarding experience a speed of 30 to 45 net words per minute is recommended. Total of 9 hours lecture and 45 hours laboratory.

Rationale: Course is up for revision. SLO's and SPO's were revised to create a better alignment between them. CCO's and Assignments were revised. Methods of Instruction and Methods of evaluation were added.

Modification – Course title (from Computer Microsoft Windows Applications), SLOs, SPOs, MOIs, MOEs, content, catalog description – Effective Summer 2017

BUSN 7301 MICROSOFT WINDOWS ESSENTIALS

Prepares students to work efficiently within the Microsoft Windows operating system. Topics include Windows desktop, creating, saving and finding files, file and folder management, accessing applications, internet basics and security, and customizing Microsoft Windows. Total of 36 hours lecture and 18 hours laboratory.

Rationale: Course is up for revision. SLO's and SPO's were revised to create a better alignment between them. CCO's, catalog description, and the assignments sections were revised. Methods of Instruction and Methods of evaluation were added.

Modification – Course title (from Business Office Computer Applications / Basic Word), SLOs, SPOs, MOIs, MOEs, content, catalog description – Effective Summer 2017

BUSN 7302 MICROSOFT WORD ESSENTIALS FOR THE WORKPLACE

Basic hands-on instruction of word processing techniques and features using Microsoft Word to enhance and create a wide variety of documents, such as letters, memoranda, columnar tables, text tables, newsletters, mail merge labels and letters, and mailing documents. Targeted for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 36 hours lecture and 18 hours laboratory.

Rationale: Course is up for revision. SLO's and SPO's were revised to create a better alignment between them. CCO's, catalog description, and the assignments sections were revised. Methods of Instruction and Methods of evaluation were added.

Modification – Course title (from Business Office Computer Applications/Basic Excel), SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description – Effective Summer 2017

BUSN 7303 MICROSOFT EXCEL ESSENTIALS FOR THE WORKPLACE

Basic hands-on training of business applications using Microsoft Excel software. Features and functions of the software with emphasis on its use as a data organization, presentation and analysis tool. Includes topics on integrating Excel with other applications. Targeted for students who have completed BUSN 7301, type 30 net wpm, or have work experience with the Windows Operating System. Total of 36 hours lecture and 18 hours laboratory.

Rationale: Course is up for revision. SLO's and SPO's were revised to create a better alignment between them. CCO's, catalog description, and the assignments sections were revised. Methods of Instruction and Methods of evaluation were added.

Modification – Course title (Office Records Management and Filing), SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description, contact hours – Effective Summer 2017

BUSN 7304 FUNDAMENTALS OF OFFICE RECORDS MANAGEMENT AND FILING

Basic principles and procedures of record storage, control, retrieval and management by manual and electronic methods. Emphasis is also placed on guidelines regarding records storage, disposal, and management. Speed and accuracy in indexing, filing and finding documents in such systems as alphabetic, numeric, geographic, and subject. Total of 36 hours lecture and 18 hours laboratory.

Rationale: Course is up for revision. SLO's and SPO's were revised to create a better alignment between them. CCO's, catalog description, and the assignments sections were revised. Methods of Instruction and Methods of evaluation were added.

Modification – SLOs, SPOs, MOIs, MOEs, catalog description – Effective Summer 2017

BUSN 7305 BASIC BUSINESS ENGLISH AND COMMUNICATIONS

Introduction to basic business memoranda, letters, e-mail messages, employment documents, and short reports. Creating messages that inform, persuade, and convey negative news is stressed. Emphasis is on the concepts of basic writing style such as organization, coherence, and unity as well as principles of grammar and punctuation of written business documents. Instruction in oral communication, speaking skills, and oral presentations. Communication technology, communication across cultures, listening skills, nonverbal communication, and workplace ethics are included. Targeted for students who have completed BUSN 7301, BUSN 7302 or have working experience with the Windows Operating System and/or Word. Total of 36 hours lecture and 18 hours laboratory.

Rationale: Course is up for revision. SLO's and SPO's were revised to create a better alignment between them. Methods of Instruction and Methods of evaluation were added (8/8/2016).

Modification – SLOs, SPOs, MOIs, MOEs, content, assignment, catalog description – Effective Summer 2017

BUSN 7306 CAREER SKILLS FOR THE WORKPLACE

Techniques for effective time-management, goal setting, study skills, proper work habits, attitudes, ethics, teamwork, and standards for presenting a professional image at interviews and in the workplace. Total of 36 hours lecture and 18 hours laboratory.

Rationale: Course is up for revision. SLO's and SPO's were revised to create a better alignment between them. CCO's, catalog description, and the assignments sections were revised. Methods of Instruction and Methods of evaluation were added (8/8/2016)

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description – Effective Summer 2017

BUSN 7307 BASIC BUSINESS MATH

Basic math skills and its relevance to everyday business applications and transactions. Solving mathematical problems, analyzing and interpreting data, and applying sound decision-making skills. Total of 36 hours lecture and 18 hours laboratory.

Rationale: Course is up for revision. SLO's and SPO's were revised to create a better alignment between them. CCO's, catalog description, and the assignments sections were revised. Methods of Instruction and Methods of evaluation were added (8/8/2016).

Modification – Catalog description, contact hours – Effective Summer 2017

ESLV 1012 VESL: GREEN CONSTRUCTION, MODULE A

Development of reading, speaking, listening and writing skills of beginning-high to advanced ESL students for careers in green construction. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include basic tools and equipment, units of measurement, construction materials, and workplace readiness. Total of 54 hours lecture.

Rationale: This is the first of two courses in the VESL Green Construction certificate program. The program is designed for beginning-high to advanced ESL students who seek to obtain employment or advance their career in the field of green construction. Changes have been made to the catalog description, course hours, basic skills level, and program applicability (instructional methods) based on course content and scheduling needs as determined during the first year of course implementation.

Modification – Catalog description, contact hours – Effective Summer 2017

ESLV 1013 VESL: GREEN CONSTRUCTION, MODULE B

Development of reading, speaking, listening, and writing skills of beginning-high to advanced ESL students for careers in green construction. Emphasis on occupation-specific terminology and communication skills with common phrases for interacting with clients or future employers. Topics include communicating with supervisors and coworkers, basic safety, protective clothing and gear, safety signs, and worker rights. Total of 54 hours lecture.

Rationale: This is the second of two courses in the VESL Green Construction certificate program. The program is designed for beginning-high to advanced ESL students who seek to obtain employment or advance their career in the field of green construction. Changes have been made to the catalog description, course hours, basic skills level, and program applicability (instructional methods) based on course content and scheduling needs as determined during the first year of course implementation.

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description, contact hours – Effective Summer 2017

ESLV 1014 VESL: GREEN HOUSEKEEPING, MODULE A

Development of vocabulary, listening, speaking, reading, and writing skills of beginning-low to intermediate-high ESL students interested in careers in green housekeeping. Emphasis on occupation-specific terminology and communication skills for interacting with employers in residential settings. Topics include “going green,” household items, cleaning supplies and equipment, eco-friendly cleaning solutions, following directions, using checklists, and communicating about tasks, problems, repairs and work schedules. Total of 54 hours lecture.

Rationale: This is the first of two courses in the VESL Green Housekeeping certificate program. The program is designed for beginning-low to intermediate-high ESL students who seek to obtain employment or advance their career in the field of green housekeeping. The curriculum is being revised to better meet student needs and interests and more effectively achieve learning outcomes. The new curriculum integrates the results of faculty and student experience during the first year of implementation under the Adult Education Block Grant (AEBG). Changes have been made to EMP numbers, SLOs, SPOs, CCO, MOIs, MOEs, catalog description, assignments, and total course hours.

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description, contact hours – Effective Summer 2017

ESLV 1015 VESL: GREEN HOUSEKEEPING, MODULE B

Development of vocabulary, listening, speaking, reading, and writing skills of beginning-low to intermediate-high ESL students interested in careers in green housekeeping. Emphasis on occupation-specific terminology and communication skills for interacting with employers in both residential and institutional settings. Topics include housekeeping tasks, laundry, job safety, workers' rights, marketing a business, job search, applications, resumes and interviews. Total of 54 hours lecture.

Rationale: This is the second of two courses in the VESL Green Housekeeping certificate program. The program is designed for beginning-low to intermediate-high ESL students who seek to obtain employment or advance their career in the field of green housekeeping. The curriculum is being revised to better meet student needs and interests and more effectively achieve learning outcomes. The new curriculum integrates the results of faculty and student experience during the first year of implementation under the Adult Education Block Grant (AEBG). Changes have been made to EMP numbers, SLOs, SPOs, CCO, MOIs, MOEs, catalog description and total course hours.

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description, contact hours – Effective Summer 2017

ESLV 2030 VESL: GREEN LANDSCAPING AND GARDENING, MODULE A

Development of vocabulary, listening, speaking, reading, and writing skills of beginning-high to advanced ESL students interested in careers in green gardening and landscaping. Emphasis on occupation-specific terminology and communication skills for interacting with clients or employers. Topics include landscape planning, plant identification, selection and care, soil, fertilizer, compost, mulch, turf removal and IPM (Integrated Pest Management). Total of 54 hours lecture

Rationale: This is the first of two courses in the VESL Green Landscaping and Gardening certificate program. The program is designed for beginning-high to advanced ESL students who seek to obtain employment or advance their career in the field of green landscaping. The curriculum is being revised to better meet student needs and interests and more effectively achieve learning outcomes. The new curriculum integrates the results of faculty and student experience during the first year of implementation under the Adult Education Block Grant (AEBG). Changes have been made to EMP numbers, SLOs, SPOs, CCO, MOIs, MOEs, assignments, catalog description, basic skills level and course hours.

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description, contact hours – Effective Summer 2017

ESLV 2031 VESL: GREEN LANDSCAPING AND GARDENING, MODULE B

Development of vocabulary, listening, speaking, reading, and writing skills of beginning-high to advanced ESL students interested in careers in green gardening and landscaping. Emphasis on occupation-specific terminology and communication skills for interacting with clients or employers. Topics include landscape planning, irrigation systems, graywater and stormwater capture, tools, air quality, workplace safety, and employment opportunities. Total of 54 hours lecture.

Rationale: This is the second of two courses in the VESL Green Landscaping and Gardening certificate program. The program is designed for beginning-high to advanced ESL students who seek to obtain employment or advance their career in the field of green landscaping. The curriculum is being revised to better meet student needs and interests and more effectively achieve learning outcomes. The new curriculum integrates the results of faculty and student experience during the first year of implementation under the Adult Education Block Grant (AEBG). Changes have been made to EMP numbers, SLOs, SPOs, CCO, MOIs, MOEs, assignments, catalog description, basic skills level and course hours.

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description, contact hours – Effective Summer 2017

ESLV 3000 VESL: CHILD CARE PROVIDER, MODULE A

Development of vocabulary, listening, speaking, reading, and writing skills of beginning-high to advanced ESL students interested in careers in child care, child development, or early childhood education. Emphasis on occupation-specific terminology and communication skills for interacting with children, families, and co-workers. Topics include basic child care vocabulary, effective communication in child care settings, health and safety in home and center-based programs, daily schedules, completing reports, and using children's books, games, and songs effectively. Total of 54 hours lecture.

Rationale: This is the first of two courses in the VESL Child Care certificate program. The program is designed for beginning high to advanced ESLN students and serves as a preliminary step on the pathway to a career in child care or early childhood education in the United States. The curriculum is being revised to better meet student needs and interests and more effectively achieve learning outcomes. The new curriculum integrates the results of faculty and student experience during the first year of implementation under the Adult Education Block Grant (AEBG). Changes have been made to SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, basic skills level, and course hours.

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description, contact hours – Effective Summer 2017

ESLV 3001 VESL: CHILD CARE PROVIDER, MODULE B

Development of vocabulary, listening, speaking, reading, and writing skills of beginning-high to advanced ESL students interested in careers in child care, child development, or early childhood education. Emphasis on occupation-specific terminology and communication skills for interacting with children, families, and co-workers. Topics include developmental milestones for infants, toddlers and preschoolers, strategies for working with children at different stages of development, effective observations of child care programs, and career pathways. Total of 54 hours lecture

Rationale: This is the second of two courses in the VESL Child Care Provider certificate program. The program is designed for beginning-high to advanced ESL students and serves as a preliminary step on the pathway to a career in child care or early childhood education in the United States. The curriculum is being revised to better meet student needs and interests and more effectively achieve learning outcomes. The new curriculum integrates the results of faculty and student experience during the first year of implementation under the Adult Education Block Grant (AEBG). Changes have been made to SLOs, SPOs, CCOs, MOIs, MOEs, assignments, basic skills level, catalog description and course hours.

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description, contact hours – Effective Summer 2017

ESLV 4000 VESL HEALTH CARE, MODULE A

Development of vocabulary, listening, speaking, reading, and writing skills of intermediate to advanced ESL students interested in careers in health care. Emphasis on occupation-specific terminology and communication skills for interacting in a health care environment. Topics include basic medical terminology, basic anatomy, health problems and remedies, and health care occupations and career pathways. Total of 108 hours lecture.

Rationale: This is the first of two courses in the VESL Health Care certificate program. The program is designed for intermediate to advanced ESL students and serves as a preliminary step on the pathway to a health career in the United States. The curriculum is being revised to better meet student needs and interests and more effectively achieve learning outcomes. The new curriculum integrates the results of faculty and student experience during the first year of implementation under the Adult Education Block Grant (AEBG). Changes have been made to SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description, and course hours.

Modification – SLOs, SPOs, content, MOIs, MOEs, assignment, catalog description, contact hours – Effective Summer 2017

ESLV 4001 VESL HEALTH CARE, MODULE B

Development of vocabulary, listening, speaking, reading, and writing skills of intermediate to advanced ESL students interested in careers in health care. Emphasis on occupation-specific terminology and communication skills for interacting in a health care environment. Topics include entry-level health care worker job duties such as the activities of daily living, standard precautions, vital signs, nutrition, safety, emergencies, and navigating health care facilities. Total of 108 hours lecture.

Rationale: This is the second of two courses in the VESL Health Care certificate program. The program is designed for intermediate to advanced ESL students and serves as a preliminary step on the pathway to a health career in the United States. The curriculum is being revised to better meet student needs and interests and more effectively achieve learning outcomes. The new curriculum integrates the results of faculty and student experience during the first year of implementation under the Adult Education Block Grant (AEBG). Changes have been made to SLOs, SPOs, CCOs, MOIs, MOEs, assignments, catalog description and course hours.