

EL CAMINO COLLEGE
MINUTES OF THE COLLEGE CURRICULUM COMMITTEE
November 24, 2015

CALL TO ORDER

Meeting called to order at 2:35 p.m. by Chair Carr.

Members:

Present: S. Bartiromo, W. Brownlee, T. Bui, A. Carr, A. Cornelio, A. Hockman, L. Houske, V. Nemie, D. Pahl, S. Rodriguez, A. Sharp

Absent: S. Bosfield, E. French-Preston, K. Iino, J. Shankweiler

Ex-Officio Members:

Present: Q. Chapman, P. McDermott, K. Whitney

Absent: M. Lipe, A. Osanyinpeju, L. Suekawa, L. Young

Guests: W. Cox, S. Kushigemachi, T. Lew, L. Linka, R. Natividad, P. Sorunke, L. Welsh

APPROVAL OF MINUTES

The committee approved the minutes of the College Curriculum Committee of October 27, 2015. The minutes of the November 10, 2015, meeting is currently under review by the Curriculum Advisor Q. Chapman.

CURRICULUM REVIEW

A. Full Program Review

The committee reviewed the following program proposals, which are ready for final action:

1. Physics AS-T Degree
2. Asian American Studies A.A. Degree Option
3. Physical Education A.A. Degree
4. Recreation A.A. Degree
5. Computer Systems Applications Certificate of Achievement
6. Office Applications Specialist Certificate of Achievement

B. Full Course Review

The committee reviewed the following courses, which are ready for final action:

1. Administration of Justice 150 (AJ 150)
2. Administration of Justice 155 (AJ 155)
3. Air Conditioning and Refrigeration 6 (ACR 6)
4. Air Conditioning and Refrigeration 31 (ACR 31)
5. Art 101 (ART 101)
6. Art 223A (formerly ART 223)
7. Art 223B (ART 223B)
8. Business 28 (BUS 28)
9. Contemporary Health 1 (CH 1)

10. Communication Studies 290abcd (formerly COMS 25abcd)
11. English RWA (ENGL RWA)
12. Fashion 26A (FASH 26A)
13. Mathematics 17A (MATH 17A)
14. Mathematics 27A (MATH 27A)
15. Mathematics 47A (MATH 47A)
16. Machine Tool Technology 40 (MTT 40)
17. Nursing 101 (NURS 101)
18. Nursing 154 (NURS 154)
19. Nursing 251 (NURS 251)
20. Physical Education 132abc (PE 132abc)
21. Radiologic Technology 111 (RTEC 111)
22. Respiratory Care 172 (RC 172)
23. Welding 29 (WELD 29)

STANDARD REVIEW/CONSENT AGENDA PROPOSALS

The committee reviewed the following course inactivation, which is ready for final action:

1. Welding 5 (WELD 5)

The committee reviewed the following courses, which and are ready for final action:

1. Academic Strategies 20 (AS 20)
2. Academic Strategies 23 (AS 23)
3. Academic Strategies 25 (AS 25)
4. Air Conditioning and Refrigeration 25 (ACR 25)
5. Air Conditioning and Refrigeration 27 (ACR 27)
6. Architecture 150A (ARCH 150A)
7. Architecture 150B (ARCH 150B)
8. Architecture 170 (ARCH 170)
9. Architecture 171 (ARCH 171)
10. Architecture 172 (ARCH 172)
11. Art 102A (ART 102A)
12. Automotive Collision Repair/Painting 1B (ACRP 1B)
13. Automotive Collision Repair/Painting 1C (ACRP 1C)
14. Automotive Collision Repair/Painting 1D (ACRP 1D)
15. Automotive Technology 33 (ATEC 33)
16. Communication Studies 293abcd (formerly COMS 23abcd)
17. Computer Aided Design/Drafting 45 (CADD 45)
18. Computer Information Systems 11 (CIS 11)
19. Computer Information Systems 16 (CIS 16)
20. Computer Information Systems 26 (CIS 26)
21. Computer Science 1 (CSCI 1)
22. Cosmetology 4 (COSM 4)
23. Engineering Technology 16 (ETEC 16)
24. Engineering Technology 16A (ETEC 16A)
25. Engineering Technology 16B (ETEC 16B)
26. Law 12 (LAW 12)
27. Law 16 (LAW 16)

28. Law 17 (LAW 17)
29. Law 18 (LAW 18)
30. Mathematics 120 (MATH 120)
31. Machine Tool Technology 2 (MTT 2)
32. Machine Tool Technology 10A (MTT 10A)
33. Machine Tool Technology 10K (MTT 10K)
34. Machine Tool Technology 101 (MTT 101)
35. Machine Tool Technology 103 (MTT 103)
36. Machine Tool Technology 105 (MTT 105)
37. Machine Tool Technology 107 (MTT 107)
38. Music 101 (MUSI 101)
39. Music 264abcd (formerly MUSI 63abcd)
40. Music 560 (MUSI 560)
41. Music 561 (MUSI 561)
42. Music 562 (MUSI 562)
43. Music 564 (formerly MUSI 563)
44. Nursing 253 (NURS 253)
45. Physical Education 275 (PE 275)
46. Radiologic Technology 218 (RTEC 218)
47. Radiologic Technology 255 (RTEC 255)
48. Real Estate 11 (RE 11)
49. Real Estate 12A (RE 12A)
50. Real Estate 13 (RE 13)
51. Real Estate 14A (RE 14A)
52. Real Estate 14B (RE 14B)
53. Real Estate 16 (RE 16)
54. Real Estate 19 (RE 19)
55. Real Estate 21 (RE 21)
56. Real Estate 26 (RE 26)
57. Real Estate 31 (RE 31)
58. Real Estate 40 (RE 40)
59. Real Estate 41 (RE 41)
60. Respiratory Care 170 (RC 170)
61. Respiratory Care 174 (RC 174)
62. Sign Language/Interpreter Training 115 (SLAN 115)
63. Sign Language/Interpreter Training 200 (SLAN 200)
64. Sign Language/Interpreter Training 210 (SLAN 210)
65. Sign Language/Interpreter Training 211 (SLAN 211)
66. Sign Language/Interpreter Training 220 (SLAN 220)
67. Sign Language/Interpreter Training 221 (SLAN 221)
68. Sign Language/Interpreter Training 230 (SLAN 230)
69. Sign Language/Interpreter Training 240 (SLAN 240)
70. Theatre 103 (THEA 103)
71. Theatre 297ab (THEA 297ab)
72. Welding 10A (WELD 10A)
73. Welding 10B (WELD 10B)
74. Welding 10C (WELD 10C)

CURRICULUM DISCUSSION

A. Full Program Review

Business Division

It was moved by D. Pahl, seconded by L. Houske, that the committee approve the program revision proposals for Office Applications Specialist Certificate of Achievement and Computer Systems Applications Certificate of Achievement. Motion carried.

Humanities Division

It was moved by L. Houske, seconded by V. Nemie, that the committee approve the program revision proposal for Asian American Studies A.A. Degree. Motion carried.

Health Sciences and Athletics Division

It was moved by T. Bui, seconded by A. Hockman, that the committee approve the program revision proposals for Physical Education A.A. Degree and Recreation A.A. Degree. Motion carried.

Natural Sciences Division

It was moved by T. Bui, seconded by A. Hockman, that the committee approve the program revision proposal for Physics AS-T Degree. Motion carried.

B. Full Course Review

Business Division

Business 28 – Written Business Communications

Edit Evaluation Methods and Assignments in the Course Checklist: Provide a writing assignment for item #2 in the college-level critical thinking assignment. Action: D. Pahl

It was moved by S. Bartiromo, seconded by L. Houske, that the committee approve the course review proposal for Business 28, including changes in conditions of enrollment. Motion carried.

Fine Arts Division

Art 143 – Digital Publishing Fundamentals

Art 143 was tabled. W. Brownlee was assigned to review the C-ID descriptor for Art 143, and W. Cox was assigned to identify a current textbook.

It was moved by W. Brownlee, seconded by S. Bartiromo, that the committee approve the course review proposals, including the conditions of enrollment changes for the Fine Arts Division. Motion carried.

Health Sciences and Athletics Division

It was moved by S. Bartiromo, seconded by V. Nemie, that the committee approve the course review proposals, including the conditions of enrollment changes for the Health Sciences and Athletics Division. Motion carried.

Humanities Division

It was moved by W. Brownlee, seconded by V. Nemie, that the committee approve the new course proposal for English RWA. Motion carried.

Industry and Technology Division

The committee will revisit the issue with the reduction in units for the Administration of Justice Certificate of Achievement in spring 2016.

It was moved by V. Nemie, seconded by W. Brownlee, that the committee approve the course review proposals, including conditions of enrollment changes for the Industry and Technology Division. Motion carried.

Mathematical Sciences Division

College Curriculum Committee member A. Hockman concurred with the committee's recommendation to replace the hyphens with colons in the descriptive titles for Mathematics 17A, 27A, and 47A.

It was moved by W. Brownlee, seconded by V. Nemie, that the committee approve the new course proposals for Mathematics 17A, 27A, and 47A. Motion carried.

C. Standard Review/Consent Agenda Proposals

It was moved by A. Cornelio, seconded by V. Nemie, that the committee approve the standard review/consent agenda proposals, including the conditions of enrollment changes, and the inactivation of Welding 5. Motion carried.

VICE PRESIDENT'S REPORT

Vice President Academic Affairs – Dr. Shankweiler – No report

CHAIR'S REPORT

College Curriculum Committee Chair – A. Carr

Chair Carr gave a brief summary of the Fall 2015 Curriculum Regional meeting held at Mt. San Antonio College on Saturday, November 14, 2015.

CURRICULUM ADVISOR REPORT

Curriculum Advisor – Q. Chapman

The committee reviewed the Curriculum Review Timeline for spring 2016 semester. The preliminary goal for spring 2016 curriculum will be determined later. The spring curriculum

plans are due November 30, 2015. The committee was asked to review the list of courses not offered in three years and identify courses to be inactivated.

ANNOUNCEMENTS – No report

ADJOURNMENT

Chair Carr called a motion to adjourn the meeting. D. Pahl moved, W. Brownlee seconded, and the motion carried. The meeting adjourned at 4:05 p.m.

**EL CAMINO COLLEGE
COLLEGE CURRICULUM COMMITTEE
November 24, 2015
Approved Curriculum Changes for 2016-2017**

BEHAVIORAL AND SOCIAL SCIENCES

CHANGE IN MAJOR; COURSE REQUIREMENTS, TOTAL UNITS

1. Ethnic Studies: Asian American Studies Option A.A. Degree

Current Status/Proposed Changes

Major Requirements

Units

Required Core: ~~48~~ 15 units

ENGL 44	The Literature of American Ethnic Groups	3
ESTU 1	Introduction to Ethnic Studies	3
HIST 114	History of the Asian American in the United States	3
HIST 175	History of Asian Civilizations to 1600	3
HIST 176	History of Asian Civilizations from 1600 to the Present	3
SOCI 107	Issues of Race and Ethnicity in the United States	3

3 units from:

ART 106	Cross-Cultural Art	3
ART 205A	History of Asian Art - India and Southeast Asia	3
ART 205B	History of Asian Art - China, Korea, and Japan	3
JAPA 25	Cultural Aspects of the Japanese Language	3
PHIL 115	Existentialism	3
POLI 5	Ethnicity in the American Political Process	3
SOCI 104	Social Problems	3

Total Units: ~~21~~ 18

Recommendation

Major Requirements

Units

Required Core: 15 units

ENGL 44	The Literature of American Ethnic Groups	3
ESTU 1	Introduction to Ethnic Studies	3
HIST 175	History of Asian Civilizations to 1600	3
HIST 176	History of Asian Civilizations from 1600 to the Present	3
SOCI 107	Issues of Race and Ethnicity in the United States	3

3 units from:

ART 106	Cross-Cultural Art	3
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ART 205A	History of Asian Art - India and Southeast Asia	3
ART 205B	History of Asian Art - China, Korea, and Japan	3
JAPA 25	Cultural Aspects of the Japanese Language	3
PHIL 115	Existentialism	3
POLI 5	Ethnicity in the American Political Process	3
SOCI 104	Social Problems	3
Total Units: 18		

BUSINESS

CTE TWO-YEAR COURSE REVIEW; NONSUBSTANTIVE CHANGES

1. Computer Information Systems 26 – Using Microsoft Excel
2. Law 12 – Probate Procedures
3. Law 16 – Civil Procedure
4. Law 17 – Legal Research and Writing
5. Law 18 – Wills, Trusts and Estate Planning

CTE TWO-YEAR COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION

1. Real Estate 14B – Advanced Real Estate Finance

Current Status/Proposed Changes

This course provides instruction on the more advanced methods of financing real estate projects, including non-residential commercial and industrial property. Emphasis is placed on the instruments of finance, types of structured loans, discounting leases, and the sale-leaseback transaction.

Note: The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the elective courses for the real estate broker license.

Recommendation

This course provides instruction on the more advanced methods of financing real estate projects, including non-residential commercial and industrial property. Emphasis is placed on the instruments of finance, types of structured loans, discounting leases, and the sale-leaseback transaction.

Note: The California Bureau of Real Estate (BRE) has approved this course as one of the elective courses for the real estate broker license.

2. Real Estate 21 – Real Estate Investments

Current Status/Proposed Changes

This course discusses the acquisition phase, holding period and disposition analysis for real estate investment property. The course covers a review of pro forma statements, the effects of leverage and cash flow operating statements. Students develop strategies for decision-making alternatives for a sale, exchange, continuation of operations, and capital restructure using depreciation, installment sale and tax basis.

Note: The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the elective courses that may be completed for the salesperson license in addition to the required courses of Real Estate Principles and Real Estate Practice. The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the elective courses for the real estate broker license. The ~~DRE~~ BRE requires a copy of the college course outline or catalog description along with transcript showing proof of course completion.

Recommendation

This course discusses the acquisition phase, holding period and disposition analysis for real estate investment property. The course covers a review of pro forma statements, the effects of leverage and cash flow operating statements. Students develop strategies for decision-making alternatives for a sale, exchange, continuation of operations, and capital restructure using depreciation, installment sale and tax basis.

Note: The California Bureau of Real Estate (BRE) has approved this course as one of the elective courses that may be completed for the salesperson license in addition to the required courses of Real Estate Principles and Real Estate Practice. The California Bureau of Real Estate (BRE) has approved this course as one of the elective courses for the real estate broker license. The BRE requires a copy of the college course outline or catalog description along with transcript showing proof of course completion.

3. Real Estate 26 – Escrows

Current Status/Proposed Changes

This course provides instruction in the functions of an escrow in a real property transaction. Emphasis is on residential escrow, with transactional variations studied for an escrow involving a seller, a buyer, refinance or loan, mobile home, and non-residential specialty escrows including commercial and industrial property, liquor license, impound account, probate and securities transaction. The course covers title insurance, prorations, and escrow settlement closing statements.

Note: The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course ~~for~~ as one of the elective courses that may be completed for the salesperson license in addition to the required Real Estate Principles and Real Estate

Practice. The California Department Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the optional courses for the real estate broker license.

Recommendation

This course provides instruction in the functions of an escrow in a real property transaction. Emphasis is on residential escrow, with transactional variations studied for an escrow involving a seller, a buyer, refinance or loan, mobile home, and non-residential specialty escrows including commercial and industrial property, liquor license, impound account, probate and securities transaction. The course covers title insurance, prorations, and escrow settlement closing statements.

Note: The California Bureau of Real Estate (BRE) has approved this course as one of the elective courses that may be completed for the salesperson license in addition to the required Real Estate Principles and Real Estate Practice. The California Bureau of Real Estate (BRE) has approved this course as one of the optional courses for the real estate broker license.

CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW, CHANGES IN CATALOG DESCRIPTION

1. Computer Information Systems 16 – Application Development and Programming Using Visual Basic.Net

Current Status/Proposed Changes

This course is an introduction to the fundamental concepts and models of application development including ~~the basic concepts of~~ program design, data structures, programming, problem solving, programming logic, and ~~fundamental~~ design techniques for event-driven programs. A step-by-step, hands-on, project experience is used with a modern application programming language and development platform.

Recommendation

This course is an introduction to the fundamental concepts and models of application development including program design, data structures, programming, problem solving, programming logic, and design techniques for event-driven programs. A step-by-step, hands-on, project experience is used with a modern application programming language and development platform.

2. Real Estate 11 – Real Estate Principles

Current Status/Proposed Changes

This course covers various aspects of real estate, including an introduction to legal aspects, title and escrow procedures, property management, appraisal, finance, and the ownership of real property. Students develop basic vocabulary and test-taking skills in

partial preparation for state examination for a California ~~Department~~ Bureau of Real Estate (BRE) license.

Note: The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) requires completion of this course prior to taking the California Real Estate Salesperson Examination and has approved this course for credit for the ~~DRE~~ BRE broker's license requirement.

Recommendation

This course covers various aspects of real estate, including an introduction to legal aspects, title and escrow procedures, property management, appraisal, finance, and the ownership of real property. Students develop basic vocabulary and test-taking skills in partial preparation for state examination for a California Bureau of Real Estate (BRE) license.

Note: The California Bureau of Real Estate (BRE) requires completion of this course prior to taking the California Real Estate Salesperson Examination and has approved this course for credit for the BRE broker's license requirement.

CTE TWO-YEAR COURSE REVIEW; CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION

1. Real Estate 12A – Legal Aspects Real Estate

Current Status/Proposed Changes

Recommended Preparation: ~~eligibility for English 84~~ English 82

This course provides instruction on the buying, selling, and management of real property. Students study California property law, community property, liens, sales contracts, escrow, commissions, transfers, licensing regulations, and public policy.

Note: The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the elective courses for the salesperson license in addition to the required courses of Real Estate Principles and Real Estate Practice. The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the required courses for the real estate broker license.

Recommendation

Recommended Preparation: English 82

This course provides instruction on the buying, selling, and management of real property. Students study California property law, community property, liens, sales contracts, escrow, commissions, transfers, licensing regulations, and public policy.

Note: The California Bureau of Real Estate (BRE) has approved this course as one of the elective courses for the salesperson license in addition to the required courses of Real Estate Principles and Real Estate Practice. The California Bureau of Real Estate (BRE) has approved this course as one of the required courses for the real estate broker license.

2. Real Estate 14A – Real Estate Finance I

Current Status/Proposed Changes

Recommended Preparation: Real Estate 11 or concurrent enrollment or California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) license or equivalent experience; Business 15

This course provides instruction on the various aspects of finance, including fixed and variable rate loans, conventional and government financing programs, and creative financing options. Students will calculate unpaid loan balance, interest, and loan qualifying ratios.

Note: This course is approved by the California ~~Department~~ Bureau of Real Estate (BRE) as one of the mandatory eight statutorily required college-level courses for the broker license and for the salesperson license, which also requires real estate principles and real estate practice.

Recommendation

Recommended Preparation: Real Estate 11 or concurrent enrollment or California Bureau of Real Estate (BRE) license or equivalent experience; Business 15

This course provides instruction on the various aspects of finance, including fixed and variable rate loans, conventional and government financing programs, and creative financing options. Students will calculate unpaid loan balance, interest, and loan qualifying ratios.

Note: This course is approved by the California Bureau of Real Estate (BRE) as one of the mandatory eight statutorily required college-level courses for the broker license and for the salesperson license, which also requires real estate principles and real estate practice.

3. Real Estate 19 – Real Property Management

Current Status/Proposed Changes

Recommended Preparation: Real Estate 11 and Real Estate 12A or California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) license or ~~California Office of Real Estate Appraisal (OREA)~~ California Bureau of Real Estate Appraisers (BREA) license or equivalent; Business 15

This course covers various aspects of property management for income producing real property including rights of the parties, personnel for on-site and off-site rental-income property, introduction to legal contracts for rental property, physical maintenance, and trust fund accounting fundamentals including security deposits.

Note: This course is approved by the California ~~Department~~ Bureau of Real Estate (BRE) as one of the elective courses for the eight statutorily required college-level courses for the broker license and for the salesperson license, which also requires real estate principles and real estate practice.

Recommendation

Recommended Preparation: Real Estate 11 and Real Estate 12A or California Bureau of Real Estate (BRE) license or California Bureau of Real Estate Appraisers (BREA) license or equivalent; Business 15

This course covers various aspects of property management for income producing real property including rights of the parties, personnel for on-site and off-site rental-income property, introduction to legal contracts for rental property, physical maintenance, and trust fund accounting fundamentals including security deposits.

Note: This course is approved by the California Bureau of Real Estate (BRE) as one of the elective courses for the eight statutorily required college-level courses for the broker license and for the salesperson license, which also requires real estate principles and real estate practice.

4. Real Estate 31 – Mortgage Loan Brokering and Lending

Current Status/Proposed Changes

Recommended Preparation: Real Estate 11 or concurrent enrollment or California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) license or equivalent experience; Business 15

This course introduces the student to the principles and operations of the mortgage loan brokering field. The emphasis is on the lending rules for residential property. Students learn lending laws of Regulation Z, usury laws, disclosures, maximum fees and charges, agency relationships, advertising laws, Housing and Urban Development (HUD) and Real Estate Settlement Procedures Act (RESPA) calculations and the loan process. This course partially satisfies the California requirements for the Real Estate Salesperson and California Real Estate Broker licenses.

Note: This course is approved by the California ~~Department~~ Bureau of Real Estate (BRE) as one of the elective courses for the eight statutorily required college-level courses for the broker license and for the salesperson license, which also requires real estate principles and real estate practice.

Recommendation

Recommended Preparation: Real Estate 11 or concurrent enrollment or California Bureau of Real Estate (BRE) license or equivalent experience; Business 15

This course introduces the student to the principles and operations of the mortgage loan brokering field. The emphasis is on the lending rules for residential property. Students learn lending laws of Regulation Z, usury laws, disclosures, maximum fees and charges, agency relationships, advertising laws, Housing and Urban Development (HUD) and Real Estate Settlement Procedures Act (RESPA) calculations and the loan process. This course partially satisfies the California requirements for the Real Estate Salesperson and California Real Estate Broker licenses.

Note: This course is approved by the California Bureau of Real Estate (BRE) as one of the elective courses for the eight statutorily required college-level courses for the broker license and for the salesperson license, which also requires real estate principles and real estate practice.

CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW, CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation)

1. Business 28 – Written Business Communications

Current Status/Proposed Changes

Prerequisite: ~~eligibility for~~ English 1A with a minimum grade of C

Recommendation

Prerequisite: English 1A with a minimum grade of C

2. Computer Information Systems 11 – Help Desk Operations

Current Status/Proposed Changes

~~Recommended Preparation Computer Information Systems 19~~

Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

Recommendation

Prerequisite: Computer Information Systems 13 with a minimum grade of C or equivalent experience

CTE TWO-YEAR COURSE REVIEW; DISTANCE EDUCATION REVIEW, CHANGES IN CONDITIONS OF ENROLLMENT (Pre/Corequisite,

Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION

1. Real Estate 13 – Real Estate Practice

Current Status/Proposed Changes

Recommended Preparation: Real Estate 11 or concurrent enrollment or California ~~Department~~ Bureau of Real Estate (~~DRE BRE~~) license or equivalent experience

In this course, students will be introduced to the standard forms used in the real estate industry and will learn techniques necessary to close a residential real estate transaction. Students will develop skills in partial preparation for the state examination for a California ~~Department~~ Bureau of Real Estate (~~DRE BRE~~) license, with emphasis placed on advertising, listings, finance, appraisal, escrow and the tax aspects of real property ownership.

Note: The California ~~Department~~ Bureau of Real Estate (~~DRE BRE~~) requires completion of this course prior to taking the California Real Estate Salesperson Examination and has approved this course for credit for the ~~DRE BRE~~ broker's license requirement.

Recommendation

Recommended Preparation: Real Estate 11 or concurrent enrollment or California Bureau of Real Estate (BRE) license or equivalent experience

In this course students will be introduced to the standard forms used in the real estate industry and will learn techniques necessary to close a residential real estate transaction. Students will develop skills in partial preparation for the state examination for a California Bureau of Real Estate (BRE) license, with emphasis placed on advertising, listings, finance, appraisal, escrow and the tax aspects of real property ownership.

Note: The California Bureau of Real Estate (BRE) requires completion of this course prior to taking the California Real Estate Salesperson Examination and has approved this course for credit for the BRE broker's license requirement.

2. Real Estate 16 – Real Estate Economics

Current Status/Proposed Changes

Recommended Preparation: Real Estate 11, Real Estate 14A, Real Estate 40; or California ~~Department~~ Bureau of Real Estate (~~DRE BRE~~) license or ~~California Office of Real Estate Appraisal (OREA)~~ California Bureau of Real Estate Appraisers (BRE) license

This course provides instruction on the aspects that tie economics and politics to real estate land use. Emphasis is on the factors, which create value in real estate, including urban development, governmental policies and requirements for development, as well as the business and real estate cycles.

Note: The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the elective courses for the salesperson license in addition to the required Real Estate Principles and Real Estate Practice. The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the elective courses for the real estate broker license.

Recommendation

Recommended Preparation: Real Estate 11, Real Estate 14A, Real Estate 40; or California Bureau of Real Estate (BRE) license or California Bureau of Real Estate Appraisers (BREA) license

This course provides instruction on the aspects that tie economics and politics to real estate land use. Emphasis is on the factors, which create value in real estate, including urban development, governmental policies and requirements for development, as well as the business and real estate cycles.

Note: The California Bureau of Real Estate (BRE) has approved this course as one of the elective courses for the salesperson license in addition to the required Real Estate Principles and Real Estate Practice. The California Bureau of Real Estate (BRE) has approved this course as one of the elective courses for the real estate broker license.

3. Real Estate 40 – Real Estate Appraisal

Current Status/Proposed Changes

Recommended Preparation: Real Estate 11 or ~~California Office of Real Estate Appraisers (OREA)~~ California Bureau of Real Estate Appraisers (BREA) license or California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) broker license

This course provides instruction in the valuation principles of real estate appraisal, including architectural styles, types of construction, lot valuation, depreciation, the approaches to value, and appraisal standards and ethics.

Note: The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the optional courses that must be completed within 18 months of conditional salesperson licensure in addition to the required courses of Real Estate Principles and Real Estate Practice. This course is statutorily required for the California real estate broker license. The ~~Office of Real Estate Appraisal (OREA)~~ California Bureau of Real Estate Appraisers (BREA) has approved this course for 54 hours of basic education (BE) credit. ~~OREA~~ BREA has approved this course for 51

hours of continuing education (CE) credit for license renewal provided the student has 90% attendance and passes a closed book final exam.

Recommended Preparation

Recommended Preparation: Real Estate 11 or California Bureau of Real Estate Appraisers (BREA) license or California Bureau of Real Estate (BRE) broker license

This course provides instruction in the valuation principles of real estate appraisal, including architectural styles, types of construction, lot valuation, depreciation, the approaches to value, and appraisal standards and ethics.

Note: The California Bureau of Real Estate (BRE) has approved this course as one of the optional courses that must be completed within 18 months of conditional salesperson licensure in addition to the required courses of Real Estate Principles and Real Estate Practice. This course is statutorily required for the California real estate broker license. The California Bureau of Real Estate Appraisers (BREA) has approved this course for 54 hours of basic education (BE) credit. BREA has approved this course for 51 hours of continuing education (CE) credit for license renewal provided the student has 90% attendance and passes a closed book final exam.

4. Real Estate 41 – Advanced Real Estate Appraisal

Current Status/Proposed Changes

Prerequisite: Real Estate 40 with a minimum grade of C or ~~California Office of Real Estate Appraisers (OREA)~~ California Bureau of Real Estate Appraisers (BREA) license or California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) broker license

This course provides instruction in advanced concepts of the income approach to value process for real property, analyzing operating expenses, capitalization, and depreciation. Students develop proficiency in utilizing residential income and commercial and industrial property appraisal guidelines to create a standard appraisal form. Emphasis is placed on the advanced cost approach valuation, in addition to the Uniform Standards of Professional Appraisal Practice (USPAP) ethics.

Note: The California ~~Department~~ Bureau of Real Estate (~~DRE~~ BRE) has approved this course as one of the elective courses for the real estate broker license. This course is not approved by ~~DRE~~ BRE for the educational requirements for the salesperson license.

Recommendation

Prerequisite: Real Estate 40 with a minimum grade of C or California Bureau of Real Estate Appraisers (BREA) license or California Bureau of Real Estate (BRE) broker license

This course provides instruction in advanced concepts of the income approach to value process for real property, analyzing operating expenses, capitalization, and depreciation. Students develop proficiency in utilizing residential income and commercial and industrial property appraisal guidelines to create a standard appraisal form. Emphasis is placed on the advanced cost approach valuation, in addition to the Uniform Standards of Professional Appraisal Practice (USPAP) ethics.

Note: The California Bureau of Real Estate (BRE) has approved this course as one of the elective courses for the real estate broker license. This course is not approved by BRE for the educational requirements for the salesperson license.

CHANGE IN CERTIFICATE; COURSE REQUIREMENTS, TOTAL UNITS

1. Office Administration: Office Applications Specialist Certificate of Achievement *Current Status/Proposed Changes*

A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 11 units must be completed at El Camino College. All units must be completed within 5 years of the date of issue of the certificate.

Certificate Requirements		Units
BUS 27	Effective English for Business	3
<u>BUS 29</u>	<u>Oral Business Communications</u>	<u>3</u>
BUS 40	Career Planning	2
BUS 43	Business Office Administration	3
BUS 52A	Microsoft Word Applications I	2
BUS 52B	Microsoft Word Applications II	2
BUS 55	Advanced Microsoft Office—Integrated Software Applications	4
BUS 60C	Microcomputer Document Formatting	1
CIS 13	Introduction to Computers <u>Computer Information Systems</u>	3
Total Units: 20 <u>19</u>		

Recommendations

A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 11 units must be completed at El Camino College. All units must be completed within 5 years of the date of issue of the certificate.

Certificate Requirements		Units
BUS 27	Effective English for Business	3
BUS 29	Oral Business Communications	3
BUS 40	Career Planning	2
BUS 43	Business Office Administration	3

BUS 52A	Microsoft Word Applications I	2
BUS 52B	Microsoft Word Applications II	2
BUS 60C	Microcomputer Document Formatting	1
CIS 13	Introduction to Computers <u>Computer Information Systems</u>	3
Total Units: 19		

2. Computer Information Systems: Computer Systems Applications Certificate of Achievement

Current Status/Proposed Changes

A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 15 units must be completed at El Camino College and a grade point average of "B" is necessary in the required 21-22 units.

Certificate Requirements **Units**

Required Core: 15 units

CIS 13	Introduction to Computers	3
CIS 18	Systems Analysis and Design	3
CIS 19	Introduction to the Internet and Web Publishing	3
CIS 26	Using Microsoft Excel	3
CIS 28	Using Database Applications	3

~~one course from:~~ Programming: 3-4 units

CIS 16	Application Development and Programming Using Visual Basic.Net	3
CIS 133	Mashup JavaScript, jQuery and AJAX <u>Web Programming Concepts</u>	4
CIS 134	<u>ASP.NET with C# Business Web Programming</u>	4
CIS 136	Building Mobile Apps	3

~~two courses from:~~ 6-8 units

CIS 27	Using Spreadsheet Macros	3
CIS 29	Advanced Database Applications	3
CIS 80	Oracle Application Programming	4
CIS 134	Web Programming	4
CIS 136	Building Mobile Apps	3

~~two courses from:~~ 6-8 units or any course not selected above

User Support: 3 units

CIS 11	Help Desk Operations	3
CIS 30	Introduction to Electronic Commerce	3
CIS 40	Personal Computer Operations	3

Total Units: ~~30-35~~ 21-22

Recommendations

A Certificate of Achievement will be granted upon completion of all program requirements. A minimum of 15 units must be completed at El Camino College and a grade point average of "B" is necessary in the required 21-22 units.

Certificate Requirements		Units
Required Core: 15 units		
CIS 13	Introduction to Computers	3
CIS 18	Systems Analysis and Design	3
CIS 19	Introduction to the Internet and Web Publishing	3
CIS 26	Using Microsoft Excel	3
CIS 28	Using Database Applications	3
Programming: 3-4 units		
CIS 16	Application Development and Programming Using Visual Basic.Net	3
CIS 133	Mashup JavaScript, jQuery and AJAX	4
CIS 134	ASP.NET with C# Business Web Programming	4
CIS 136	Building Mobile Apps	3
User Support: 3 units		
CIS 11	Help Desk Operations	3
CIS 30	Introduction to Electronic Commerce	3
CIS 40	Personal Computer Operations	3
Total Units: 21-22		

FINE ARTS

NEW COURSE

1. Art 223B – Fundamentals of Painting III
Units: 3.0 Lecture: 2.0 Lab: 4.0 Faculty Load: 33.33%
Prerequisite: Art 223A with a minimum grade of C
Grading Method: Letter
Credit Status: Associate Degree Credit
CSU Transfer
Proposed UC Transfer
This course provides directed research and critical analysis of painting while emphasizing increasingly more complex concepts, themes, and subject matter. Students are encouraged to pursue individual approaches through a combination of historical and contemporary styles. Also covered are techniques and processes necessary to complete a cohesive body of artwork that integrates research, methodology, and invention, and reflects a unified, self-directed visual theme.

REACTIVATE; COURSE REVIEW

1. Music 560 – Woodwind Ensembles for the Older Adult

Units: 0 Lecture: 2.0 hours per week to be arranged (maximum 36 hours per semester) Lab: 0

Enrollment Limitation: audition (previous band or orchestra experience or ability to perform music of moderate difficulty on a standard orchestral woodwind instrument)

Grading Method: No Grade

Credit Status: Noncredit

These ensembles for the older adult rehearse and perform literature written for combinations of woodwinds in choirs of like instruments (all flutes or clarinets or saxophones) and mixed instruments. The ensembles include trios, quartets, quintets, and larger ensembles and may be combined with non-woodwind instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

2. Music 561 – Brass Ensembles for the Older Adult

Units: 0 Lecture: 2.0 hours per week to be arranged (maximum 36 hours per semester) Lab: 0

Enrollment Limitation: audition (previous band or orchestra experience or ability to perform music of moderate difficulty on a standard orchestral brass instrument)

Grading Method: No Grade

Credit Status: Noncredit

These ensembles for the older adult rehearse and perform literature written for combinations of brass instruments. The ensembles include trios, quartets, quintets, and larger ensembles and may be combined with non-brass instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

3. Music 562 – Percussion Ensembles for the Older Adult

Units: 0 Lecture: 2.0 hours per week to be arranged (maximum 36 hours per semester) Lab: 0

Enrollment Limitation: audition (previous band or ensemble experience or ability to perform music of moderate difficulty on percussion instruments)

Grading Method: No Grade

Credit Status: Noncredit

These ensembles for the older adult rehearse and perform literature written for combinations of melody and/or rhythm percussion instruments. The ensembles

include quartets, quintets, sextets, and larger ensembles and may be combined with wind or string instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on instrumental techniques, improvisation, and musicianship. Performances are held on campus and in the community.

REACTIVATE; COURSE REVIEW, CHANGE IN COURSE NUMBER

Current Status/Proposed Changes

1. Music ~~63abcd~~ 264abcd – String Ensembles

Units: 1.0 Lecture: 2.0 Lab: 0 Faculty Load: 13.33%

Enrollment Limitation: audition (previous orchestra or ensemble experience or ability to perform music of moderate difficulty on a standard string instrument)

Grading Method: Both

Credit Status: Associate Degree Credit

CSU Transfer

Proposed UC Transfer

These ensembles rehearse and perform literature written for combinations of string instruments. The ensembles include trios, quartets, quintets, and larger ensembles, and may be combined with non-string instruments to complete the instrumentation appropriate to the selected literature. Performances are held on campus and in the community.

Note: Letter grade or pass/no pass option.

Recommendation

Music 264abcd – String Ensembles

Units: 1.0 Lecture: 2.0 Lab: 0 Faculty Load: 13.33%

Enrollment Limitation: audition (previous orchestra or ensemble experience or ability to perform music of moderate difficulty on a standard string instrument)

Grading Method: Both

Credit Status: Associate Degree Credit

CSU Transfer

Proposed UC Transfer

These ensembles rehearse and perform literature written for combinations of string instruments. The ensembles include trios, quartets, quintets, and larger ensembles, and may be combined with non-string instruments to complete the instrumentation appropriate to the selected literature. Performances are held on campus and in the community.

Note: Letter grade or pass/no pass option.

Current Status/Proposed Changes

2. Music ~~563~~ 564 – String Ensembles for the Older Adult

Units: 0 Lecture: 2.0 hours per week to be arranged (maximum 36 hours per semester) Lab: 0

Enrollment Limitation: audition (previous orchestra experience or ability to perform music of moderate difficulty on a standard orchestral string instrument)

Grading Method: No Grade

Credit Status: Noncredit

These ensembles for the older adult rehearse and perform literature written for combinations of string instruments. The ensembles include trios, quartets, quintets, and larger ensembles, and may be combined with non-string instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

Recommendation

Music 564 – String Ensembles for the Older Adult

Units: 0 Lecture: 2.0 hours per week to be arranged (maximum 36 hours per semester) Lab: 0

Enrollment Limitation: audition (previous orchestra experience or ability to perform music of moderate difficulty on a standard orchestral string instrument)

Grading Method: No Grade

Credit Status: Noncredit

These ensembles for the older adult rehearse and perform literature written for combinations of string instruments. The ensembles include trios, quartets, quintets, and larger ensembles, and may be combined with non-string instruments to complete the instrumentation appropriate to the selected literature. Emphasis is placed on stylistic and historical performance practices, instrumental techniques, and musicianship. Performances are held on campus and in the community.

COURSE REVIEW; DISTANCE EDUCATION REVIEW

1. Art 102A – History Western of Art - Prehistoric to Gothic
2. Theatre 103 – Theatre Appreciation

COURSE REVIEW; CHANGES IN COURSE NUMBER

Current Status/Proposed Changes

1. Art ~~223~~ 223A – Fundamentals of Painting II

Recommendation

Art 223A – Fundamentals of Painting II

Current Status/Proposed Changes

2. Communication Studies ~~23abcd~~ 293abcd – Forensics - Team Events

Recommendation

Communication Studies 293abcd – Forensics - Team Events

COURSE REVIEW; CHANGES IN CATALOG DESCRIPTION

1. Theatre 297ab – Advanced Technical Theatre Production

Current Status/Proposed Changes

This course is an advanced rehearsal and performance/rehearsal laboratory to support the public presentations of the ~~Theatre-~~ Theater Department. Emphasis will be placed on the role of the technical theatre production heads- theater production needs focusing on stage management and including properties, costume, sound, lights, makeup, and deck crew. Stage management of public performances will also be covered-Students will have the opportunity to demonstrate and be ranked on their technical theater skills and abilities to successfully crew a live performance through competition in the Kennedy Center American College Theater Festival (KCACTF).

Recommendation

This course is an advanced rehearsal and performance laboratory to support the public presentations of the Theater Department. Emphasis will be placed on the role of the technical theater production needs focusing on stage management and including properties, costume, sound, lights, makeup, and deck crew. Students will have the opportunity to demonstrate and be ranked on their technical theater skills and abilities to successfully crew a live performance through competition in the Kennedy Center American College Theater Festival (KCACTF).

COURSE REVIEW; CHANGES IN GENERAL EDUCATION REQUIREMENT, CATALOG DESCRIPTION

1. Music 101 – Music Fundamentals

Current Status/Proposed Changes

Proposed CSU General Education - Area C1

Proposed IGETC - Area 3A

In this course, students will analyze and identify the fundamentals of music theory. It prepares students for further study in theory and musicianship and serves to enhance

the study and appreciation of music for all interested students. Students will analyze music beginning with pitch and rhythm notation, the keyboard and major scales. The course proceeds through intervals, triads, seventh chords, inversions, minor scales, cadences, modes and non-harmonic tones. Included are terms and symbols for tempi, dynamics, and repeats. The history and social context of the above concepts will be discussed.

Recommendation

Proposed CSU General Education - Area C1

Proposed IGETC - Area 3A

In this course, students will analyze and identify the fundamentals of music theory. It prepares students for further study in theory and musicianship and serves to enhance the study and appreciation of music for all interested students. Students will analyze music beginning with pitch and rhythm notation, the keyboard and major scales. The course proceeds through intervals, triads, seventh chords, inversions, minor scales, cadences, modes and non-harmonic tones. Included are terms and symbols for tempi, dynamics, and repeats. The history and social context of the above concepts will be discussed.

COURSE REVIEW; DISTANCE EDUCATION REVIEW, CHANGES IN DESCRIPTIVE TITLE, COURSE DISCIPLINE, CATALOG DESCRIPTION

Current Status/Proposed Changes

1. Art 101 – Art and Visual Culture ~~in Modern Life: A Global Perspective~~

Course Discipline: Art History

This course is ~~a global survey~~ an introduction to of art and visual culture from different historical periods, across time and diverse cultures with a global survey perspective. Examining works of art through themes, theory, terminology, and media, Students students acquire analytical and interpretive skills ~~and develop a basic~~ to develop visual literacy as well as an understanding of the role of art and visual culture in human history, relation to contemporary life. This course explores how meaning is constructed, transmitted and negotiated in an increasingly visual world.

Recommendation

Art 101 – Art and Visual Culture: A Global Perspective

Course Discipline: Art History

This course is an introduction to art and visual culture across time and diverse cultures with a global perspective. Examining works of art through themes, theory, terminology and media, students acquire analytical and interpretive skills to develop

visual literacy as well as an understanding of the role of art and visual culture in relation to contemporary life. This course explores how meaning is constructed, transmitted and negotiated in an increasingly visual world.

COURSE REVIEW; CHANGES IN COURSE NUMBER, DESCRIPTIVE TITLE, CONDITIONS OF ENROLLMENT (Pre/Corequisite, Recommended Preparation, or Enrollment Limitation), CATALOG DESCRIPTION

Current Status/Proposed Changes

1. Communication Studies ~~25abcd~~ 290abcd – Forensic Team - Winter Events
Enrollment Limitation: audition
Recommended Preparation: Communication Studies 293abcd

This course provides training for and participation in winter forensics events at winter intercollegiate speech competitions. Students receive instruction and direction for the preparation, rehearsal, and preparation for intercollegiate forensic competition. Students must audition to become members of the forensic team. Competition at forensic tournaments is based upon skill and preparation. creation, and delivery of various speech, debate, and performance styles offered at winter forensics competitions. All students will compete in winter intercollegiate forensics competitions.

Recommendation

Communication Studies 290abcd – Forensic - Winter Events
Enrollment Limitation: audition
Recommended Preparation: Communication Studies 293abcd

This course provides training for and participation in winter forensics events at winter intercollegiate speech competitions. Students receive instruction and direction for the preparation, creation, and delivery of various speech, debate, and performance styles offered at winter forensics competitions. All students will compete in winter intercollegiate forensics competitions.