



EL CAMINO COLLEGE
Division of Business

MINUTES -- Division Curriculum Committee

October 1, 2019

Present: V. Rapp, S. Bennett, M. Chaban, N. McGrue, D. Pahl, S. Porter, J. Yeressian

Absent: M. Som de Cerff

Recorder: L. Linka

The meeting was called to order at 3:11 p.m.

CCC Update

M. Chaban presented a handout from the CCC meeting of September 24, with information concerning the standardization of the verbiage stated on Course Outlines of Record, for prerequisites, co-requisites and recommended preparations with Eligibility for English 1A. The terminology was spelled out on the memo, as well as the course objectives to cite on proposals for matching objectives. Course outlines will be revised as we move forward with course review.

Course Review

Proposals for the following Accounting courses were presented, reviewed, and approved by the committee:

BUS 1A
BUS 1B
BUS 2A
BUS 2B
BUS 3
BUS 4
BUS 5A

These proposals will be forwarded to J. Young and L. Plum for CCC review.

Proposals for the following Real Estate courses were presented, reviewed, and approved by the committee:

RE 11
RE 13
RE 14A
RE 14B
RE 16
RE 19
RE 26
RE 31

These proposals will be forwarded to J. Young and L. Plum for CCC review.

J. Yeressian presented two Real Estate Non-Credit Courses for review, NRE1 (*Real Estate License Exam Preparation Review Course 1*) and NRE2 (*Real Estate License Exam Preparation Review Course 2*), along with the Real Estate License Exam Preparation Certificate, which consists of the Non-Credit Courses. This certificate is designed to prepare those students intending to take the California real estate salesperson or broker's license examination. The committee discussed recommendations made by M. Kline, and made their own recommendations as well. The committee approved the certificates, pending changes, and agreed that after J. Yeressian made the revisions, M. Chaban would review for completeness, and the proposals would be forwarded to J. Young and L. Plum for CCC review.

The next DCC meeting, if required, is scheduled for Tuesday, October 29 at 2:00 p.m.

The meeting adjourned at 4:17 p.m.