

# Curriculum Committee Agenda



Meeting Date		Meeting Time & Location	
November 1, 2010		2:30pm – Building 11, <b>Senate Room</b>	
Chair	Co-Chair	Recording Secretary	
Dr. Barbara Peterson, Instructor, Human Services Program	Dr. Dave Howard, Counselor, Counseling/Advising	Jamie Palermo Administrative Assistant	
Agenda Items			
<b>1. Approval of minutes – <a href="#">October 4, 2010</a>.</b>			
<b>2. Approval of agenda –</b>			
<b>3. TABLED Courses</b>			
IAM-132	This course was tabled at the June 2010 meeting and has not been resubmitted.		
<b>4. DELETED Courses</b>			
<a href="#">IT-231</a>			
<a href="#">IT-259</a>			
<b>5. NEW Courses</b>			
<a href="#">EAP-154</a>	Advanced Composition and Reading		
<a href="#">ENGL-084</a>	Beginning Writing and Reading		
<a href="#">ENGL-094</a>	College Composition and Reading		
<a href="#">IT-247</a>	IT Project Management		
<b>6. UPDATED Courses</b>			
<a href="#">Accounting PLO's</a>			
<a href="#">ACCT-101</a>	Practical Accounting I (course objectives)		
<a href="#">ACCT-102</a>	Practical Accounting II (prerequisite, course objectives)		
<a href="#">ACCT-103</a>	Accounting for Decision Makers (prerequisite, course objectives)		
<a href="#">ACCT-145</a>	Payroll and Business Taxes (prerequisite, course objectives)		
<a href="#">ACCT-165</a>	Accounting with Peachtree (prerequisite, course objectives)		
<a href="#">ACCT-175</a>	Accounting with Quickbooks (prerequisite, course objectives)		
<a href="#">ACCT-250</a>	Federal Income Tax (prerequisite, course objectives)		
<a href="#">ACCT-290</a>	Work Internship (course objectives)		
<a href="#">ADLJ-149</a>	Writing Basics for Paralegal (title, description, course objectives)		
<a href="#">ADLJ-150</a>	Paralegal Fundamentals and Ethics (description, course objectives)		
<a href="#">ADLJ-151</a>	Legal Research & Writing I (description, course objectives)		
<a href="#">ADLJ-155</a>	Health/Dealing with Stress (description, course objectives)		
<a href="#">AESL-043</a>	ESL Reading Level 3 (title, course objectives)		
<a href="#">AESL-044</a>	ESL Reading Level 4 (title, course objectives)		
<a href="#">AESL-045</a>	ESL Reading Level 5 (title, course objectives)		

<a href="#">AESL-046</a>	ESL Reading Level 6 (title, course objectives)
<a href="#">AESL-053</a>	ESL Writing and Grammar Level 3 (title, prerequisite, course objectives)
<a href="#">AESL-054</a>	ESL Writing and Grammar Level 4 (title, prerequisite, course objectives)
<a href="#">AESL-055</a>	ESL Writing and Grammar Level 5 (title, prerequisite, course objectives)
<a href="#">AESL-056</a>	ESL Writing and Grammar Level 6 (title, prerequisite, course objectives)
<b>Business PLO's</b>	
<a href="#">BUS&amp;-101</a>	Intro to Business (course objectives)
<a href="#">BUS-102</a>	Customer Service (course objectives)
<a href="#">BUS-110</a>	Business Math (course objectives)
<a href="#">BUS-116</a>	Records & Information management (course objectives)
<a href="#">BUS-140</a>	Marketing and Business Development (prerequisite, course objectives)
<a href="#">BUS-145</a>	Retail Management (course objectives)
<a href="#">BUS-150</a>	Global Business (number, title, prerequisite, course objectives)
	- <a href="#">Multicultural Designation</a>
	- <a href="#">Writing Intensive</a>
<a href="#">BUS-160</a>	Small Business Entrepreneurship (prerequisite, course objective)
<a href="#">BUS-163</a>	Management Principles & Organizational Systems (prerequisite, course objectives)
<a href="#">BUS-164</a>	Leadership & Human Relations (prerequisite, course objectives)
<a href="#">BUS-165</a>	Human Resource Management (title, course objective)
<a href="#">BUS-280</a>	Career Readiness Skills (description, course objectives)
<a href="#">BUS-290</a>	Work Internship (prerequisite, course objectives)
<a href="#">IT-248</a>	Database Implementation (title, prerequisite, description, course objectives)
<a href="#">MO-100</a>	Medical Office Procedures (course objectives)
<a href="#">MO-106</a>	Professional Document Production (course objectives)
<a href="#">MO-139</a>	Introduction to Disease Process (course objectives)
<a href="#">MO-140</a>	Medical Transcription I (course objectives)
<a href="#">MO-143</a>	Professional Development (course objectives)
<a href="#">MO-159</a>	Introduction to Medical Coding (course objectives)
<a href="#">MO-241</a>	Clinical Applications for Medical Office (course objectives)
<a href="#">SMG-101</a>	Essential Supervisory Skills (Title)
<a href="#">ENGL-095</a>	Writing III: College Composition (prerequisite)
<a href="#">READ-095</a>	Reading III: College Reading (prerequisite)
<a href="#">WRITE-095</a>	Tools for Reading and Writing (prerequisite)

## **7. OTHER Committee Business**

- a. Curriculum Management Program update/status – Kim Rzeszewicz