SECTION I: BASIC COURSE INFORMATION

OUTLINE STATUS: Course Update, 2005-2006

1. COLLEGE: SOUTHWEST

2. SUBJECT (DISCIPLINE) NAME1 (40 characters, no abbreviations): SPANISH

3. COURSE NUMBER: 14

4. COURSE TITLE: SPANISH FOR PUBLIC PERSONNEL

5. UNITS: 3

6. CATALOG COURSE DESCRIPTION -- Provide a description of the course, including an overview of the topics covered:

   This course aids students in developing the ability to express themselves fluently, idiomatically, correctly and effectively in Spanish with specific reference to individual needs in the areas of public service, business and community activities.

7. CLASS SCHEDULE COURSE DESCRIPTION -- Provide a brief description of the course, including an overview of the topics covered:

   This course aids students in expressing themselves fluently in the areas of public service, business and community activities.

8. COLLEGE COURSE APPROVAL DATE: 1998
   COLLEGE OUTLINE UPDATE APPROVAL: 12/20/05

9. UPDATES FOR EXISTING COURSES ONLY (check all applicable boxes):

   ☑ Content Last Update: 1998
   ☑ Objectives Last Update: 1998
   ☑ College Specific Course Attributes/Data Elements Last Update: 1998
   ☑ Districtwide Course Attributes/Data Elements Last Update: 1998
   ☑ Other (describe) Last Update: 1998

   Minor change in course description

---

1 Underlined course attributes are the same for the course throughout the LACCD; all other course attributes are college specific.
10. CLASS HOURS:

<table>
<thead>
<tr>
<th>Hours per week (based on 18 weeks)</th>
<th>Total Hours per term (hrs per week x 18)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture: 3</td>
<td>54</td>
<td>3</td>
</tr>
<tr>
<td>Lab/activity (w/ homework):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab/activity (w/o homework):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total: 3</td>
<td>54</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: The Carnegie Rule and Title 5, section 55002 sets forth the following minimum standards: 1 unit = 1 hour lecture per week, 2 hours homework per week; OR 2 hours per week of lab with homework; OR 3 hours of lab per week without homework. The hours per week are based on a standard 18-week calendar. Lecture also includes discussion and/or demonstration hours, laboratory includes activity and/or studio hours.

11. PREREQUISITES, COREQUISITES, ADVISORIES ON RECOMMENDED PREPARATION, and LIMITATION ON ENROLLMENT (Add a list of entry skills for this course if it has a prerequisite, corequisite or advisory.)

Note: The LACCD’s Policy on Prerequisites, Corequisites and Advisories requires that the curriculum committee take a separate action verifying that a course’s prerequisite, corequisite or advisory is an “appropriate and rational measure of a student’s readiness to enter the course or program” and that the prerequisite, corequisite or advisory meets the level of scrutiny delineated in the policy.

Prerequisites: None

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Validation Approval Date (for official use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Corequisite: None

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Validation Approval Date (for official use only)</th>
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<tbody>
<tr>
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</table>

Advisories: None

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Validation Approval Date (for official use only)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

12. OTHER LIMITATIONS ON ENROLLMENT (see Title 5, section 58106 and Board Rule 6803 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):
SECTION II: COURSE CONTENT AND OBJECTIVES

1. COURSE CONTENT AND OBJECTIVES:

<table>
<thead>
<tr>
<th>TIME ALLOCATED</th>
<th>TOPIC/ACTIVITY</th>
<th>Hours per topic</th>
<th>COURSE OBJECTIVES - Lecture (If applicable): upon successful completion of this course, the student will be able to... (Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks</td>
<td></td>
<td></td>
<td>1. demonstrate a mastery of practical, spoken Spanish, relating to the world of business (compose and deliver dialogs, following models in the text; write reactions to possible situations posed; respond orally to situations posed through role playing).</td>
</tr>
<tr>
<td>1 &amp; 2</td>
<td>GRAMMATICAL STRUCTURES: Gender and Number; Definite and Indefinite Articles; Subject Pronouns; Present Tense or Ser; Numbers 0-39; Present Tense of -AR verbs BUSINESS COMMUNICATION: Greetings, Farewells, and introductions in personal and telephone interaction; Traveling by plane; Making plane Reservations</td>
<td>6</td>
<td>2. express themselves in Spanish, by giving directions and relating information with sufficient coherence to be understood in Spanish in banks, and to health care providers, social services, and immigration; formulate oral responses, using subject and verb agreement in present and preterite tenses).</td>
</tr>
<tr>
<td>3 &amp; 4</td>
<td>GRAMMATICAL STRUCTURES: Interrogative and Negative Sentences; Forms and Position of Adjectives; Telling Time; Numbers 300-1,000; Uses of Hay BUSINESS COMMUNICATION: Arriving in a Foreign Country; Dealing with Immigration Officers and Custom Inspectors; Exchanging Dollars for Foreign Currencies</td>
<td>6</td>
<td>3. translate and respond to requests for personal information on business forms</td>
</tr>
<tr>
<td>5 &amp; 6</td>
<td>GRAMMATICAL STRUCTURES: Agreement of articles, nouns, and adjectives; Present Tense of Regular - Er and Ir Verbs; Possession with de; Possessive Adjectives; The Personal A BUSINESS COMMUNICATION: Dealing with Social Services, Banking, Finance,</td>
<td>6</td>
<td>4. compare and contrast the etiquette in the business world of Hispanic societies with the etiquette of the business world of their own society.</td>
</tr>
</tbody>
</table>

STUDENT LEARNING OUTCOMES

As a result of completing this course, the student will be able to:

1. demonstrate a mastery of practical, spoken Spanish, relating to the world of business (compose and deliver dialogs, following models in the text; write reactions to possible situations posed; respond orally to situations posed through role playing).

2. express themselves in Spanish, by giving directions and relating information with sufficient coherence to be understood in Spanish in banks, and to health care providers, social services, and immigration; formulate oral responses, using subject and verb agreement in present and preterite tenses).

3. translate and respond to requests for personal information on business forms

4. compare and contrast the etiquette in the business world of Hispanic societies with the etiquette of the business world of their own society.
Health industries, and Child Care providers.

7 & 8  **GRAMMATICAL STRUCTURES:**
The Irregular Verbs *Ir, Dar,* and *Estar; Ir a & infinitive; Uses of Ser and Estar; Contractions*

**BUSINESS COMMUNICATION:**
Making hotel reservations; Providing personal and credit card information; Complaining about hotel accommodations

9 & 10  **GRAMMATICAL STRUCTURES:**
The Irregular Verbs *Tener* and *Venir; Expressions with Tener; Regular and Irregular Comparative Forms*

**BUSINESS COMMUNICATION:**
Dining in a Restaurant; Finding information about typical local food; Asking about the ingredients and preparation of dishes

11 & 12  **GRAMMATICAL STRUCTURES:**
Stem-Changing Verbs (*e:ie*); Some Uses of the Definite Article; The Present Progressive

**BUSINESS COMMUNICATION:**
Making an appointment to buy goods abroad; Inquiring about the quality and other features of the Goods; Finding out about prices and paying terms

13 & 14  **GRAMMATICAL STRUCTURES:**
Stem-Changing Verbs (*o:ue*); Affirmative and Negative Expressions; Pronouns as Objects of Prepositions; Direct Object Pronouns

**BUSINESS COMMUNICATION:**
Filling out Forms; Using Different Means of Passenger Transportation;

course, students can:

1. Introduce themselves in Spanish and provide basic information related to social welfare, health care, child care, banking, finance, and immigration

2. Make plane and hotel reservations in Spanish (role playing; written conversations as if making reservations).

3. Order food in a Hispanic Restaurant give instructions to caterers for special events (role playing with peers).

4. Fill out forms in Spanish, i.e., job applications.

5. Inquire about various means of transportation in a Hispanic country; record information in Spanish.

6. Buy merchandise from a Hispanic country (role playing with peers).
<table>
<thead>
<tr>
<th><strong>15 &amp; 16</strong> GRAMMATICAL STRUCTURES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stem-Changing Verbs (e:i); Irregular first-person forms; Saber contrasted with Conocer; Indirect Object Pronouns</td>
</tr>
<tr>
<td>BUSINESS COMMUNICATION:</td>
</tr>
<tr>
<td>Transporting goods by air, train, or truck; Problems and solutions regarding transportation of merchandise between two countries; Writing a business letter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>17 &amp; 18</strong> GRAMMATICAL STRUCTURES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedir contrasted with preguntar; Special constructions with gustar, doler, and hacer falta; Demonstrative Adjectives and Pronouns; Direct and Indirect Object Pronouns used together</td>
</tr>
<tr>
<td>BUSINESS COMMUNICATION:</td>
</tr>
<tr>
<td>Helping Customers at a Bank, Health Care Facility, Child Care Center, or a Tax Firm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>COURSE CONTENT AND SCOPE -- Laboratory:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If applicable, outline the topics included in the laboratory portion of the course (Outline reflects course description, all topics covered in class).</td>
</tr>
<tr>
<td><strong>COURSE OBJECTIVES - Laboratory (if applicable):</strong></td>
</tr>
<tr>
<td>Upon successful completion of this course, the student will be able to... (Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total lecture hours*</th>
<th>54</th>
</tr>
</thead>
</table>

*Total lecture and laboratory hours (which includes the final examination) must equal totals on page 1.
### Bloom's Taxonomy

#### SIMPLER SKILLS <<----------------------------->> COMPLEX SKILLS

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Comprehension</th>
<th>Application</th>
<th>Analysis</th>
<th>Synthesis</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>define</td>
<td>translate</td>
<td>interpret</td>
<td>distinguish</td>
<td>compose</td>
<td>judge</td>
</tr>
<tr>
<td>repeat</td>
<td>restate</td>
<td>apply</td>
<td>analyze</td>
<td>plan</td>
<td>appraise</td>
</tr>
<tr>
<td>record</td>
<td>discuss</td>
<td>employ</td>
<td>differentiate</td>
<td>propose</td>
<td>evaluate</td>
</tr>
<tr>
<td>list</td>
<td>describe</td>
<td>use</td>
<td>appraise</td>
<td>design</td>
<td>rate</td>
</tr>
<tr>
<td>recall</td>
<td>recognize</td>
<td>demonstrate</td>
<td>calculate</td>
<td>formulate</td>
<td>compare</td>
</tr>
<tr>
<td>name</td>
<td>explain</td>
<td>experiment</td>
<td>experiment</td>
<td>arrange</td>
<td>value</td>
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<tr>
<td>relate</td>
<td>express</td>
<td>test</td>
<td>assess</td>
<td>assemble</td>
<td>revise</td>
</tr>
<tr>
<td>underline</td>
<td>identify</td>
<td>compare</td>
<td>set up</td>
<td>collect</td>
<td>score</td>
</tr>
<tr>
<td></td>
<td>locate</td>
<td>contrast</td>
<td>construct</td>
<td>create</td>
<td>select</td>
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<tr>
<td></td>
<td>report</td>
<td>criticize</td>
<td>solve</td>
<td>organize</td>
<td>choose</td>
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<tr>
<td></td>
<td>review</td>
<td>diagram</td>
<td>examine</td>
<td>prepare</td>
<td>assess</td>
</tr>
<tr>
<td></td>
<td>tell</td>
<td>inspect</td>
<td>categorize</td>
<td></td>
<td>estimate</td>
</tr>
</tbody>
</table>

### 4. REQUIRED TEXTS:

Provide a representative list of textbooks and other required reading; include author, title and date of publication:


### 1. SUPPLEMENTARY READINGS:

Reading assignments may include, but are not limited to the following:

- Articles from Spanish language newspapers to use as resources in conversation

### 2. WRITING ASSIGNMENTS:

Title 5, section 55002 requires grades to be “based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.” Writing assignments in this course may include, but are not limited to the following:

1. Dialogs in different business situations, e.g., between a customer and an employer or an employee; between a potential client and a real estate agent.
2. Mock interviews in writing

3. REPRESENTATIVE OUTSIDE ASSIGNMENTS:
Out of class assignments may include, but are not limited to the following:
Grammar exercises; Translation exercises; Comprehension exercises

4. REPRESENTATIVE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:
Title 5, section 55002(a) requires that a degree applicable course have a level of rigor that includes "critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level". Critical thinking may include, but is not limited to analysis, synthesis, and evaluation. Provide examples of assignments that demonstrate critical thinking.
Assignments that demonstrate critical thinking are assignments in which one will have to decide what to say in a particular situation, how one will react in a particular situation.

5. METHODS OF EVALUATION:
Title 5, section 55002 requires grades to be “based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.” Methods of evaluation may include, but are not limited to the following (please note that evaluation should measure the outcomes detailed “Course Objectives” at the beginning of Section II):
Exams and quizzes
Homework
Demonstrated oral proficiency

6. METHODS OF INSTRUCTION:
Methods of instruction may include, but are not limited to the following:
- Lecture
- Discussion
- Laboratory
- Activity
- Field Experience
- Independent Study
- Other (explain)

7. SUPPLIES:
List of supplies the student must provide.
Books, paper, pens, pencils

8. COMPUTER COMPETENCY:
If applicable, explain how computer competency is included in the course.
Students will be given websites they can check to help them succeed in this course.

9. INFORMATION COMPETENCY:
If applicable, explain how information competency is included in the course.

Students will locate and evaluate information appropriate to carrying out their assignments.

10. DIVERSITY:
If applicable, explain how diversity (e.g., cultural, gender, etc.) is included in the course.

Students are studying a new language and learning a new culture hence, by definition, diversity is an integral part of this course.

11. SCANS COMPETENCIES (required for all courses with vocational TOP Codes; recommended for all courses):

SCANS (Secretary’s Commission on Necessary Skills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

RESOURCES

- **Managing Time**: Selecting relevant goal-related activities, ranks them in order of importance, allocating time to activities, and understanding, preparing and following schedules.
- **Managing Money**: Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.
- **Managing Material and Facility Resources**: Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

INTERPERSONAL

- **Participating as Member of a Team**: Working cooperatively with others and contributing to group’s efforts with ideas, suggestions and effort.
- **Teaching Others New Skills**: Helping others learn needed knowledge and skills.
- **Exercising Leadership**: Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.
- **Negotiating**: Working toward agreement that may involve exchanging specific resources or resolving divergent interests.
- **Working with Cultural Diversity**: Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

INFORMATION

- **Acquiring and Evaluating Information**: Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.
Organizing and Maintaining Information: Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.

Interpreting and Communicating Information: Selecting and analyzing information and communicating the results of others, using oral, written, graphic, pictorial, or multimedia methods.

Using Computers to Process Information: Employing computers to acquire, organize, analyze and communicate information.

SYSTEMS

Understanding Systems: Knowing how social, organizational and technological systems work and operating effectively with them.

Monitoring and Correcting Performance: Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.

Improving or Designs Systems: Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

TECHNOLOGY

Selecting Technology: Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.

Applying Technology to Tasks: Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.

Maintaining and Troubleshooting Equipment: Preventing, identifying, or solving problems with equipment, including computers and other technologies.
Section III: RELATIONSHIP TO COLLEGE PROGRAMS

1. THIS COURSE WILL BE AN APPROVED REQUIREMENT\(^3\) FOR AN APPROVED ASSOCIATE DEGREE OR CERTIFICATE PROGRAM: Yes

If yes, the course will be a program requirement portion of the “approved program” listed on the State Chancellor’s Inventory of Approved Programs (approved programs can be found on the State Chancellor’s Office website at http://misweb.cccco.edu/esed/webproginv/prod/invmenu.htm).

Restricted Elective as of Fall 2006, AA, Spanish (Program ID # 02876); Program requirement for proposed Professional Spanish Certificate; 15 units; not proposed for Chancellor’s Inventory.

Note: In order for a course to be approved as a requirement for an associate degree or certificate program, the program must be listed on the State Chancellor’s Office Inventory of Approved Programs AND the course must be listed in the college catalog as either a requirement or an elective for the program. If course is not part of an approved program at the college adopting the course, it will be considered to be a “stand-alone” course, and is subject to the State Chancellor’s approval criteria and the college must complete and submit the Chancellor’s Office “APPLICATION FOR APPROVAL OF CREDIT” form. Certain courses are granted “blanket approval” by the State Chancellor’s Office and do not require approval. See the Chancellor’s Office Program and Course Approval Handbook for details. LACCD Skills Certificates are not State approved programs listed on the Chancellor’s Office Inventory of Approved Programs.

2. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE STATUS:

Area requested: Humanities Approval date:

If applicable, provide an explanation of how the course meets the General Education parameters for one of the five general education areas – Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education -- contained in Board Rule 6201.14 -General Education Requirements http://marlin.laccd.edu/district/BoardRules_AdmRegs/boardrules.htm

2nd Area requested: none Approval date:

If applicable, provide an explanation of how the course meets General Education parameters for an additional general education area – Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education -- contained in Board Rule 6201.14 -General Education Requirements http://marlin.laccd.edu/district/BoardRules_AdmRegs/boardrules.htm
Section IV: ARTICULATION INFORMATION

(Complete in consultation with College Articulation Officer)

1. TRANSFER STATUS:

University of California: NO
California State University: YES

UC approval date: 
College approval date: before 2000

2. GENERAL EDUCATION FOR TRANSFER:

IGETC Certification:
Area requested: none
Date requested: 
IGETC approval date: 
If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

CSU Certification:
Area requested: none
Date requested: 
CSU approval date: 
If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

2nd Area requested: none
Date requested: 
IGETC approval date: 
If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

2nd Area requested: none
Date requested: 
CSU approval date: 
If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

3. MAJOR REQUIREMENT FOR TRANSFER – Will this course be articulated to meet lower division major requirements? NO

CAN NUMBER: 
CAN SEQUENCE NUMBER: 
CAN Approval – Date requested: Date approved:
Section V: SUPPLEMENTAL COURSE INFORMATION

1. DEPARTMENT/DIVISION NAME: SPANISH

2. DEPARTMENT/DIVISION CODE: 04

3. SUBJECT CODE -- 3 characters, assigned by District Office: 897

4. SUBJECT ABBREVIATION -- 7 characters, assigned by District Office: SPANISH

5. SPC CODE -- 3 characters, assigned by District Office:

6. ABBREVIATION FOR TRANSCRIPTS -- 20 characters, assigned by District Office: SPANISH

7. DEGREE CREDIT: Degree Applicable

9. CREDIT/NO CREDIT GRADING: No

10. REPETITIONS -- Number of times course may be repeated for credit (three maximum): 0

10. PRIOR TO TRANSFERABLE LEVEL – This course attribute applies to English, writing, ESL, reading and mathematics courses ONLY. If applicable, indicate how many levels below the transferable level this course should be placed:

   Not applicable

11. CREDIT BASIC SKILLS -- Title 5, section 55502(d) defines basic skills as “courses in reading, writing, computation, and English as a Second Language, which are designated as non-degree credit courses pursuant to Title 5, section 55002(b).”

   No

12. CROSS REFERENCE -- Is this course listed as equivalent in content to existing College/District courses in another discipline?

   No

   If yes, list courses: (documentation of cross-discipline agreement must be provided)

13. COURSE SPECIFICALLY DESIGNED FOR STUDENTS WITH DISABILITIES -- Title 5, section 56029 allows a course to be repeatable when continuing success of the students with disabilities is dependent on additional repetitions of a specific class. Is this course designated as an “approved special class” for students with disabilities?

   No
If yes, provide an explanation of how this course meets the requirements of Title 5, section 56029.

14. COOPERATIVE EDUCATION STATUS   -- Title 5, section 55252 allows for two types of Cooperative Education: 1) General Work Experience Education -- i.e., supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes and career awareness, which need not be related to the students' educational goals; or 2) Occupational Work Experience Education -- i.e., supervised employment, extending classroom based occupational learning at an on-the-job learning station, which is related to the students' educational or occupational goal. Is this course part of the college's approved cooperative work experience education program, according to?

No

15. COURSE CLASSIFICATION:

Liberal Arts and Sciences

Note: A course's Classification, TOP Code and SAM code must be aligned -- e.g., Courses with an “Occupational” Course Classification must have an an “Occupational” TOP Code and a SAM Code of A, B, C, or D; courses that do not have an “Occupational” Course Classification cannot have an Occupational TOP Code and must have an “E” SAM Code.

16. TOP CODE – (6 digits XXXX.XX) 1105.00

Course content should match discipline description in Taxonomy of Programs found at www.cccco.edu/cccco/esed/curric/curriculum.htm.

17. SAM CODE (Student Accountability Model)

E - Non-Occupational

SAM Codes (see CCC Chancellor's Office Student Accountability Model Operations Manual, 1984) should be assigned as follows:

Priority "A" -- Apprenticeship: Courses designed for an indentured apprentice must have the approval of the State of California, Department of Industrial Relations Department, Division of Apprenticeship Standards.

Priority "B" -- Advanced Occupational: Courses taken by students in the advanced stages of their occupational programs. Courses should be offered in one specific occupational area only. Priority letter "B" should be assigned sparingly; in most cases, no more than two courses in any one program should be labeled "B." "B"-level courses must have Priority "C" prerequisites in the same program area.

Priority "C" -- Clearly Occupational: Courses generally taken by students in the middle stages of their programs should have a difficulty level sufficient to detract "drop-ins." Courses may be offered in several occupational programs within a broad area. The "C" priority, however, should also be used for courses within a specific program area when the criteria for "B" classification are not met. A "C"-level course should provide the student with entry-level job skills.

Priority "D" -- Possibly Occupational: "D" courses are those taken by students in the beginning stages of their occupational programs. The "D" priority can also be used for service (or survey) courses for other occupational programs.

Priority "E" -- Non-occupational.
SECTION VI: APPROVAL STATUS

1. APPROVAL STATUS:

<table>
<thead>
<tr>
<th>Option</th>
<th>Board Approval Date</th>
<th>Effective Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addition of Existing District Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outline Update</td>
<td>College Approval Date: 12/20/05</td>
<td>Effective Semester:</td>
</tr>
</tbody>
</table>

* Changes to a course require the completion of a "Course Change Request" form and approval by the Curriculum Committee. In some cases districtwide approval is also required; see, Administrative Regulation E-65, section 3(c) for details.
LOS ANGELES COMMUNITY COLLEGE DISTRICT  
COURSE STANDARDS AND CRITERIA  

Subject: SPANISH  
Number: 14  
Course Title: SPANISH FOR PUBLIC PERSONNEL  

Using the Official Course Outline, please determine whether or not the above listed credit course meets the following standards and criteria required in Title V, Part VI of the California Administrative Code, and which has been designated as appropriate to the Associate Degree. Place a (X) in the appropriate box.

<table>
<thead>
<tr>
<th>CRITERIA AND STANDARDS</th>
<th>RATING CRITERION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 55002</td>
<td>MET</td>
</tr>
<tr>
<td>Is recommended by the responsible college officials, and the academic senate or other appropriate faculty body as meeting the requirements of this subsection and has been approved by the local district governing board as a course meeting the needs of the students for admission.</td>
<td>XX</td>
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<tr>
<td>Is taught by a credentialed instructor in the discipline.</td>
<td>XX</td>
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<tr>
<td>Is offered as described in an outline in official college files. That the outline shall specify the unit value, scope, objectives, content in terms of a specific body of knowledge, appropriate reading and writing assignments, outside of class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.</td>
<td>XX</td>
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<tr>
<td>Is taught in accordance with a set of instructional objectives common to all students.</td>
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<tr>
<td>Provides for measurement of students performance in terms of the stated course objectives and culminates in a formal recorded grade based upon uniform standards in accordance with Section 55578 of Title 5, which is permanently recorded as an evaluation of student performance; bases grades on demonstrated proficiency in subject matter determined by multiple measurement for evaluation; and has examinations, including essays and/or, where appropriate, uses appropriate symbol systems and/or skills demonstrations by students.</td>
<td>XX</td>
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<tr>
<td>Grants units of credit based upon a specified relationship between the number of lecture and/or laboratory hours or performance criteria specified in the course outline; and requires a minimum of three hours of work per week including class time for each unit of credit, prorated for short-term, lab and activity courses.</td>
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<td>Treats subject matter with a scope and intensity which requires students to study independently outside of class time.</td>
<td>XX</td>
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<td>Requires, when appropriate, entrance skills and consequent prerequisites for the course before students are enrolled</td>
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<td>Requires the ability to think critically and to understand and apply concepts in order to participate in the course.</td>
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<tr>
<td>Requires learning skills and a vocabulary appropriate for a college course.</td>
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<tr>
<td>Requires the use of college level educational materials.</td>
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</tbody>
</table>
CERTIFICATION AND RECOMMENDATION

☑ This course meets Title 5 requirements for Associate Degree applicable college credit towards an Associate of Arts or Science Degree.

☐ This course meets Title 5 requirements but does not satisfy the requirements for an Associate Degree applicable course.

We certify that the information and answers properly represent this course and that the design of the course is not in conflict with any law.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabella Persaud</td>
<td>06/07/06</td>
</tr>
<tr>
<td>Originator</td>
<td></td>
</tr>
<tr>
<td>Sharon Maselli</td>
<td>06/07/06</td>
</tr>
<tr>
<td>Department/Cluster Chairperson</td>
<td></td>
</tr>
<tr>
<td>Linda Larson Singer</td>
<td>06/08/06</td>
</tr>
<tr>
<td>Articulation Officer</td>
<td></td>
</tr>
<tr>
<td>Linda Brady</td>
<td>06/13/06</td>
</tr>
<tr>
<td>Librarian</td>
<td></td>
</tr>
<tr>
<td>Earnestine Thomas-Robertson</td>
<td>07/10/06</td>
</tr>
<tr>
<td>Dean (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Linda Larson-Singer</td>
<td>06/08/06</td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
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<tr>
<td>Reggie Morris</td>
<td>07/10/06</td>
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<tr>
<td>Academic Senate President</td>
<td></td>
</tr>
<tr>
<td>Leige Henderson</td>
<td>07/11/06</td>
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<tr>
<td>Vice President, Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>Leige Henderson</td>
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<tr>
<td>Acting College President</td>
<td></td>
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</table>