

# COLLEGE INSTRUCTION COMMITTEE

Applied Arts Building AA-216 2:15 p.m.

Monday, May 8, 2006

# CONTRA COSTA COLLEGE

2600 Mission Bell Drive

San Pablo, California 94806

## DRAFT AGENDA

- I. CALL TO ORDER
- II. INTRODUCTION OF VISITORS
- III. CONSENT ACTION ITEMS
  - A. AGENDA of May 8, 2006
  - B. MINUTES of April 24, 2006
  - C. VARIABLE TOPICS COURSE
    - 1. HHS 100B – Introduction to Health Care Careers I
    - 2. HHS 100C - Introduction to Health Care Careers II
    - 3. PE 100N – Mad Hot Ballroom
    - 4. BIOSC 100 G – Vocational Laboratory Skills in Biotechnology
    - 5. CULIN 100 – Introduction to Food Service Management
    - 6. CULIN 100J - Introduction to Food Sanitation
  - D. COURSE/CATALOG CHANGE
    - NURS - Bundled repeatability correction
  - E. COURSE TO DISCIPLINE CHANGE
    - ART 158, 159, 161, 162, 167, 258, 259, 261, 262 – Adding Photography/Photo Tech
  - F. NEW COURSE PROPOSAL
    - CULIN 280 – Applied Math for Food Service
  - G. COURSE REVISION
    - 1. HHS 230 – Dual Diagnosis Clinical Experience – *Repeatability and course description*
    - 2. ENGL 142B – Expository Writing – *Course description and Informational Competency*
  - H. NEW MAJOR/CERTIFICATE/CHANGE OF MAJOR/CERTIFICATE
    - 1. English – Informational Competency New Certificate of Completion
    - 2. Culinary Arts – Basic Food Service New Certificate of Completion
    - 3. BOT – General Office Change of Major and Certificate of Achievement
    - 4. BOT – Administrative Assistant Change of Major and Certificate of Achievement
  - I. Change of Major Form Revision
- IV. UNFINISHED BUSINESS
  - Accreditation – *Standard Two, Section A, Instructional Program, area assignments*
- V. CIC ANNOUNCEMENTS and OPEN DISCUSSION
- VI. PRESENTATIONS FROM THE PUBLIC
- VII. NEXT MEETING – August 28, 2006
- VIII. ADJOURNMENT

Supplementary Information for Variable Topic Courses 100

Discipline

Health and Human Services

Originated by:

Julie Shieh-Cook

Date:

4/13/06

First Semester to be Offered:

Fall 2006

Course Outline Information:

Number of Weeks: 18

1. Department & Alpha Numeric HHS 100 B

2. Course Title: Introduction to Health Care Careers – I

3. Hrs per week: Lecture 3 Lab Hrs by Arr Activity Total Units 3

4. Open Entry/Open Exit: Yes No Grade Type: LR SC CR/NC

5. Brief Course Description

This course introduces the student to health care careers and their respective roles and responsibilities. These careers include, but are not limited to: Medical Assisting, Nursing, Emergency Medical Technician, Substance Abuse Counseling, etc. This course also provides the student with an introduction to health care of the past, present and future. Other topics include career paths and education and training requirements for each career. The purpose of this course is to assist the student in making career decisions within the health care industry.

6. Course Content: (In detail; attach additional information as needed and include percentage breakdown)

6.0	%	Introduction; Self-exploration: strengths, interests, values
6.0	%	Health care of the past, present, and future
13.0	%	Medical careers
13.0	%	Nursing careers
13.0	%	Emergency health careers
14.0	%	Community and Social careers
6.0	%	Mental health careers
4.0	%	Field trip / Tour of CCC
13.0	%	Biotechnology Careers
13.0	%	Physical education / Rehabilitative careers

7. Methods of Instruction

Lecture, guest speakers, group discussion, multimedia

8. Instructional Materials: (Include required texts, editions, publishers, dates and supplementary materials)

Health Careers Today, 3<sup>rd</sup> ed., Mosby, 2003 and Workbook

9. Methods of Evaluating Student Performance: (Show percentage breakdown for evaluation instruments)

25	%	Home assignments
25	%	Project
25	%	Quizzes
25	%	Final

10. Grading Policy:

Letter Grade  
 90% - 100% = A  
 80% - 89% = B  
 70% - 79% = C  
 60% - 69% = D  
 Below 60% = F

Credit / No Credit  
 70% and above = Credit  
 Below 70% = No Credit

Student Choice  
 90% - 100% = A  
 80% - 89% = B  
 70% - 79% = C  
 60% - 69% = D  
 Below 60% = F  
 70% and above = Credit  
 Below 70% = No Credit

Originated by:

Julie Shieh-Cook

Date:

4/13/06

First Semester to be Offered:

Spring 2007

Course Outline Information:

Number of Weeks: 18

1. Department & Alpha Numeric HHS 100 C

2. Course Title: Introduction to Health Care Careers – II

3. Hrs per week: Lecture 3 Lab Hrs by Arr Activity Total Units 3

4. Open Entry/Open Exit: Yes No x Grade Type: LR x SC CR/NC

5. Brief Course Description

This course continues to introduce students to health care careers and their respective roles and responsibilities. These careers include, but are not limited to: Laboratory careers, Information and Administration careers, Environmental careers, Imaging careers, etc. This course also provides the student with basic knowledge common to all health care careers such as: interpersonal communication, safety practices, body organization, health assessment, medical terminology and medical legal principles. Other topics include career paths and education and training requirements for each career. This course is designed to assist the student in making career decisions within the health care industry.

6. Course Content: (In detail; attach additional information as needed and include percentage breakdown)

13.0	%	Laboratory careers
13.0	%	Imaging careers
13.0	%	Information and Administration careers
5.0	%	Hospital field trip
6.0	%	Complementary and Alternative careers
6.0	%	Environmental careers
13.0	%	Body Organization
6.0	%	Interpersonal dynamics and communication
6.0	%	Safety Practices
13.0	%	Foundation Skills: health assessment, military time, medical terminology, physician orders
6.0	%	Legal and Ethical Principles

7. Methods of Instruction

Lecture, guest speakers, group discussion, multimedia

8. Instructional Materials: (Include required texts, editions, publishers, dates and supplementary materials)

Health Careers Today, 3<sup>rd</sup> ed., Mosby, 2003 and Workbook

9. Methods of Evaluating Student Performance: (Show percentage breakdown for evaluation instruments)

25	%	Home assignments
25	%	Project
25	%	Quizzes
25	%	Final

10. Grading Policy:

Letter Grade

90% - 100% = A  
80% - 89% = B  
70% - 79% = C  
60% - 69% = D  
Below 60% = F

Credit / No Credit

70% and above = Credit  
Below 70% = No Credit

Student Choice

90% - 100% = A  
80% - 89% = B  
70% - 79% = C  
60% - 69% = D  
Below 60% = F  
70% and above = Credit  
Below 70% = No Credit



Contra Costa College

# Request for COURSE/CATALOG CHANGE

*This form may be used only TO CHANGE the MINOR items listed here:*

<b>Course Dept. /Number</b>	<b>Course Title</b>	<b>Repeatability</b>	<b>Grade Option</b>	<b>Description</b>	<b>Catalog</b>
<b>Correction</b>	<b>To DELETE/ADD Pre/Co-requisite/Advisory Discipline</b>	<b>To DELETE a course</b>	<b>Add Course Transfer</b>	<b>Add</b>	

**PLEASE ATTACH THE OLD AND NEW REVISED COURSE OUTLINES AND THE NEW REVISED SYLLABUS FOR ALL THE ABOVE CHANGES AND/OR VALIDATION WITH DOCUMENTATION FOR CHANGES TO THE PRE/CO-REQUISITES AND ADVISORIES**

*Anything that changes the basic nature or content of the course such as changes in content, units and/or hours requires completion of a Revised Course Proposal Form.*

### CURRENT COURSE INFORMATION:

Department Name:	ART											
Course Number:	ART 158, 159, 161, 162, 167, 258, 259, 261, 262											
Course Title:	misc.											
Discipline(s) Attached:	Art											
Repeatability:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						How many times?	<input type="checkbox"/>	
Open entry/open exit:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Grade Option:		LG	<input type="checkbox"/>	SC	<input type="checkbox"/>	CR/NC	<input type="checkbox"/>
Pre-requisite:												
Co-requisite:												
Advisory:												
Other												

**CHANGE TO:** *check box and fill in those parts that are changing.*

<input checked="" type="checkbox"/>	Add Discipline(s):	Photography/Photographic Technology											
<input type="checkbox"/>	Department Name:												
<input type="checkbox"/>	Course Number:												
<input type="checkbox"/>	Course Title:												
<input type="checkbox"/>	Repeatability:		<input type="checkbox"/>	No	<input type="checkbox"/>						How many times?	<input type="checkbox"/>	
<input type="checkbox"/>	Grade Option:		LG	<input type="checkbox"/>	SC	<input type="checkbox"/>						CR/NC	<input type="checkbox"/>
<input type="checkbox"/>	DELETE Prerequisite:												
<input type="checkbox"/>	DELETE Co-												
<input type="checkbox"/>	DELETE Advisory:												
<input type="checkbox"/>	ADD Prerequisite(s):												
<input type="checkbox"/>	ADD Co-requisite(s):												
<input type="checkbox"/>	Challenge												
<input type="checkbox"/>	ADD Advisory(ies):												
<input type="checkbox"/>	Other :												
<input type="checkbox"/>	Course transfer												
<input type="checkbox"/>	DELETE course from catalog												

**Please check ALL other Areas that will be affected by deletion/transfer of this course:**

<input type="checkbox"/>	CSU-GE transfer list	<input type="checkbox"/>	UC transfer, all campuses	<input type="checkbox"/>	CCC GE list	<input type="checkbox"/>	IGETC LIST
<input type="checkbox"/>	CSU electives transfer list	<input type="checkbox"/>	UC Berkeley breadth requirement	<input type="checkbox"/>	CAN system		
<input type="checkbox"/>	Transfer Major (specify)						
<input type="checkbox"/>	CCC major(s) please list all affected by						

Course Catalog Description: (type new course description in expanding box)

Reason for Change: (type reason in expanding box below)

To expand the pool of qualified applicants and use the appropriate, available disciplines, from the State discipline list.

Revised 11/02,10/03

**Contra Costa College**

**Supplementary Information for Variable Topic Courses 100**

**Discipline**

**Originated by:**

David Rosenthal

**Date:**

4-13-06

**First Semester to be Offered:**

Fall 06

**Course Outline Information:**

**Number of Weeks:** 18

1. **Department & Alpha Numeric** Culinary 100

2. **Course Title:** Introduction to Food Service Management

3. **Hrs per week:** Lecture  1 Lab  Hrs by Arr  Activity  Total Units  1

4. **Open Entry/Open Exit:** Yes  No  **Grade Type:** LR  SC  CR/NC

**5. Brief Course Description**

This course will introduce students to basic principles of food service management. This will include ordering and receiving food and supplies; reading and understanding an invoice; storage of supplies; maintaining storerooms; creating par levels for supplies; and using a computer to keep track of inventory and financial information.

**6. Course Content: (In detail; attach additional information as needed and include percentage breakdown)**

20	%	Terms and vocabulary related to food service management
20	%	Math principles and applications for food service
20	%	Reading and understanding an invoice
20	%	Proper storage of food and supplies
10	%	Maintaining inventory and par levels in storerooms and walk ins
10	%	Use of a computer to keep track of inventory and financial information

**7. Methods of Instruction**

Instructor lecture  
Hands on application by students of management principles and supervision by instructor

**8. Instructional Materials: (Include required texts, editions, publishers, dates and supplementary materials)**

Instructor generated hand outs  
There will not be a required text but instructor will utilize a variety of published books to introduce principles of food service management

**9. Methods of Evaluating Student Performance: (Show percentage breakdown for evaluation instruments)**

20	%	Class work
10	%	Home work
30	%	Tests and quizzes
40	%	Hands on application of principles within a kitchen environment

**11. Grading Policy:**

**Letter Grade**  
90% - 100% = A  
80% - 89% = B

**Credit / No Credit**  
70% and above = Credit  
Below 70% = No Credit

**Student Choice**  
90% - 100% = A  
80% - 89% = B

70% - 79% = C  
60% - 69% = D  
Below 60% = F

70% - 79% = C  
60% - 69% = D  
Below 60% = F  
70% and above = Credit  
Below 70% = No Credit

**REQUEST FOR NEW MAJOR/ CHANGE OF MAJOR  
REQUEST FOR NEW CERTIFICATE/CHANGE OF CERTIFICATE  
REQUEST FOR NEW DEPARTMENT/ CHANGE OF DEPARTMENT**

**You may use this form to: (Please check the appropriate box)**

<input type="checkbox"/> Delete an entire major	<input type="checkbox"/> Delete an entire certificate
<input type="checkbox"/> Create a new major in a program	<input checked="" type="checkbox"/> Create a new certificate in a program
<input type="checkbox"/> Add another major	<input type="checkbox"/> Add another certificate
<input type="checkbox"/> Change the name of a major	<input type="checkbox"/> Change the name of a certificate
<input type="checkbox"/> Replace an existing major	<input type="checkbox"/> Replace an existing certificate
<input type="checkbox"/> Other changes to major	<input type="checkbox"/> Other changes to certificate
<input type="checkbox"/> Change a major by adding/deleting courses	<input type="checkbox"/> Change a certificate by adding or deleting courses
<input type="checkbox"/> Create a new Department/Program	<input type="checkbox"/> Change the name of a Department/Program

**Program/Department Name:**

**Changed to:**

**Name of Certificate:**  **Total of Hours (if applicable)**

**Certificate of Achievement**       **Certificate of Completion**

**Changed to:**   
**Replacing:**   
**Other changes:**

<b>Course(s) added/unit value:</b> Please indicate if course is required or is required as one option from a list of approved courses; i.e., "6 units from the following:"	<b>Course(s) deleted/unit value:</b>
Culin 275 – Fundamentals of Cooking (1.5 units) Culin 099 – Occupational Work Experience (4 units) Culin 095 – Culinary Arts Lab (.4 units) Culin 280 (3 units) – Applied Math for Food Service  Each of these courses will be taken for 2 semesters	

**Previous Total Units:**   
**New Total Units:**

**Course Outline Information**

**Number of Weeks:**

1. **Dept. & No.**

2. **Course Title- 39 Character Limit**

V	O	C	A	T	I	O	N	A	L		L	A	B	O	R	A	T	O
R	Y		S	K	I	L	L	S		I	N		B	I	O	T	E	C
H	N	O	L	O	G	Y												

3. **Prerequisites:**  **Corequisites:**

4. **Hrs per week:**      Lecture       Laboratory       Hrs by Arr       Activity

5. **Grade Type:**      Letter       Student Choice       Cr/NC       Total Units

4.	Hrs per week:	Lecture	<input type="text" value=".33 h"/>	Laboratory	<input type="text" value=".67 h"/>	Hrs by Arr	<input type="text"/>	Activity	<input type="text"/>
5.	Grade Type:	Letter	<input type="text"/>	Student Choice	<input type="text"/>	Cr/NC	<input checked="" type="checkbox"/>	Total Units	<input type="text" value="0.5"/>

## 6. Brief Course Description

This course introduces students to common experimental techniques and situations in biology, and offers practice in the collection, analysis, and interpretation of data. Students who succeed will be prepared to enter the entry-level Biotechnology program. Students who believe they are adequately prepared may challenge this course requirement by examination.

## 7. Course Content: (In detail; attach additional information as needed and include percentage breakdown)

### Course content:

- 20% Metric units and the biological dimensions of length, mass, and volume.
- 15% Scientific notation, unit conversions, and their applications to biological systems.
- 20% Collection, tabulation, graphing, and interpretation of biological data.
- 15% The chemical environment of living organisms: acids, bases, buffers, and the principles of homeostasis.
- 05% Functional groups that characterize life's molecules.
- 10% Monomers and polymers in biology: characterization and identification of carbohydrates, lipids, proteins, and nucleic acids.
- 15% Microscopes and the visualization of prokaryotic and eukaryotic cells; organelles, tissues and organs.

### Course Objectives:

The successful student will be able to:

1. Explain, manipulate, discuss, and interpret biologically relevant units of mass ( $\mu\text{g}$ , mg, g, kg, and tons), volume ( $\mu\text{l}$ , ml, l), and length (nm,  $\mu\text{m}$ , mm, cm, m, and km).
2. Convert measurements within the metric system, solve problems associated with biological systems.
3. Collect and express data graphically with one or two variables. Interpret graphs and distinguish between causality and correlation.
4. Measure pH and know the ranges of pH encountered in biological situations. Explain and discuss examples of buffers occurring within cells.
5. Discuss and interpret various functional groups in biological macromolecules. Know and interpret the monomers and polymers of carbohydrates, lipids, proteins, and nucleic acids. Perform simple lab analyses of organic molecules, both monomers and polymers.
6. Use microscopes to view the major features and differences of prokaryotic and eukaryotic cells. Determine cell size at various magnifications. Understand, discuss, and apply the hierarchical organization of eukaryotic cells into tissues, organs, and organ systems.

## 8. Methods of Instruction

Lecture and laboratory demonstrations and exercises.

## Variable Topic Courses Proposal continued

## 9. Instructional Materials: (Include required texts, editions, publishers, and supplementary materials)

Ellyn Daugherty, *Biotechnology, Science for the New Millennium*, 2005, Paradigm Publishing, ISBN 0-7638-2278-7  
 Lisa A. Seidman and Cynthia J. Moore, *Basic Laboratory Methods for Biotechnology*. 2000. Prentice Hall, Upper Saddle River, New Jersey.  
 Supplementary materials written by members of the Biology faculty.

## 10. Methods of Evaluating Student Performance: (Show percentage breakdown for evaluation instruments)

75% Laboratory Exercises, including problem sets.  
 25% Final exam/practical demonstration of mastery of course materials

## 11. Grading Policy

CR = 70% or more  
 NC = less than 69.9%



# Request for COURSE/CATALOG CHANGE

*This form may be used only TO CHANGE the MINOR items listed here:*

**Course Dept. /Number   Course Title   Repeatability   Grade Option   Description   Catalog**  
**Correction**  
**To DELETE/ADD Pre/Co-requisite/Advisory   To DELETE a course   Add Course Transfer   Add Discipline**

**PLEASE ATTACH THE OLD AND NEW REVISED COURSE OUTLINES AND THE NEW REVISED SYLLABUS FOR ALL THE ABOVE CHANGES AND/OR VALIDATION WITH DOCUMENTATION FOR CHANGES TO THE PRE/CO-REQUISITES AND ADVISORIES**

*Anything that changes the basic nature or content of the course such as changes in content, units and/or hours requires completion of a Revised Course Proposal Form.*

**CURRENT COURSE INFORMATION:**

Department Name:	NURS											
Course Number:	203, 205, 212, 210, 211, 235, 236, 240, 241, 230, 231, 255, 256, 250, 251, 260, 261, 275, 276											
Course Title:												
Discipline(s) Attached:												
Repeatability:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>						How many times?	<input type="checkbox"/>	
Open entry/open exit:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Grade Option:		LG	<input type="checkbox"/>	SC	<input type="checkbox"/>	CR/NC	<input type="checkbox"/>
Pre-requisite:												
Co-requisite:												
Advisory:												
Other												

**CHANGE TO:** *check box and fill in those parts that are changing.*

<input type="checkbox"/>	Add Discipline(s): ( <i>attach current Outline only</i> )											
<input type="checkbox"/>	Department Name:											
<input type="checkbox"/>	Course Number:											
<input type="checkbox"/>	Course Title:											
<input checked="" type="checkbox"/>	Repeatability:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>						How many times?	<input type="checkbox"/>
<input type="checkbox"/>	Grade Option:	LG		<input type="checkbox"/>	SC		<input checked="" type="checkbox"/>			CR/NC		<input type="checkbox"/>
<input type="checkbox"/>	DELETE Prerequisite:											
<input type="checkbox"/>	DELETE Co-											
<input type="checkbox"/>	DELETE Advisory:											
<input type="checkbox"/>	ADD Prerequisite(s):											
<input type="checkbox"/>	ADD Co-requisite(s):											
<input type="checkbox"/>	Challenge											
<input type="checkbox"/>	ADD Advisory(ies):											
<input type="checkbox"/>	Other :											
<input type="checkbox"/>	Course transfer											
<input type="checkbox"/>	DELETE course from catalog											

***Please check ALL other Areas that will be affected by deletion/transfer of this course:***

<input type="checkbox"/>	CSU-GE transfer list	<input type="checkbox"/>	UC transfer, all campuses	<input type="checkbox"/>	CCC GE list	<input type="checkbox"/>	IGETC LIST
<input type="checkbox"/>	CSU electives transfer list	<input type="checkbox"/>	UC Berkeley breadth requirement	<input type="checkbox"/>	CAN system		
<input type="checkbox"/>	Transfer Major (specify)						
<input type="checkbox"/>	CCC major(s) please list all affected by						
<input type="checkbox"/>	Course Catalog Description: ( <i>type new course description in expanding box</i> )						

Reason for Change: (*type reason in expanding box below*)

--



CCC PROPOSAL FOR NEW COURSE FORM

Discipline

Dept. & Course number:  Course title:

Course Description:

This course will cover basic math principles involved in food service and the preparation of food. This will include measurements and conversations; measurement formats and systems; recipe conversions; and unit and recipe costing.

Repeatability Yes  No  How many times?

Title V credit status: Degree credit  Non-degree credit  Non-credit

Weeks: 18 Hours per week: Lect  Lab  Arranged  Activity  Units

\*\*Calculate ALL courses as if for full semester.

Open entry/open exit: Yes  No  Grade Option: LG  SC  CR/NCR

Course to be offered: Fall  Spring  Summer  Materials Fee:

Prerequisite(s)	
Challenge:	
Corequisite(s)	
Challenge:	
Advisory	

XXXXXXXX AA /AS DEGREE REQUIREMENTS XXXXXXXX

General Education

- A.  Language & Rationality
- 1. English Composition       2. Oral Communication & Critical Thinking
- B.  Natural Science w/ Lab
- C.  Arts and Humanities
- D.  Social Sciences
- E.  Intentionally Left Blank
- F.  American Institutions
- G.  Health Education
- H.  Physical Education Activity
- I.  Mathematics Proficiency
- J.  Computer Literacy
- K.  Cultural Pluralism
- L.  Information Competency

M. Major in:  AA Degree  AS Degree  Certificate of Achievement   
Certificate of Completion

N. Elective Credit only

Recommend Transfer to a 4 year institution. Yes:  Continue with Transfer Information.  
No:  Continue with Course Expectation Information

XXXXXXXXXXXXXXXXX TRANSFER INFORMATION XXXXXXXXXXXXXXXX

Recommend transfer to CSU system as an elective only:

Yes  No

Recommend for Major In:

Recommend for CSU General Education Breadth Requirements:

Yes  No

Area A: Communication & Critical Thinking

- A1. Oral Communication
- A2. Written Communication
- A3. Critical Thinking

Area B: Natural Science

- B1. Physical Science
- B2. Life Science
- B3. Lab Activity
- B4. Math/Quantitative Reasoning

Area C: Arts & Humanities

- C1. Applied Arts
- C2. Humanities

Area D: Social & Behavioral Sciences

- D1. Anthropology & Archeology
- D2. Economics
- D3. Ethnic Studies
- D4. Gender Studies
- D5. Geography
- D6. History
- D7. Interdiscipline & Social/Behavioral Science
- D8. Political Science & Government
- D9. Psychology
- D10. Sociology & Administration of Justice

Area E:  Life-Long Understanding & Self-Development

American Institutions

Recommend transfer to UC state-wide system;

Yes  No

Recommend for Major In:

Recommend transfer to UC Berkeley:

Yes  No

Recommend for Major In:

Recommend for UC Letters & Sciences:

- Area 1:  Essential Skills
- Area 2:  Course Breadth

Recommend transfer to UC Davis

Yes  No

Recommend for Major In:

Recommend for IGETC

Yes  No

- Area 1A:  English Composition
- Area 1B:  Critical Thinking - English Composition
- Area 1C:  Oral Communication

- Area 2:  Mathematical Concepts & Quantitative Reasoning
- Area 3:  Arts & Humanities
- Area 4:  Social & Behavioral Sciences
- Area 5:  Physical & Biological Sciences
- Area 6:  Language other than English (UC only)
- Area 7:  U.S. History, Constitution & American Ideals
- Area 8:  Critical Thinking-English Composition Interim Courses (CSU GE Cert List/UC Transfer Core Curriculum)

Request CAN articulation Yes  No

**XXXXXXXXXX COURSE EXPECTATIONS INFORMATION XXXXXXXXXXXX**

Textbook reading level: **Analysis not available. Text was approved in 1996 for use in Culin 120.** (attach readability analysis)

Assignments: List estimated average number of hours per week (2 hrs. of work outside of class per unit)

Weekly reading assignments:	2
Weekly writing assignments:	
Weekly math problems:	4
Weekly lab or software application assignments:	
Other performance assignments:	

**Student assessment:** Course must require use of critical thinking, college-level concepts & college-level learning skills. It must also require essay writing unless that requirement would be inappropriate to the course objectives. If writing is inappropriate, there must be a requirement of problem-solving or skills demonstration. If Degree Credit, at least ONE of the first three items must be included. If AEssay≅ not included, explain.

1. Essay	<input type="checkbox"/>	4. Skill Demonstration	
2. Computation Skills	<input checked="" type="checkbox"/>	5. Objective Examinations	
3. Non-computational Problem Solving	<input type="checkbox"/>	6. Other (describe)	

**Please attach the following items for new courses:**

1. Outline [Follow approved format]
2. Sample syllabus
3. Sample test
4. Sample assignment
5. Reading Level Analysis Summary (Choose either A or B below)
  - A. The computerized reading analysis.

*or*

  - B. A reading analysis justification statement that includes the following:
    1. Author name
    2. Title of textbook
    3. Year the book was published
    4. Author's credential and educational background
    5. Universities where the text is currently being used
    6. Statement from publisher verifying the readability as college level.
6. Justification for offering the course
7. Departmental Goals Justification Statement
8. Cultural Pluralism Statement (for GE requirements for AA/AS Degree courses only)
9. Pre/Co-requisite/Advisory Validation Form, if applicable.
10. Justification and Documentation if deviation from Carnegie Guidelines
11. **PRE/CO-REQUISITE CHALLENGE PROCESS** (Department needs to define acceptable proof for challenging a particular pre/co-requisite: transcript from another school, audition, exam, etc)
12. Data disk containing a copy of the course outline, or by email attachment.

XXXXXXXXXXXXXXXXXXXXX SIGNATURES XXXXXXXXXXXXXXXXXXXXX

<b>Faculty originator:</b>		<b>Date:</b>	
<b>Director of Library Services:</b>		<b>Date:</b>	
<b>APPROVAL:</b>			
<b>Department chair:</b>		<b>Date:</b>	
<b>DIC Chair:</b>		<b>Date:</b>	
<b>Division Dean:</b>		<b>Date:</b>	
<b>CIC Chair:</b>		<b>Date:</b>	
<b>Senior Dean of Instruction:</b>		<b>Date:</b>	
<b>Date sent to Governing Board:</b>		<b>Date of Approval:</b>	

**Distribution:** Instruction Office, Scheduling Assistant, Articulation Officer, Matriculation Officer, Faculty Originator, and Division Office

Revised 02/06

**Contra Costa College**  
Course Outline

<b>Department &amp; Number</b>	Culinary 280	<b>Number of Weeks</b>	18
<b>Course Title</b>	Applied Math for Food Service	<b>Lecture Hours</b>	3
<b>Prerequisite</b>		<b>Lab Hours</b>	
<b>Co-requisite</b>		<b>Hours By Arrangement</b>	
<b>Challenge Policy</b>		<b>Activity Hours</b>	
<b>Advisory</b>		<b>Units</b>	3

**COURSE/CATALOG DESCRIPTION**

This course will cover the basic math principles involved in food service and the preparation of food. This will include measurements and conversions; measurement formats and systems; recipe conversions; and unit and recipe costing.

**COURSE OBJECTIVES**

At the completion of the course the student will be able to:

Understand and use basic math principles, including addition, subtraction, division, and percentages
Understand and use math principles to convert recipes for food preparation
Calculate the cost of ingredients in the preparation of a recipe
Calculate the amount of individual ingredients necessary to prepare a recipe

**COURSE CONTENT:** (In detail; attach additional information as needed and include percentage breakdown)

25	%	Measurements and conversions
25	%	Measurement formats and systems
25	%	Recipe conversions
25	%	Unit and recipe costing

**METHODS OF INSTRUCTION**

Instructor lectures
Class discussion of math principles
Use of work sheets to practice math principles

**INSTRUCTIONAL MATERIALS**

<b>Textbook Title:</b>	Applied Math for Food Service
<b>Author:</b>	Sarah Labensky
<b>Publisher:</b>	Prentice Hall
<b>Edition/Date:</b>	2 <sup>nd</sup> , 1998

**COURSE EXPECTATIONS** (Use applicable expectations)

**Outside of Class Weekly Assignments**

**Hours per week**

Weekly Reading Assignments	2
Weekly Writing Assignments	
Weekly Math Problems	4
Lab or Software Application Assignments	
Other Performance Assignments	

**STUDENT EVALUATION: (Show percentage breakdown for evaluation instruments)**

20	%	Participation in class discussions
20	%	Completion of reading and math assignments
60	%	Tests and quizzes
	%	

**GRADING POLICY (Choose LG, CR/NC, or SC)**

**Letter Grade**  
 90% - 100% = A  
 80% - 89% = B  
 70% - 79% = C  
 60% - 69% = D  
 Below 60% = F

**Credit / No Credit**  
 70% and above = Credit  
 Below 70% = No Credit

**Student Choice**  
 90% - 100% = A  
 80% - 89% = B  
 70% - 79% = C  
 60% - 69% = D  
 Below 60% = F  
 70% and above = Credit  
 Below 70% = No Credit

<b>Prepared by:</b>	David Rosenthal
<b>Date: Semester/Year</b>	Spring 2006

**Syllabus**  
**Culinary 280 – Applied Math for Food Service**  
**Fall 2006**

**Instructor:** Valentin M'bong  
**Office:** Room 1, Bay Area Rescue Mission  
**Office Hours:** By Arrangement  
**Phone:** 510-215-4876  
**Email:** [mbong@juno.com](mailto:mbong@juno.com)

**Course Description:**

This course will cover basic math principles involved in food service and the preparation of food. This will include measurements and conversions; measurement formats and systems; recipe conversions; and unit and recipe costing.

**Pre/Co-requisites:** None

**Units:** 3

**Method of Instruction:**

- Lecture by instructor
- Use of assigned text
- Class discussion of math principles

**Required Text:**

- Applied Math for Food Service by Sarah Labensky

**Grading Policy:**

**VII. Credit/No Credit**

70% and above = Credit

69% or below = No Credit

**VIII. Class Meeting: Wednesday 8:30am-10am - Thursday 8:30am-10am**

**Class Schedule:**

- Week 1-5:** Basic math principles; including addition, subtraction, division, and percentages
- Week 6-10:** Math principles to convert recipes for food preparation
- Week 11-15:** Calculating the cost of ingredients in the preparation of a recipe
- Week 16-18:** Calculating the amount of individual ingredients necessary to prepare a recipe

**Culinary Arts Departmental Goals and Justification Statement – Culinary 280**

This course in its Topic 100 format has been offered for the past two semesters for resident students of the Bay Area Rescue Mission who are involved in culinary arts training. The class is taught gratis by an instructor at the mission and has greatly assisted students in their understanding and use of math principles. It has afforded this unique service population the opportunity to learn and develop math skills that can be used in the kitchen and in their lives as they attempt to find a life direction. It supplements the other culinary classes these students take and supports learning skills necessary for successful completion of many cooking tasks and assignments.

As our college has a mission to reach out and develop relationships with populations in our service community, this class continues the positive relationship between the Culinary Arts Department and the Bay Area Rescue Mission.

**Revised Major Form**



**CONTRA COSTA COLLEGE**

**REQUEST FOR NEW MAJOR/ CHANGE OF MAJOR  
 REQUEST FOR NEW CERTIFICATE/CHANGE OF CERTIFICATE  
 REQUEST FOR NEW DEPARTMENT/ CHANGE OF DEPARTMENT**

**You may use this form to: (Please check the appropriate box)**

- |  |   |
|--|---|
| <input type="checkbox"/> Delete an entire major                    | <input type="checkbox"/> Delete an entire certificate                       |
| <input type="checkbox"/> Create a new major in a program           | <input type="checkbox"/> Create a new certificate in a program              |
| <input type="checkbox"/> Add another major                         | <input type="checkbox"/> Add another certificate                            |
| <input type="checkbox"/> Change the name of a major                | <input type="checkbox"/> Change the name of a certificate                   |
| <input type="checkbox"/> Replace an existing major                 | <input type="checkbox"/> Replace an existing certificate                    |
| <input type="checkbox"/> Other changes to major                    | <input type="checkbox"/> Other changes to certificate                       |
| <input type="checkbox"/> Change a major by adding/deleting courses | <input type="checkbox"/> Change a certificate by adding or deleting courses |
| <input type="checkbox"/> Create a new Department/Program           | <input type="checkbox"/> Change the name of a Department/Program            |

**Department Name:**

**Program Name:**

**Name of Major:**

**Name of Certificate:**

**Certificate of Achievement**     **Certificate of Completion**    **Total of Hours** (if applicable)

**Changed to:**   
**Replacing:**   
**Other changes:**

<b>Course(s) added/unit value:</b> Please indicate if course is required or is required as one option from a list of approved courses; i.e., "6 units from the following:"	<b>Course(s) deleted/unit value:</b>

**Previous Total Units:**   
**New Total Units:**

**Suggested Sequence of Courses**

Fall	Spring	Fall	Spring

Revised 05/06