IMPERIAL VALLEY COLLEGE
CURRICULUM AND INSTRUCTION COMMITTEE MEETING
ADOPTED MINUTES
REGULAR MEETING
THURSDAY, NOVEMBER 6, 2008
3:05 P.M. – BOARD ROOM

Present:	Kathy Berry Ted Ceasar David Drury Carol Lee	Suzanne Gretz Melani Guinn Gonzalo Huerta Jose Lopez	Victor Jaime Tina Aguirre Val Rodgers	Taylor Ruhl Lianna Zhao David Zielinski
Consultants:	Frances Beope	Norma Nunez	Efrain Silva	Kathie Westerfield
Absent:	Chantilee Mendenhall	Michael Heumann		
Guests:	Frank Rapp	Becky Green	Jessica Waddell	
Recorder:	Linda Amidon			

I. Opening of the Meeting

A. Call to Order of Regular C & I Committee Meeting – Carol Lee, Co-Chair

Carol Lee, Co-Chair, called the regular meeting of the Imperial Valley College Curriculum and Instruction Committee to order at 3:05 p.m. on Thursday, November 6, 2008, and made the following announcements:

B. Approval of the Minutes of October 16, 2008

M/S/C Zhao/Rodgers *to approve the C & I Committee meeting minutes of October 16, 2008, as presented. The motion carried.*

II. Action Items

A. Motion to "Reconsider" Curriculum and Instruction Committee Actions

1. Motion to "Reconsider" Committee Actions Taken October 16, 2008

M/S/C Zhao/Gretz *to reconsider the approval of the amendment of the effective date from 2008 - 2009 to 2009 - 2010, on the following actions taken by the C & I Committee at its meeting of October 16, 2008, as presented. The motion carried.*

"M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for ENGL 100 as a basic skills course, effective the ~~2008 – 2009~~ 2009 – 2010 academic year, as presented."

"M/S/C Zielinski/Guinn to approve the revision of the MIS course designation for ENGL 100 as non-degree applicable, effective the ~~2008 – 2009~~ 2009 – 2010 academic year, as modified."

B. Credit Courses

1. Deleted Courses

a. **EMT 010 – EMT Transitional Program (1.0)**
b. **EMT 106 – EMT I – Defibrillation (.50)**
c. **FIRE 110 – Introduction to Fire Fighter (3.0)**
d. **FIRE 111 – Streams, Nozzles, Hoses, and Appliances (2.5)**

e. **FIRE 112 – Ground Entry and Rescue (2.5)**
f. **FIRE 113 – Ventilation and Fire Control (2.0)**
g. **FIRE 114 – Fire Fighter I – Advanced (3.5)**
h. **FIRE 116 – Fire Hydraulics (2.0)**
i. **FIRE 119 – Pipeline Transportation Emergencies (.50)**

M/S/C Aguirre/Zhao *to approve the deletion of* ***EMT 010, EMT 106, FIRE 110, FIRE 111, FIRE 112, FIRE 113, FIRE 114, FIRE 116,*** *and* ***FIRE 119,*** *effective 2009 - 2010, as presented. The motion carried.*

2. **New Courses**

a. **PE 170 – Bowling, Beginning (1.0)**
b. **PE 171 – Bowling, Intermediate (1.0)**
c. **PE 172 – Bowling, Advanced (1.0)**

M/S/C Drury/Guinn *to approve the addition of* ***PE 170, PE 171,*** *and* ***PE 172*** *to the credit curriculum, effective winter 2009, with corrections. The motion carried.*

Carol Lee pointed out that PE 172 may only be repeated one time; Form 1 for PE 172 was corrected accordingly.

3. **Revised Courses**

a. **CDEV 102 – First Aid and CPR (1.0)**

M/S/C Zhao/Rodgers *to approve the reduction in the class size limit from 35 to 16 students for* ***CDEV 102,*** *effective 2008 - 2009, as presented. The motion carried.*

It was noted that the reduction in class size limit was due to the limitation imposed by the American Heart Association.

b. **CS 230 – Intermediate Object-Oriented Programming with Java (4.0)**
c. **CS 280 – Assembly Language and Machine Organization (4.0)**

Lianna Zhao announced that CS 230 and CS 280 would be addressed under two separate motions. The following motions represent the revised motions:

M/S/C Zhao/Guinn *to approve the revision to the catalog description, course content and prerequisite statement for* ***CS 230****, Intermediate Object-Oriented Programming with Java (4.0), as requested by IVC and SDSU to meet curriculum and articulation standards, effective 2008 – 2009, as presented. The motion carried.*

M/S/C Zhao/Guinn *to approve the revision to the prerequisite statement for* ***CS 280****, Assembly Language and Machine Organization (4.0), effective 2008 - 2009, as presented. The motion carried.*

d. **PE 103 – Physical Fitness, Women (1.0)**
e. **PE 144 – Advanced Basketball, Women (1.0)**

M/S/C Drury/Guinn *to approve the textbook upgrades for* ***PE 103*** *and* ***PE 144****, effective 2008 - 2009, as presented. The motion carried.*

B. **Majors and Certificates**

1. **Revised Majors**

a. **Physical Education Major**

M/S/C Drury/Guinn *to approve the revision of the* ***Physical Education Major*** *to add PE 170 – Bowling, Beginning; PE 171 – Bowling, Intermediate; and PE 172 – Bowling, Advanced to Section II, effective winter 2009, as presented. The motion carried.*

b. University Studies Major

M/S/C Zhao/Rodgers *to approve the revision of the* ***University Studies Major*** *pending approval of the Chancellor's Office, effective 2008 - 2009, as presented. The motion carried.*

C. General Catalog (Textual, Major and Certificate Items)

1. CAN Statement (2008 – 2009 General Catalog, pp. 40 - 41)

M/S/C Zhao/Gretz *to approve the removal of the CAN statement (2008 – 2009 General Catalog, pp. 40 – 41) and CAN identifiers in course descriptions, effective with the 2009 – 2010 General Catalog, as presented. The motion carried.*

The justification noted on Form 3 indicates that the CAN program is being dissolved and is being phased out of all Region X catalogs effective with the 2009 – 2010 academic year.

III. Discussion Items

A. Certificate of Proficiency (Lee/Berry)

Members reviewed the handout that Carol Lee distributed, which described a proposed Certificate of Proficiency award program for IVC. Carol explained that the program and process modeled Mira Costa College's program and included minor revisions recommended by the Chancellor's Office. Kathy explained that the proposal to issue Certificates of Proficiency stemmed from concern regarding the Nursing and EMT low-unit certificates (i.e., EMT, Health Assistant, Home Health Aide). She explained that these fields require official documentation showing completion of a program of study for testing purposes. Carol stated that Certificates of Proficiency would not be reflected on student transcripts. However, Kathie Westerfield is willing to have the process administered by the Admissions and Records Department. Kathie shared her concerns regarding the need to track and maintain Certificates of Proficiency for MIS and the ARCC. She stated that if it is necessary to track and monitor the awards, she would like a tracking mechanism. Kathie also recommended using the term "Proficiency Award" instead of "Certificate of Proficiency." In response to Frances Beope's inquiry regarding whether it is necessary to report awards for programs of less than 12 units, Kathy Berry explained that such data was required for core indicators, not the ARCC. Gonzalo Huerta related his discussion with Al Taccone, who is from Mira Costa and serves as Chair of the Regional Consortium. He stated that Al had encouraged a program similar to Mira Costa's for IVC to ensure that the college receives recognition for issuance of the awards, as the awards add to the college's successful completion rates and core indicators. Since it is necessary to determine how to track the awards in Banner, Carol Lee recommended that this item be brought back for further discussion.

IV. Information Items

A. Legal Brief on "TBA" Designation

Kathy Berry referred members to the handout, Legal Advisory 08-02, To Be Arranged (TBA) Hours Compliance Advice. As an example of compliance with the regulations, Kathy cited a TBA lab for multiple languages where the instructor is "in the line of sight" of students and meets the minimum qualifications for all languages. Per the advisory, the schedule for TBA computer labs must be established before census and students must be notified when to attend the lab. Kathy urged members to review and share the legal advisory with division faculty.

B. MIS Course Coding

Referring to the handouts (Data Element Dictionary for CB21, Course-Prior-To-College-Level; list of math and English courses reflecting the CB21 coding), Kathy reported that during review of the ARCC it was discovered that some of the courses were miscoded. Following review by the committee, it was determined that the codes for the courses listed appeared to be correct, except that ENGL 096, 097, 098 and 100 reflected the codes for 2009 – 2010. (At a previous meeting the committee had agreed to designate ENGL 100 as a non-transferable basic skills course effective 2009 – 2010. ENGL 100 is currently designated as a transferable non-basic skills course and thus impacts the CB21 coding for ENGL 096, 097 and 098.)

C. Budget (item added)

Kathy and Victor reported that the governor announced his proposal to make 10% mid-year cuts for community colleges, UC's and CSU's.

D. Court Services Specialist (item added)

Carol Lee congratulated Val Rodgers and Frances Beope for completing the paperwork for the Court Services Specialist Certificate. She stated that Gonzalo Huerta would be delivering the application to the Chair of the Regional Consortium for signature.

E. Awarding of High School Diplomas Program (item added)

Efrain reported there are now official regulations related to the awarding of a high school diploma by California community colleges. Per the regulations, courses under such a program must be noncredit courses. Efrain requested the assistance of faculty to develop a program.

V. Other Items - None

VI. Next Regular Meeting – 3:05 p.m., Thursday, November 20, 2008, Board Room
Materials Due: 5:00 p.m., Wednesday, November 20, 2008

VII. Adjournment

The meeting was adjourned at 3:42 p.m.

IMPERIAL VALLEY COLLEGE
P.O. Box 158, Imperial, California 92251
(760) 352-8320 • FAX (760) 355-2663

Kathy Berry, R.N., M.S.N.
Vice President for Academic Services
Email: Kathy.berry@imperial.edu
Telephone: (760) 355-6213
Fax: (760) 355-2663

December 3, 2008

Stephanie Low
Specialist, Academic Planning & Development
Academic Affairs Division
California Community Colleges Chancellor's Office
1102 Q Street
Sacramento, CA 95814-6511

Re: Application for Approval – New Credit Program (Form CCC-501)
Court Services Specialist Certificate of Achievement

Dear Ms. Low:

Enclosed please find the following document:

- Application for Approval – New Credit Program, Court Services Specialist Certificate of Achievement, 12 – 18 semester units (original and two copies)

If you have any questions, please contact me.

Very truly yours,

Kathy Berry, R.N., M.S.N.
Vice President for Academic Services

KB:eja

Enclosures

CCC-501

Rev. Oct. 2007

Application Date

California Community Colleges

APPLICATION FOR APPROVAL—NEW CREDIT PROGRAM

Court Services Specialist
PROPOSED PROGRAM TITLE

Imperial Valley College (IVC)
COLLEGE

Imperial Community College District
DISTRICT

Started Fall 07
PROJECTED PROGRAM START DATE

Valerie Rodgers
CONTACT PERSON

Business Division Chairperson
TITLE

760-355-6439
PHONE NUMBER

valerie.rodgers@imperial.edu
E-MAIL ADDRESS

GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY):

☒ CAREER TECHNICAL EDUCATION (CTE) ☐ TRANSFER ☐ OTHER

TYPE OF PROGRAM (CHECK ALL THAT APPLY):

☐ A.A. DEGREE ☐ A.S. DEGREE CERTIFICATE OF ACHIEVEMENT: ○ 18+ semester (or 27+ quarter) units ☒ 12-18 semester (or 18-27 quarter) units

PLANNING SUMMARY

Recommended T.O.P. Code	0514	Estimated FTE Faculty Workload	2.75
Units for Degree Major or Area of Emphasis	n/a	Number of New Faculty Positions	0
Total Units for Degree	n/a	Est. Cost, New Equipment	$0
Required Units-Certificate	17	Cost of New/Remodeled Facility	$0
Projected Annual Completers	5	Est. Cost, Library Acquisitions	$0
Projected Net Annual Labor Demand (CTE)	8	When will this program undergo review as part of college's Program Evaluation Plan?	Month/Semester_Fall____ Year__2011____

DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION

Attach a document that describes the development of the proposed program, addressing the five criteria as listed below. **Number** the sections of the narrative to match the lists below. If appropriate, you may note that a section is "not applicable" but **do not re-number** the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives
2. Catalog Description
3. Program Requirements
4. Background and Rationale

Criteria B. Need

5. Enrollment and Completer Projections
6. Place of Program in Curriculum/Similar Programs
7. Similar Programs at Other Colleges in Service Area
8. Labor Market Information & Analysis (CTE only)
9. Employer Survey (CTE only)
10. Explanation of Employer Relationship (CTE only)
11. List of Members of Advisory Committee
12. Recommendations of Advisory Committee

Attachment: Labor / Job Market Data (CTE only)
Attachment: Employer Survey (CTE only)
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence
14. Transfer Applicability (if applicable)

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan
16. Facilities and Equipment Plan
17. Financial Support Plan
18. Faculty Qualifications and Availability

Criteria E. Compliance

19. Based on model curriculum (if applicable)
20. Licensing or Accreditation Standards
21. Student Selection and Fees

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM Rev. Oct. 2007

REQUIRED SIGNATURES

Program Court Services College IVC

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

DATE	SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER	TYPED OR PRINTED NAME
10.8.08	Taylor Ruhl	Taylor Ruhl

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

DATE	SIGNATURE, ADMINISTRATOR OF CTE	TYPED OR PRINTED NAME
11.11.08		Gonzalo Huerta
11-13-08	Nancy Kizziah	Nancy Kizziah

Program was recommended for approval by Regional Occupational Consortium on _____ (date).

DATE	SIGNATURE, CHAIR, REGIONAL CONSORTIUM	TYPED OR PRINTED NAME
	(See Attachment)	Albert Taccone

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

DATE	SIGNATURE, CHAIR, CURRICULUM COMMITTEE	TYPED OR PRINTED NAME
11-13-08	Carol Lee	Carol Lee
11-13-08	Carol Lee	Carol Lee
11-13-08	Kathy Berry	Kathy Berry
11-25-08	Bruce D. Seivertson	Bruce Seivertson

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

DATE	SIGNATURE, PRESIDENT OF THE COLLEGE	TYPED OR PRINTED NAME
12-1-08		Ed Gould

DISTRICT APPROVAL

On March 21, 2007, the governing board of the Imperial Community College District approved the instructional program attached to this application.

DATE	SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT	TYPED OR PRINTED NAME
12/1/08		Ed Gould

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

CCC-501: APPROVAL–NEW CREDIT PROGRAM

Rev. Oct. 2007

REQUIRED SIGNATURES

Program Court Services College IVC

LIBRARY AND LEARNING RESOURCES

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

10.8.08 — Taylor Ruhl — Taylor Ruhl
DATE — SIGNATURE, CHIEF LIBRARIAN/LEARNING RESOURCES MANAGER — TYPED OR PRINTED NAME

CAREER TECHNICAL EDUCATION ONLY:

Program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

11.11.08 — Gonzalo Huerta
DATE — SIGNATURE, ADMINISTRATOR OF CTE — TYPED OR PRINTED NAME

11-13-08 — Nancy Kizziah — Nancy Kizziah
DATE — SIGNATURE, CHAIR, CTE ADVISORY COMMITTEE — TYPED OR PRINTED NAME

Program was recommended for approval by Regional Occupational Consortium on 11/14/08 (date).

11/14/08 — 11/14/08
DATE — SIGNATURE, CHAIR, REGIONAL CONSORTIUM — TYPED OR PRINTED NAME

LOCAL CURRICULUM APPROVAL

Program and courses within the program have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations.

11-13-08 — Carol Lee
DATE — SIGNATURE, CHAIR, CURRICULUM COMMITTEE — TYPED OR PRINTED NAME

11-13-08 — Carol Lee
DATE — SIGNATURE, ARTICULATION OFFICER — TYPED OR PRINTED NAME

11-13-08 — Kathy Berry
DATE — SIGNATURE, CHIEF INSTRUCTIONAL OFFICER — TYPED OR PRINTED NAME

DATE — SIGNATURE, PRESIDENT, ACADEMIC SENATE — Bruce Seivertson
TYPED OR PRINTED NAME

COLLEGE PRESIDENT

All provisions of Title 5, Chapter 6 have been considered. The college is prepared to support establishment and maintenance of the proposed instructional program.

DATE — SIGNATURE, PRESIDENT OF THE COLLEGE — Ed Gould
TYPED OR PRINTED NAME

DISTRICT APPROVAL

On _____, the governing board of the _____ District approved the instructional program attached to this application.

DATE — SIGNATURE, SUPERINTENDENT/CHANCELLOR OF DISTRICT — TYPED OR PRINTED NAME

SUBMIT ORIGINAL AND TWO COPIES OF THIS FORM AND ALL ATTACHMENTS

Criteria A. Appropriateness to Mission

1. Statement of Program Goals and Objectives

Superior court and human resources staff at the County of Imperial contacted Imperial Valley College with a need to develop a Court Services Specialist program for court employees who want to improve their skills and leadership abilities. After several planning meetings, a certificate program was developed that would meet the Court's needs. The plan was developed so that it would also be available to non-court employees who wanted to pursue a career in the legal field or who were just interested in the subjects required for the certificate. The 17-unit certificate program was approved at the District level in January, 2007.

This program is intended to provide an opportunity for court employees and others to enhance their professional and personal skills. Administration of justice, business, computer information systems, English, and legal courses are combined to provide students with the opportunity to advance in an office administration career within the court system. Individuals in these positions provide administrative support to an individual or an office. Job duties may include providing, directing, and coordinating administrative services for the courts. Basic occupational competencies students will acquire:

- Apply principles of the justice system to improve handling of situations on the job.
- Improve communication skills and apply those skills to writing and speaking assignments on the job.
- Apply information competency concepts to improve research and computer skills.

2. Catalog Description

This program is intended to provide an opportunity for court employees and others interested in the justice process to enhance their professional and personal skills.

2. Program Requirements

COURT SERVICES SPECIALIST

This program is intended to provide an opportunity for court employees and others interested in the justice process to enhance their professional and personal skills.

Seventeen (17) units required for the certificate
ALL REQUIRED COURSES FOR THIS CERTIFICATE MUST BE COMPLETED WITH A MINIMUM GRADE OF "C" OR BETTER.

I.	**Required courses for the certificate**		
CIS	101	Intro to Information Systems	3.0
CIS	120	Microsoft Word I	1.0
OR	CIS 121	Microsoft Word II (1.0)	
CIS	124	EXCEL I	1.0
OR	CIS 125	EXCEL II (1.0)	
II.	**Acceptable courses for the certificate (12 Units):**		
- Select ONE course from the following:			**3.0**
AJ	100	Intro to Admin of Justice (3.0)	
AJ/CSI	102	Concepts of Criminal Law (3.0)	
AJ	106	Prin & Proced of the Justice System (3.0)	
- Select ONE course from the following:			**3.0**
BUS	260	Business Communications (3.0)	
ENGL	100	Basic English Composition (3.0)	
ENGL	240	Intro to Technical & Report Writing (3.0)	
- Select TWO courses from the following:			**6.0**
BUS	126	Bus & the Legal Environment (3.0)	
BUS	136	Human Relations in Management (3.0)	
LEGL	119	Civil Procedures and Discovery (3.0)	
LEGL	121	Legal Research (3.0)	
POLS	100	Intro to Political Science (3.0)	
POLS	102	American Government and Politics (3.0)	

4. Background and Rationale

Superior court and human resources staff at the County of Imperial contacted Imperial Valley College with a need to develop a Court Services Specialist program for court employees who want to improve their skills and leadership abilities. After several planning meetings, a certificate program was developed that would meet the Court's needs. The plan was developed so that it would also be available to non-court employees who wanted to pursue a career in the legal field or who were just interested in the subjects required for the certificate. The 17-unit certificate program was approved at the District level in January, 2007.

Criteria B. Need

5. Enrollment and Completer Projections

Number of sections of core courses to be offered annually:

Course		Projected Sections 2008-2009
CIS	101	18
CIS	120	13
OR	CIS 121	07
CIS	124	13
OR	CIS 125	08
Acceptable courses for the certificate (12 Units):		
- Select ONE course from the following:		
AJ	100	11
AJ/CSI	102	06
AJ	106	04
- Select ONE course from the following:		
BUS	260	02
ENGL	100	29
ENGL	240	Currently 0
- Select ONE course from the following:		
BUS	126	06
BUS	136	01
- Select ONE course from the following:		
LEGL	121	Every 4th semester
LEGL	119	Every 4th semester
POLS	100	04
POLS	102	44

Projected headcount student annual enrollment in the number of sections above is 4,360. Number of estimated completers per year at end of second year are 8, and at the end of the fifth year 22.

Three court supervisors have recently completed the IVC requirements and applied to IVC for their certificates. Upon completion, the Court requires graduates of the plan to write a summary of their educational experience. They all report that the classes improved their leadership abilities; the communication class was instrumental in improving their delegation skills; the computer classes brought them all up to date on Word and Excel. The legal education classes especially helped the newer employees learn more about court business. The employees who have completed the plan indicate that this venture has encouraged them to pursue further education by obtaining AA and BA degrees.

There are several other court staff employees working toward the certificate.

6. Place of Program in Curriculum/Similar Programs

The Court Services Specialist program does not replace or modify an existing program on the program inventory for Imperial Valley College. Related programs include the Office Technician Program and the Administrative Assistant Program. The Office Technician Program provides students with entry level competencies for employment in an office. The Administrative Assistant Program provides students with education and training needed to qualify for jobs that require a higher level of education and work experience in an office setting. The Court Services Specialist focuses on content areas specific to the court system addresses the need to improve professional and personal skills of employees within or interested in working within the court system. It does have courses in common with the Administrative Assistant Program, including Business Law, Human Relations in Management, Business Communications, and Introduction to Information Systems. The courses required within the Court Services Specialist program are being offered with existing faculty, facilities, and equipment.

7. Similar Programs at Other Colleges in Service Area

Imperial Valley College is the only community college serving the Imperial County. No other community college is within commuting distance; the closest is College of the Desert, which is 90 miles away. San Diego State University, Imperial Valley Campus, offers upper division coursework only.

8. Labor Market Information & Analysis (CTE only)

The *Court Services Specialist* program will prepare students to enter the field of Court, Municipal, and License Clerks (434031). In addition to an existing labor pool of 40 individuals, EDD LMI projections show employment potential for an additional 40 employees in the next 5 years. Employment data from EDD tends to be conservative in its numbers and is not reactive to current economic and growth patterns.

Imperial County has among the fastest growth rates in the State and this growth impacts industry in the public and private sectors. Evidence of the impact of the growth is evident by the recent completion of a new federal courthouse and the current construction of a new youth courthouse.

9. Employer Survey (CTE only)

During the fall of 2006, IVC was approached by human resources staff from the Superior Court of California, County of Imperial to request the creation of a Court Services Specialist program for court employees who wanted to improve their skills and leadership abilities. As the project developed, the program was expanded to include non-court employees who wanted to pursue a career in the legal field or were just interested in the subjects required for the certificate.

A year after implementation of the program, three court supervisors have recently completed the IVC requirements and applied to IVC for their certificates. In communication from Imperial County, it was noted that upon completion, the Court requires graduates of the plan to write a summary of their educational experience. They all report that the classes improved their leadership abilities; the communication class was instrumental in improving their delegation skills; the computer classes brought them all up to date on Word and Excel. The legal education classes especially helped the newer employees learn more about court business.

It was also indicated by the Court that employees who have completed the plan indicate that this venture has encouraged them to pursue further education by obtaining AA and BA degrees. In addition, it was reported that there are several other course staff employees working toward the certificate.

10. Explanation of Employer Relationship (CTE only)

Staff from the County of Imperial – including the Superior Court of California, the Office of the Chief Executive Officer, and Human Resources -- worked with Imperial Valley College administration and faculty to cooperatively develop, a Court Services Specialist program for court employees who want to improve their skills and leadership abilities.

11. List of Members of Advisory Committee

The Vice President of Academic Services at Imperial Valley College was contacted by staff at the County of Imperial to request a program to meet the specific needs of their employees. Those listed below worked cooperatively to develop the program.

Nancy Kaziah, Imperial County Superior Court
Jose Guillen, Chief Executive Officer, Imperial County
Cindy Tingler, Human Resources Manager, Imperial County

Kendra Jeffcoat, Vice President of Academic Services, Imperial Valley College
Frances Beope, Head Counselor, Imperial Valley College
Valerie Rodgers, Business Division Chair, Imperial Valley College
Angie Ruiz, Office Technology Instructor, Imperial Valley College
Krista Byrd, Former Behavioral and Social Science Division Chair, Imperial Valley College
Dave Zielinski, English Division Chair, Imperial Valley College

12. Recommendations of Advisory Committee

See 11 above.

Attachment: Labor / Job Market Data (CTE only)
Attachment: For Employer Survey refer to Section 9
Attachment: Minutes of Key Meetings

Criteria C. Curriculum Standards

13. Display of Proposed Sequence

Fall Term	Units	Spring Term	Units	Fall Term	Units
LEGL 119		AJ 100		BUS 126	
OR		OR		OR	
LEGL 121		AJ 102	3	BUS 136	3
OR		OR		AND	
POLS 100		AJ 106		ENGL 100	
OR		AND		OR	
POLS 102	3	CIS 120		ENGL 240	
AND		AND/OR		OR	
CIS 101	3	CIS 121	1-2	BUS 260	3
		AND			
		CIS 124			
		AND/OR			
		CIS 125	1-2		
TOTAL UNITS REQUIRED	6		5		6

14. Transfer Applicability (if applicable)

Not Applicable

Attachment: Outlines of Record for Required Courses
Attachment: Transfer Documentation (if applicable)

Criteria D. Adequate Resources

15. Library and/or Learning Resources Plan

    In place.

16. Facilities and Equipment Plan

    In place.

17. Financial Support Plan

    In place.

18. Faculty Qualifications and Availability

    Faculty teaching program courses meet minimum qualifications. For English and Political Science, a Master's Degree is required in the subject area. For CIS, AJ, Bus, and LEGL courses, a combination of education and experience is acceptable; however, all full time and part time instructors teaching the program classes have at least a Bachelor's degree with at least 2 years experience in the subject area. Most have Master's degrees or are working on a Master's degree, and a few have doctorates. Those teaching in the LEGL program have JD's. The chart below outlines the number of sections taught by full time faculty and the number of sections taught by part time faculty. It also indicates the time of day and location choices for the students in the program.

Course		#Sections	Full Time/Part Time	Time/Place Choices
CIS	101	18	14 Sections/4 Sections	Day/Evening Main Campus/Extended Campus/Online
CIS	120	13	0 Sections/13 Sections	Day/Evening Extended Campus
OR	CIS 121	07	0 Sections/ 7 Sections	Day/Evening Extended Campus
CIS	124	13	0 Sections/8 Sections	Day/Evening Main Campus/Extended Campus
OR	CIS 125	08		Day/Evening Main Campus/Extended Campus
Acceptable courses for the certificate (12 Units):				
- Select ONE course from the following:				
AJ	100	11	3 Sections/8 Sections	Day/Evening Main Campus/Extended Campus
AJ/CSI	102	06	2 Sections/4 Sections	Day/Evening Main Campus
AJ	106	04	2 Sections/2 Sections	Day Main Campus
- Select ONE course from the following:				
BUS	260	02	1 Section/1 Section	Day/Evening Main Campus
ENGL	100	29	26 Sections/3 Sections	Day/Evening Main Campus/Extended Campus/Online
ENGL	240	Currently 0	n/a	n/a
- Select ONE course from the following:				
BUS	126	06	6 Sections/0 Sections	Day/Evening Main Campus
BUS	136	01	1 Section/0 Sections	Evening Main Campus
- Select ONE course from the following:				
LEGL	121	Every 4th semester	0 Sections/1 Section	Evening Extended Campus
LEGL	119	Every 4th semester	0 Sections/1 Section	Evening Extended Campus
POLS	100	03	1 Section/2 Sections	Day/Evening Main Campus
POLS	102	44	18 Sections/26 Sections	Day/Evening Main Campus/Extended Campus/Online

Criteria E. Compliance

19. Based on model curriculum (if applicable)

    Non Applicable

20. Licensing or Accreditation Standards

    Non Applicable

21. Student Selection and Fees

    Non Applicable

Court Services Specialist Certificate Program
Time line

Oct/Nov 2005	Meeting was held with Human Resources staff of Imperial County, Superior Court management, and VP of Academic Service from IVC to discuss professional development needs for court employee's to improve skills & leadership abilities.
Feb/March 2006	Several meetings were held between faculty, lead counselor, & VP of Academic Services to formulate a certificate program to address the needs of court employees and additional labor pool wishing to pursue a career in the legal field and/ or court system.
April/May 2006	Imperial Valley College staff met with Superior Court managers & supervisors to review the proposed Court Services Specialist Program. It took several sessions to acquire a consensus.
June 1, 2006	The certificate program was officially introduced to the Curriculum & Instruction Committee.
August 31, 2006	Certificate program was official approved by Curriculum & Instruction for the 2007-2008 catalog year.
October 18, 2006	Academic Senate approved the Court Services Specialist Certificate program.
March 21, 2007	Court Services Specialist certificate program approved by Imperial Valley Board of Trustees.

State of California
EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
4389 Imperial Ave.
San Diego, CA 92113

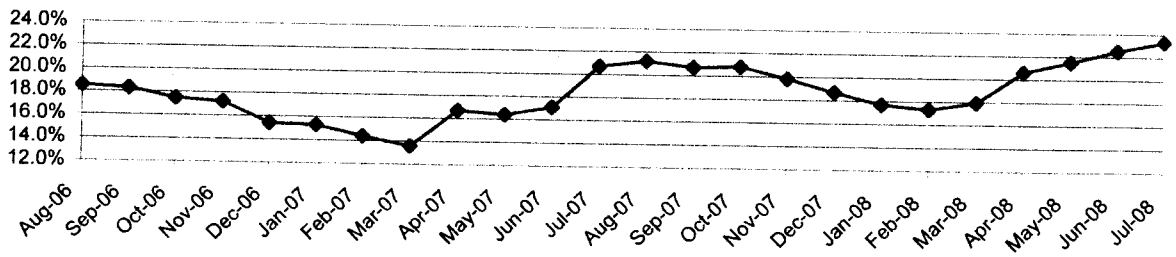
August 15, 2008

Barbara Ruehl
619-266-4220

IMMEDIATE RELEASE
EL CENTRO METROPOLITAN STATISTICAL AREA (MSA)
(Imperial County)

The unemployment rate in Imperial County was 23.3 percent in July 2008, up from a revised 22.5 percent in June 2008, and above the year-ago estimate of 20.7 percent. This compares with an unadjusted unemployment rate of 7.6 percent for California and 6.0 percent for the nation during the same period.

Unemployment Rate Historical Trend



Industry	Jun-2008 Revised	Jul-2008 Prelim	Change		Jul-2007	Jul-2008 Prelim	Change
Total Jobs	59,900	59,700	(200)		56,900	59,700	2,800
Farm Jobs	13,900	15,000	1,100		11,900	15,000	3,100
Nonfarm Jobs	46,000	44,700	(1,300)		45,000	44,700	(300)
Natural Resources, Mining and Construction	1,400	1,500	100		2,000	1,500	(500)
Manufacturing	2,900	2,900	0		2,600	2,900	300
Trade, Transportation and Utilities	10,800	10,700	(100)		10,900	10,700	(200)
Information	400	400	0		400	400	0
Financial Activities	1,200	1,200	0		1,400	1,200	(200)
Professional and Business Services	2,500	2,500	0		2,800	2,500	(300)
Educational and Health Services	3,000	2,900	(100)		2,900	2,900	0
Leisure and Hospitality	3,400	3,400	0		3,500	3,400	(100)
Other Services	1,300	1,300	0		1,300	1,300	0
Government	19,100	17,900	(1,200)		17,200	17,900	700

Notes: Data not adjusted for seasonality
Data may not add due to rounding
Labor Force data will be revised month to month
Additional data are available online at www.labormarketinfo.edd.ca.gov

August 15, 2008
Employment Development Department
Labor Market Information Division
(916) 262-2162

El Centro MSA
Imperial County
Industry Employment & Labor Force
March 2007 Benchmark

Data Not Adjusted for Seasonality

	Jul 07	May 08	Jun 08 Revised	Jul 08 Prelim	Percent Change Month	Percent Change Year
Civilian Labor Force (1)	69,000	72,700	72,900	72,700	-0.3%	5.4%
Civilian Employment	54,700	57,100	56,500	55,800	-1.2%	2.0%
Civilian Unemployment	14,300	15,600	16,400	16,900	3.0%	18.2%
Civilian Unemployment Rate	20.7%	21.5%	22.5%	23.3%		
(CA Unemployment Rate)	5.7%	6.5%	7.0%	7.6%		
(U.S. Unemployment Rate)	4.9%	5.2%	5.7%	6.0%		
Total, All Industries (2)	56,900	61,200	59,900	59,700	-0.3%	4.9%
Total Farm	11,900	15,100	13,900	15,000	7.9%	26.1%
Total Nonfarm	45,000	46,100	46,000	44,700	-2.8%	-0.7%
Total Private	27,800	27,000	26,900	26,800	-0.4%	-3.6%
Goods Producing	4,600	4,200	4,300	4,400	2.3%	-4.3%
Natural Resources, Mining and Construction	2,000	1,400	1,400	1,500	7.1%	-25.0%
Manufacturing	2,600	2,800	2,900	2,900	0.0%	11.5%
Durable Goods	800	900	900	900	0.0%	12.5%
Nondurable Goods	1,800	1,900	2,000	2,000	0.0%	11.1%
Service Providing	40,400	41,900	41,700	40,300	-3.4%	-0.2%
Private Service Producing	23,200	22,800	22,600	22,400	-0.9%	-3.4%
Trade, Transportation and Utilities	10,900	10,900	10,800	10,700	-0.9%	-1.8%
Wholesale Trade	1,900	2,000	2,000	2,000	0.0%	5.3%
Retail Trade	7,300	7,300	7,200	7,100	-1.4%	-2.7%
Food and Beverage Stores	1,100	1,100	1,000	900	-10.0%	-18.2%
General Merchandise Stores	2,500	2,300	2,300	2,300	0.0%	-8.0%
Residual-Miscellaneous Store Retailers	3,700	3,900	3,900	3,900	0.0%	5.4%
Transportation, Warehousing and Utilities	1,700	1,600	1,600	1,600	0.0%	-5.9%
Information	400	400	400	400	0.0%	0.0%
Financial Activities	1,400	1,200	1,200	1,200	0.0%	-14.3%
Finance and Insurance	900	700	700	700	0.0%	-22.2%
Real Estate and Rental and Leasing	500	500	500	500	0.0%	0.0%
Professional and Business Services	2,800	2,500	2,500	2,500	0.0%	-10.7%
Educational and Health Services	2,900	3,000	3,000	2,900	-3.3%	0.0%
Leisure and Hospitality	3,500	3,500	3,400	3,400	0.0%	-2.9%
Food Services and Drinking Places	3,000	3,100	3,000	3,000	0.0%	0.0%
Residual-Arts, Entertainment, and Recreation	500	400	400	400	0.0%	-20.0%
Other Services	1,300	1,300	1,300	1,300	0.0%	0.0%
Government	17,200	19,100	19,100	17,900	-6.3%	4.1%
Federal Government	2,100	2,200	2,200	2,200	0.0%	4.8%
State and Local Government	15,100	16,900	16,900	15,700	-7.1%	4.0%
State Government	2,800	2,900	2,900	2,900	0.0%	3.6%
Local Government	12,300	14,000	14,000	12,800	-8.6%	4.1%

Note 1: Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike.

Note 2: Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike.

Effective with the release of the February data on March 21, 2008, we will be releasing revised monthly labor force data for the previous month.

These data are produced by the Labor Market Information Division of the California State Employment Development Department (EDD). Questions should be directed to: Barbara Ruehl at 619/266-4220 or Joe Briceno at 909/481-6214.

These data, as well as other labor market data, are available via the Internet at http://www.labormarketinfo.edd.ca.gov. If you need assistance, please call (916) 262-2162.

#####

Valerie Rodgers

From: nancy.kizziah@imperial.courts.ca.gov
Sent: Monday, November 10, 2008 9:24 AM
To: Frances Beope; Valerie Rodgers
Subject: Court Certification Plan Graduates

As you know, we have three supervisors, Maria Rhinehart, Nocona Soboleski, and Jennifer Bolin, who have completed the Court Certification plan. A celebration is planned for Thursday, November 13, at 4:30 p.m. at the Courthouse. The exact courtroom to be used for the celebration will be determined later. We are sending this email to invite you to attend this event if your schedules permit.

We are pleased to have these employees complete this program and are delighted to continue our Court Certification Program at IVC.

Nancy Kizziah
Staff Development Specialist

Internal Virus Database is out-of-date.
Checked by AVG Free Edition.
Version: 7.5.488 / Virus Database: 269.14.5/1058 - Release Date: 10/8/2007 4:54 PM

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Business Division* **DATE:** *February 2007*

COURSE TITLE: *Introduction to Information Systems* **COURSE NO.:** *CIS 101)* **UNITS:** *3*

LEC HRS. *3* **LAB HRS.** _____ **HRS.** TBA

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

An introductory course designed to teach the basic understanding of computer information systems, survey computer hardware and software, and give the student hands on experience on common business applications. (CSU) (Formerly CIS 1)

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

_____ Course must be taken on a "letter-grade" basis only.

x Course may be taken on a "credit" basis or for a letter grade.

_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to

1. recognize the impact of computers on society.
2. identify and use common types or input/output devices and discuss new technology devices.
3. be able to explain the basic functions of the central processing unit.
4. describe types and functions of operating systems and demonstrate operating system software commands.
5. be able to explain the use of various computer storage media.
6. be able to identify and describe activities involved in designing and developing computer programs.
7. demonstrate knowledge of word processing, spreadsheet and database applications.
8. explain the procedures for system analysis and the steps involved in system design.
9. explain how users transmit data over networks.
10. locate an evaluate resources available on the Internet and use E-Mail.

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Presentation of the impact of computers on society	5%
2. Input and output devices and identification of common problems	10%
3. Components and functions of the central processing unit.	10%
4. Computer operating system software.	10%
5. Computer storage media.	10%
6. Computer programming language and programming process.	10%
7. Word processing, spreadsheet and data base applications.	20%
8. System analysis and system design.	5%
9. Telecommunications.	10%
10. Internet and the World Wide Web.	10%
11. Total.	100%

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay		**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	X
Skill Demonstration	X	**Objective**	X	**Quizzes**	X
Other					

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual	X	**Group Activity**		**Lab Activity**	X
Computer Assisted Instruction	X	**Individual Assistance**	X	**Simulation/ Case Study**	X

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. X

Other May be offered as distance education course hybrid or fully online.

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Shelly, Gary B. and Cashman, Thomas J. and Vermaat, Misty E., *Discovering Computers 2007, a Gateway to Information, Web Enhanced - Complete*, Boston, MA, Thomson Course Technology, 2007.

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Business Division* **DATE:** *May 2005*

COURSE TITLE: *Microsoft Word* **COURSE NO.:** *CIS 120 (Formerly CIS 32A)* **UNITS:** *1*

LEC HRS. 1 **LAB HRS.** _____ **HRS. TBA** _____

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

Hands-On practice with Microsoft Word processing software using a windows environment. The course is designed for beginners and will focus on document creation including multi-page documents; basic editing and text enhancement; line and page formatting; cut, copy, and paste, spell check and thesaurus.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

_____ Course must be taken on a "letter-grade" basis only.

_____ Course may be taken on a "credit" basis or for a letter grade.

X Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. *Demonstrate knowledge of the basic concepts needed to use the word processing program.*
2. *Crate, move cursor through text, save and print documents.*
3. *Open and edit a document.*
4. *Demonstrate knowledge of basic text formatting, including margins, tabs, page breaks, justification, and line spacing*
5. *Demonstrate use spell check, and envelope.*
6. *Enhance text appearance using bold, italics, underline, center, and flush right.*
7. *Cut, copy, past, drop and drag text.*
8. *Create multi-page documents using page numbering, headers and footers, and font screens.*
9. *Crate footnotes and endnotes, and demonstrate knowledge of thesaurus and Grammatik features.*

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. *Introduction to the word processing package.*	*10%*
2. *Creating, saving, and printing.*	*10%*
3. *Opening, editing, undo, and undelete.*	*10%*
4. *Formatting documents.*	*15%*
5. *Spell check and envelops.*	*10%*
6. *Enhancing text appearance.*	*15%*
7. *Editing features.*	*10%*
8. *Multi-page documents.*	*10%*
9. *Footnotes, endnotes, thesaurus, and Grammatik.*	*10%*
Total	*100.00%*

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay		**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	
Skill Demonstration	X	**Objective**		**Quizzes**	X
Other					

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual	X	**Group Activity**	X	**Lab Activity**	X
Computer Assisted Instruction	X	**Individual Simulation/ Assistance**	X	**Case Study**	

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. _____

Other *x (or may be offered as distance education course hybrid or fully on-line)*

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Cram, Carol. *Microsoft Word 2002*. Thomson Learning 2002.

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Business Division*

DATE: *May 2005*

COURSE TITLE: *Microsoft Word* COURSE NO.: *CIS 121 (Formerly CIS 32B)* UNITS: *1*

LEC HRS. 1 LAB HRS._____ HRS. TBA _____

If cross-referenced, please complete the following

COURSE NO.(s) _____ COURSE TITLE _____

I. COURSE/CATALOG DESCRIPTION:

Hands-On practice with Microsoft Word processing software using a windows environment. The course is a continuation of CIS 120 (Formerly CIS 32A), Word Processing: Microsoft Word for Windows and will focus on editing and formatting features including multiple windows and documents, managing files, tables, columns, merge, labels, sort and graphics.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

_____ Course must be taken on a "letter-grade" basis only.

_____ Course may be taken on a "credit" basis or for a letter grade.

X Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. *Demonstrate ability to work with multiple windows and multiple documents.*
2. *Demonstrate knowledge of file management, which will include backup and purging, as well as creating and using directories.*
3. *Crate and edit a table.*
4. *Format text using newspaper and parallel style text columns.*
5. *Crate primary and secondary files and merge them as well as sort files using line and field methods.*
6. *Crate a label form and work with envelopes.*
7. *Create documents using graphic borders, graphic lines, and boxes.*
8. *Crate documents using text art and graphic images.*
9. *Define and use macros.*

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Multiple windows/multiple documents.	*10%*
2. Managing files.	*10%*
3. Tables.	*15%*
4. Columns.	*10%*
5. Merge.	*10%*
6. Labels	*10%*
7. Graphic borders, lines and boxes.	*10%*
8. Tex art and graphic images.	*15%*
9. Macros	*10%*
Total	*100.00%*

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay		**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	
Skill Demonstration	X	**Objective**	X	**Quizzes**	X
Other	X				

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual	X	**Group Activity**	X	**Lab Activity**	X
Computer Assisted Instruction	X	**Individual Assistance**	**Simulation/** X	**Case Study**	

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. _____

Other *x (or may be offered as distance education course hybrid or fully on-line)*

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Cram, Carol. *Microsoft Word 2002.* Thomson Learning 2002

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Business Division* **DATE:** *April 2006*

COURSE TITLE: *Excel* **COURSE NO.:** *CIS 124 (Formerly CIS 37A)* **UNITS:** *1*

LEC HRS. 1 **LAB HRS.**_____ **HRS. TBA** _____

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

A beginning course in the creation and use of spreadsheet applications including: templates, spreadsheets, and beginning graphic presentation.

II. A. PREREQUISITES, if any:

None

B. COREQUISITES, if any:

None

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

_____ Course must be taken on a "letter-grade" basis only.

X Course may be taken on a "credit" basis or for a letter grade.

_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. Demonstrate knowledge of the purposes and uses of electronic worksheets.
2. Create an application worksheet and improve the worksheet's appearance.
3. Use calculating formulas and functions to produce a worksheet.
4. Manage documents, files, spreadsheets, and windows.
5. Demonstrate editing functions o a worksheet.
6. Demonstrate use of graphic presentations.

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Purpose of worksheets and how they are created.	10%
2. Descriptions of menus and their application in producing a worksheet.	20%
3. Procedure for editing a worksheet.	15%
4. Procedure for saving and printing worksheets.	15%
5. How to format data and use formulas and functions to produce a worksheet.	15%
6. Procedure for creating graphic worksheet presentations.	25%

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay		**Class Activity**	X	**Written Assignments**	
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	
Skill Demonstration	X	**Objective**	X	**Quizzes**	X
Other					

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual	X	**Group Activity**	X	**Lab Activity**	
Computer Assisted Instruction		**Individual Assistance**	X	**Simulation/ Case Study**	X
Online X					

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. _____

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Reding. Microsoft Excel 2003: Basic. Thomson Learning. 2003

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE

COURSE OUTLINE

DIVISION: *Business Division* **DATE:** *April 2006*

COURSE TITLE: *Excel* **COURSE NO.:** *CIS 125 (formerly CIS 37B)* **UNITS:** *1.0*

LEC HRS. 1 **LAB HRS.** ___ **HRS. TBA** ___

If cross-referenced, please complete the following:

COURSE NO. (s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

This is a sequence to the CIS 124 (formerly CIS 37A) course. This course develops expertise in worksheet applications, teaches use of graphic presentations, develops database use and includes macros. (CSU) (Formerly CIS 37B)

II. A. PREREQUISITES, if any:

None

B. COREQUISITES, if any:

None

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

_____ Course must be taken on a "letter-grade" basis only.
__X__ Course may be taken on a "credit" basis or for a letter grade.
_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. ***Demonstrate knowledge of worksheet creation, menus, and command structure.***
2. ***Use formulas and functions, edit, save, and print electronic worksheets.***
3. ***Produce advanced graphic presentations of electronic worksheets.***
4. ***Create and edit a database and demonstrate efficiently the use of a database.***
5. ***Sort, search, and extract data.***
6. ***Produce tables and demonstrate use of special features.***
7. ***Demonstrate working with and linking multiple documents.***
8. ***Demonstrate use of macros in spreadsheet applications.***

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. *Review of worksheet creation, menus, and commands.*	*10%*
2. *Use of formulas and functions, editing worksheet data, saving files, and use of printing features.*	*15%*
3. *Graphic presentations using worksheet data.*	*15%*
4. *Database creation and use in worksheet applications.*	*15%*
5. *Database sorting, searching, and extraction of data.*	*15%*
6. *Table production, editing, saving, and printing.*	*10%*
7. *Working with multiple and linked documents.*	*10%*
8. *Preparation and use of macros within spreadsheets.*	*10%*

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay	____	**Class Activity**	X	**Written Assignments**	____
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	____
Skill Demonstration	X	**Objective**	X	**Quizzes**	X
Other	____				

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual	X	**Group Activity**	____	**Lab Activity**	X
Computer Assisted Instruction	X	**Individual Assistance**	**Simulation/** X	**Case Study**	____
On-Line	____				

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. ____

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Wermers, Lynn. ***Microsoft Excel Intermediate.*** *Thomson Learning 2002.*

IMPERIAL COMMUNITY COLLEGE DISTRICT

IMPERIAL VALLEY COLLEGE

COURSE OUTLINE

DIVISION: *Business Division* **DATE:** *October 2004*

COURSE TITLE: *Business Communication* **COURSE NO.:** *Business 260(Formerly BUS 42)* **UNITS:** *3.0*

LEC HRS. *3* **LAB HRS.** _____ **HRS. TBA**

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE**

I. COURSE/CATALOG DESCRIPTION:

This course will teach the principles of effective communication applied to business letters, memos, and analytical reports. It includes the organization, writing, and presentation of business documents and incorporates the basic principles of speaking effectively for business.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

Recommended preparation: English 100(Formerly English 2B) and word processing skills.

III. GRADING CRITERIA:

___ Course must be taken on a "letter-grade" basis only.
X Course may be taken on a "credit" basis or for a letter grade.
___ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. *Demonstrate knowledge about interpersonal, group, and organizational communication.*

2. *Identify challenges of communicating with people from other cultures, explain how culture affects communication effectiveness, identify what electronic tools can do for the manager, and analyze ethical*

3. *Demonstrate knowledge of the writing process including determining the purpose and channel for the message, envisioning the audience, adapting the message to the reader, organizing the message using appropriate strategy, writing the first draft,* revising, and proofreading.

4. *Write routine, good news, bad news and persuasive business letters, memorandums, and e-mail messages that are clear, tactful and free of distracting errors using word processing software.*

5. *Write a resume and application letter as well as organize and conduct a mock interview.*

6. *Write an analytical business report using primary and secondary research, integrating graphics, and using an acceptable format and writing style which demonstrates knowledge of the formal report-writing process.*

7. *Develop and present oral reports.*

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Communication Foundation	*5%*
2. Critical Factors Influencing Communication Effectiveness	*10%*
3. The Writing Process	*10%*
4. Communicating through Letters, Memorandums and E-Mail Messages	*25%*
5. Communicating About Work and Jobs	*10%*
6. Communicating Through Reports	*25%*
7. Oral Communication	*15%*
Total	*100%*

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay	X	**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	X
Skill Demonstration	X	**Objective**		**Quizzes**	
Other					

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual	X	**Group Activity**		**Lab Activity**	
Computer Assisted Instruction		**Individual Assistance**	**Simulation/**	**Case Study**	X

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. _____

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Text:

Guffey, Mary Ellen. *Business Communication: Process and Product*. 4th Edition. Ohio: Thomson Learning, 2003

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Business* **DATE:** *October 2004*

COURSE TITLE: *Business and the Legal Environment* **COURSE NO.:** *Bus 126(Formerly Bus 5)* **UNITS:** *3.00*

LEC HRS. *3.00* **LAB HRS.** _____ **HRS. TBA** _____

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

An introduction to the legal environment of business. The following topics are covered: sources of the law, judicial systems, administrative law and governmental regulation, crimes and torts, protection of intellectual property, contracts, commercial paper, agency, labor law, legal forms of business organization, securities regulation, consumer and environmental law, warranties and product liability, bankruptcy, real property law and international law. Collaborative learning and the team approach are used in doing the legal research, reading and understanding court opinions and writing brief of cases.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

_____X_____ Course must be taken on a "letter-grade" basis only.

_____ Course may be taken on a "credit" basis or for a letter grade.

_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. *Define law.*
2. *Identify sources of the law.*
3. *Describe the impact of the Constitution on business and write a report.*
4. *Describe courts, judicial process, and alternative resolution of disputes.*
5. *Recognize crimes and criminal procedure.*
6. *Recognize business and individual torts.*
7. *Recognize the impact of law on computer technology.*
8. *Explain how intellectual property is protected.*

9. ***Recognize the role of ethics and social responsibility in the world of business.***
10. ***Explain the role of Administrative Agencies, Administrative Law and anti-trust law.***
11. ***Explain the various classifications of contracts.***
12. ***Explain the requirements needed to have a valid contract.***
13. ***Explain the kinds of commercial paper, parties, and negotiability.***
14. ***Student will explain the relationships between Principal and Agent.***
15. ***Student will explain how an agency is terminated.***
16. ***Describe the various laws that affect the labor-management relationships.***
17. ***Identify the various forms of legal forms of business organization and franchising.***
18. ***Describe the elements of securities regulation.***
19. ***Explain the laws that protect business and consumers from unfair and deceptive trade practices.***
20. ***Describe environmental law.***
21. ***Explain theory of product liability.***
22. ***Explain implied warranties and limited warranties under federal law.***
23. ***Describe bankruptcy law, bankruptcy court, and the various proceedings.***
24. ***Explain the nature of real property and real estate law.***
25. ***Explain the fundamentals of international law.***
26. ***Identify the methods that facilitate international commercial transactions.***
27. ***Student will explain legal principles and doctrines followed in resolving international commercial disputes.***
28. ***Collaborate with other student in doing legal research, in reading and understanding court opinions, and writing brief of cases.***

Definition of law.	*1 hour*
Source of the law.	*1 hour*
Impact of the U.S. Constitution on business.	*1 hour*
Court systems, Judicial Process and Alternative Resolution methods	*6 hours*
Crimes and criminal procedures.	*2 hours*
Business and individual torts	*3 hours*
Impact of the law on computer technology.	*2 hours*
Protection of intellectual property.	*2 hours*
Ethics and social responsibility.	*2 hours*
Administrative Agencies, Administrative Law and anti-trust law.	*1 hour*
Classification of Contracts.	*1 hour*
Requirements needed to have a valid contract.	*2 hours*
Kinds of commercial paper, parties, and negotiability.	*3 hours*
Relationships between Principal and Agent.	*1 hour*
Agency termination.	*1 hour*
Laws that affect labor management relationships.	*2 hours*
Legal forms of business organization and franchising.	*3 hours*
Elements of securities regulation.	*3 hours*
Laws that protect businesses and consumers from unfair and deceptive practices.	*2 hours*
Environmental law.	*1 hour*
Product Liability Theory.	*1 hour*
Implied warranties and limited warranties under Federal Law.	*2 hours*
Bankruptcy law, bankruptcy court and proceedings.	*3 hours*
Real property and real estate law.	*3 hors*
Fundamentals of international law.	*1 hour*
Methods that facilitate international commercial transactions.	*1 hour*
Legal principles and doctrines followed in resolving international commercial disputes.	*1 hour*
Explaining team approach and collaborative learning techniques in doing legal research and writing briefs.	*1 hour*

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay	X	**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	X
Skill Demonstration	X	**Objective**	X	**Quizzes**	X
Other					

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	
Audio Visual	X	**Group Activity**	X	**Lab Activity**	
Computer Assisted Instruction	X	**Individual Simulation/ Assistance**	X	**Case Study**	X

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit.

Other _____

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Cross. *West's Legal Environment of Business.* 5th Edition. Southwestern: Thomson Learning.

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Business* **DATE:** *September 2004*

COURSE TITLE: *Human Relations in Management* **COURSE NO.:** *Bus 136 (Formerly Bus 7)* **UNITS:** *3.00*

LEC HRS. 3.00 **LAB HRS.** _____ **HRS. TBA** _____

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

Study of Human Relations as they apply to management. Topics covered include model of organization behavior social systems and organizational culture, communications management, motivation, performance appraisal, employee attitudes and their effects, leadership and supervision, nature of participation, interpersonal dynamics, management of change organizational development ethics, social responsibility, labor relations, equal employment opportunity, stress and counseling. Collaborative learning, team-building approaches are employed to enhance interpersonal skills.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

_____ Course must be taken on a "letter-grade" basis only.

_____x_____ Course may be taken on a "credit" basis or for a letter grade.

_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. ***Describe the models of organizational behavior.***
2. ***Describe social systems and organizational culture.***
3. ***Demonstrate communications management techniques.***
4. ***Explain the mainsprings of motivation and how to motivate employees.***
5. ***Explain the performance appraisal process and importance of regard systems.***
6. ***Describe employee attitudes and their effects.***
7. ***Explain the roles of leadership and management in Human Relations.***
8. ***Explain the nature and uses of participation for the purpose of acquiring information.***
9. ***Explain the importance of interpersonal dynamics.***
10. ***Engage in collaborative learning, team building, and skill-building exercises and case studies to enhance interpersonal skills.***
11. ***Explain how to manage change.***

12. *Describe the organizational development process.*
13. *Explain he classical approach to organizational change.*
14. *Explain the role of ethics and social responsibility in an organization.*
15. *Describe the importance of the concept of quality of life work and sociotechnical system.*
16. *Explain the steps involved in working with unions.*
17. *Explain the concept of equal employment opportunity.*
18. *Describe stress reduction and counseling techniques.*

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. *Models of organizational behavior.*	6%
2. *Social systems and organizational culture.*	6%
3. *Communications management techniques.*	6%
4. *Mainsprings of motivation and employee motivation.*	6%
5. *Performance appraisal and reward systems.*	6%
6. *Employee attitudes and their effects.*	6%
7. *Roles of leadership and management in human relations.*	6%
8. *Nature and uses of participation to acquire information.*	4%
9. *Interpersonal dynamics.*	3%
10. *Collaborative learning and team-building dynamics.*	3%
11. *Managing change.*	6%
12. *Organizational development process.*	5%
13. *Classical approach to organizational change.*	6%
14. *Ethics and social responsibility.*	6%
15. *Quality of life work concept and sociotechnical systems.*	4%
16. *Working with labor unions.*	6%
17. *Equal employment opportunity.*	6%
18. *Stress education and counseling techniques.*	6%

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay	X	**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	X
Skill Demonstration		**Objective**	X	**Quizzes**	X
Other					

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Demonstration**	X
Audio Visual		**Group Activity**	X	**Lab Activity**	
Computer Assisted Instruction		**Individual Assistance**	**Simulation/**	**Case Study**	

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. Other _____

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Robert, Lussier. ***Human Relations in Organizations***. 6th Edition
Blenchard. ***Gung Ho!***

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Business Division* **DATE:** *November 2007*

COURSE TITLE: *Civil Procedures and Discovery* **COURSE NO.:** *LEGL 119* **UNITS:** *3*

LEC HRS. 54 **LAB HRS.** _____ **HRS. TBA** _____ Quota: 35
If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

COURSE/CATALOG DESCRIPTION: This course covers theory, concept, and rules of civil procedures. It includes types of evidence, prima facie cases, rules governing witness testimony, federal and state court systems, procedure for the removal of state court actions for transfer to the federal court system, initiation of federal and state court actions, remedies available under law and equity, alternative dispute resolution methods, drafting and filing complaints, answers, counterclaims, pre-trial motions, and in-court trial procedures. It also provides an examination of the rules of civil evidence and the admissibility of evidence, depositions, interrogations, admissions, notices to produce, and related rules of discovery and evidence. (CSU)

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any: *Engl 101, Reading and Composition. In addition, students are expected to have a basic familiarity with computer terms, to be able to use applications such as word processing, spreadsheets, and email, and to do online research. These skills can be learned in CIS 100 Computer Literacy.*

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

X Course must be taken on a "letter-grade" basis only.

_____ Course may be taken on a "credit" basis or for a letter grade.

_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":
Student will be able to:

1. *Discuss the theory and concept of evidence.*
2. *Identify the sources of the rules of evidence.*
3. *Describe the elements of admissible evidence.*
4. *Identify types of evidence.*
5. *Discuss the various rules of evidence.*
6. *Explain the process of proving a prima facie case [suit in repleven] and the step-by-step procedure for settling the case.*
7. *Identify the two major rules governing witness testimony.*
8. *Review the federal court system.*
9. *Define jurisdiction.*
10. *Explain the types of jurisdiction under federal rules of civil procedure.*
11. *Explain the procedure for the removal of a state court action [for transfer] to the federal court system.*
12. *Describe the step-by-step procedure to initiate a federal court action.*
13. *Describe the state court system.*

14. *Describe the step by step procedure to initiate a state court action.*
15. *Identify the basic causes of action at law [lawsuits].*
16. *Describe the various remedies that are available under law and equity.*
17. *Review alternative dispute resolution methods.*
18. *Describe the duties of a legal assistant [paralegal] in determining and creating capacity to sue.*
19. *Draft a complaint.*
20. *Explain the procedure for filing a complaint.*
21. *Recognize the chronology of pre-trial practice and procedure.*
22. *Explain the purpose of the answer and counterclaim.*
23. *Draft an answer and counterclaim.*
24. *Demonstrating knowledge of filing an answer and counterclaim [specified time].*
25. *Identify various pre-trial procedures.*
26. *Recognize in-court trial procedures.*
27. *Describe the role of the legal assistant [paralegal] in complex litigation employing electronic support systems*
28. *Demonstrate understanding of civil discover, including modern law of evidence; California evidence code; meaning of evidence and proof; conflict of laws*
29. *Describe exclusion of illegally obtained evidence including nature of problems; in federal courts; in California courts; identify what constitutes unreasonable search and seizure; define interception of communications.*
30. *Analyze burden of proof and presumptions, including the two burdens; allocation of burden of producing evidence, civil case; allocation of burden of proof, civil cases; burdens in determining preliminary facts; degree of measure of proof; nature and effect of reputable presumptions; presumptions affecting burden of producing evidence; presumptions affecting burden of proof; former presumptions not restated as presumptions; presumptions not in evidence code; res ipsa liquitur; inconsistent presumptions; conclusive presumptions.*
31. *Describe judicial notice, inducing compulsory judicial notice; optional judicial notice; procedure.*
32. *Describe circumstantial evidence, including direct and circumstantial evidence; relevancy and materiality; particular kinds of circumstantial evidence; evidence involving undue prejudice; other evidence affected by extrinsic policies.*
33. *Define the opinion rule, including opinion of lay witnesses; expert evidence; opinion on ultimate issue.*
34. *Define the hearsay rule, including nature and scope of rule; statements not within the rule; exceptions to the rule.*
35. *Analyze demonstrative, experimental and scientific evidence, including evidence of experiment; evidence of chemical and physical tests.*
36. *Analyze documentary evidence, including authentication; secondary evidence; official writings affecting property; the parole evidence rule.*
37. *Outline the procedures for witnesses, including attendance and compensation; competency; privilege (in general); particular privileges.*
38. *Analyze discovery and producing of evidence, including depositions; interrogatories to adverse parties; inspection of adverse party's records and things; physical and mental examinations; request for admissions; subpnea duces tecum; enforcement of right to discovery; protections against improper discovery proceedings.*
39. *Demonstrate knowledge of introduction of evidence at trial, including powers and functions of trial judge; jury's determination of credibility and weight; introduction of documentary evidence; introduction of demonstrative evidence; introduction of depositions; oral examination (form of questions and answer's) direct examination (special problems): cross-examination: impeachment (attach on credibility); redirect and recross-examination; objects to inadmissible evidence; exclusion of admissible evidence (offer of proof).*

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	Approx. % of course hours
1. *Theory and concept of evidence.*	2
2. *Sources of the rules of evidence.*	2
3. *Elements of the rules of evidence.*	3
4. *Types of evidences.*	3
5. *Rules of evidence.*	3
6. *Process of proving prima facie case [suit in repleven] and settlement.*	3
7. *Two major rules governing witness testimony.*	2

8. Federal court system.	2
9. Definition of jurisdiction.	2
10. Types of jurisdiction.	2
11. Procedure for removal of state court action [for transfer] to the federal court system.	2
12. Procedure for initiating a federal court action.	2
13. State court system.	2
14. Procedure for initiating a state court action.	2
15. Basic causes of action at law [lawsuits].	2
16. Remedies available under law and equity.	2
17. Alternative dispute resolution methods.	2
18. Duties of legal assistant in determining and creating capacity to sue.	3
19. Drafting complaints.	3
20. Procedure for filing a complaint.	3
21. Chronology of pre-trial practice and procedure.	3
22. Purpose of the answers and counterclaims.	3
23. Drafting answers and counterclaims.	3
24. Filing answers and counterclaims.	3
25. Drafting various pre-trial motions [concerning pleadings]	2
26. In-court procedures.	2
27. Role of legal assistant in complex litigation employing electronic support systems	2
28. Introduction to civil discovery	2
29. Exclusion of illegally obtained evidence	3
30. Burden of proof and resumptions	3
31. Judicial notice	3
32. Circumstantial evidence	3
33. The opinion rule	3
34. The hearsay rule	3
35. Demonstrative, experimental and scientific evidence	3
36. Documentary evidence	3
37. Witnesses	3
38. Discovery and producing of evidence	3
39. Introduction of evidence at trial	3
	100

VI. **METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:** (check all that apply)

Essay		**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	
Skill Demonstration	X	**Objective**		**Quizzes**	X
Other	X				

VII. **INSTRUCTIONAL METHODOLOGY:** (Check all that apply)

Lecture	X	**Discussion**	X	**Skill Demonstration**	X
Audio Visual	X	**Group Activity**	X	**Lab Activity**	
Computer Assisted Instruction		**Individual Assistance**	X	**Simulation/ Case Study**	X

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. X

Other _____

VIII. **TEXTBOOK(S) AND SUPPLEMENT(S):**

Text

California Civil Practice Statutes and Rules Annotated, California Desktop Codes, 2007.

IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE

DIVISION: *Business Division* **DATE:** *November 2007*

COURSE TITLE: *Legal Research* **COURSE NO.:** *LEGL 121* **UNITS:** *3*

LEC HRS. *54* **LAB HRS.** _____ **HRS. TBA** _____ Quota: 35

If cross-referenced, please complete the following

COURSE NO.(s) _____ **COURSE TITLE** _____

I. COURSE/CATALOG DESCRIPTION:

This course provides an introduction to legal research and writing, including a comprehensive working knowledge and understanding of legal research materials and tools. The course covers the traditional and basic methods of legal research, sources of applicable statutory law and case law information, including use citations and computerized legal search systems. Students will learn to develop research strategies and to write legal memoranda and briefs. (CSU)

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

Engl 101, Reading and Composition. In addition, students are expected to have a basic familiarity with computer terms, to be able to use applications such as word processing, spreadsheets, and email, and to do online research. These skills can be learned in CIS 100 Computer Literacy.

III. GRADING CRITERIA:

X Course must be taken on a "letter-grade" basis only.

_____ Course may be taken on a "credit" basis or for a letter grade.

_____ Course must be taken on a "credit" basis only.

IV. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Student will be able to:

1. *Describe the basic methods of legal research using books [traditional].*
2. *Identify the sources for determining applicable statutory law [primary].*
3. *Identify the sources for obtaining case law information [primary]*
4. *Explain the process for checking court decisions using citations.*
5. *Explain how to use the uniform system of citation.*
6. *Prepare a legal memorandum.*
7. *Explain how to use a computerized citing system.*

8. *Demonstrate how to use a whole text retrieval system.*
9. *Explain how to use a computerized legal search system.*
10. *Describe how to use a database system for case verification and cite checking.*
11. *Define crime.*
12. *Discuss the elements [actus reus] that must exist to be charged with having committed to a crime.*
13. *Explain the three basic categories of crimes.*
14. *Describe the various types of crimes.*
15. *Discuss the defenses that can be raised against criminal liability.*
16. *Prepare the various pre-trial motions [documentation] that are filed in criminal cases.*
17. *Discuss pre-trial discovery [criminal case] using depositions that are in keeping with the various federal rules of criminal procedures and state rules.*
18. *Discuss the legal assistant's [para-legal's] role in the jury selection process [voir dire examination].*
19. *Describe the criminal preparation procedures [documentation].*
20. *Identify the various types of witnesses that are called to testify in a criminal trial.*
21. *Describe special jury instructions when necessary [documentation].*
22. *Describe opening and closing arguments [documentation].*
23. *List the step-by-step post-trial proceedings when a guilty verdict is returned by a jury.*
24. *Demonstrate knowledge of preparing and filing [within a specified time] notice of appeal, requests with the appropriate courts for record during trial, court reporter's transcripts, copies of all motions filed, and jury instructions.*

V. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
1. Basic methods of legal research using books [traditional]	5%
2. Sources for determining applicable statutory law [primary]	5%.
3. Sources for obtaining case law information [primary]	5%.
4. Checking court decisions using citations.	5%.
5. Use of uniform system of citation.	3%
6. Legal memorandum preparation.	11%
7. Use of a computerized automatic citing system.	3%.
8. Use of a whole text retrieval system.	4%.
9. Use of a computerized legal search system.	4%.
10. Use of a database system for case verifications and cite checking.	4%.
11. Definition of crime.	2%
12. Elements that must exist to be charged with having committed a crime.	2%
13. Three basic categories of crimes.	2%
14. Types of crimes.	5%.

15. Defenses that can be raised against criminal liability.	*4%.*
16. Pre-trial motions filed in criminal cases.	*11%.*
17. Pre-trial discovery using depositions.	*3%.*
18. Legal assistant's role in jury selection process [voir dire examination]	*2%.*
19. Criminal preparation procedure [documentation].	*2%.*
20. Types of witnesses.	*2%.*
21. Special jury instructions [documentation].	*2%.*
22. Opening and closing arguments [documentation].	*2%.*
23. Step-by-step post trial proceedings when guilty verdict is returned.	*5%*
24. Preparation and filing of notice of appeal, requests for documents from courts.	*7%.*
Total	*100.00%*

VI. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS: (check all that apply)

Essay	X	**Class Activity**	X	**Written Assignments**	X
Problem Solving Exercise	X	**Final Exam**	X	**Oral Assignments**	
Skill Demonstration	X	**Objective**		**Quizzes**	X
Other					

VII. INSTRUCTIONAL METHODOLOGY: (Check all that apply)

Lecture	X	**Discussion**	X	**Skill Demonstration**	X
Audio Visual	X	**Group Activity**	X	**Lab Activity**	
Computer Assisted Instruction		**Individual Assistance**	X	**Simulation/ Case Study**	X

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit. X

Other _____

VIII. TEXTBOOK(S) AND SUPPLEMENT(S):

Text

Smith, *Legal Research and Writing,* Thompson Learning, Third Edition, 2004.