

program. Identify means of collecting data annually to report the number of students that sit for and attain the certification.

XI. TEXTBOOK REFERENCE, EQUIPMENT, AND SUPPLIES

A. Required Textbook(s)

When considering a change of textbook, attach a certification of the number of existing books from the GCC bookstore. (Appendix E)

List the required textbook for the course. The textbook reference must include the complete citation; use correct bibliographical form. The ISBN number must be added. The phrase "or latest edition" may allow your department to order newer editions of the textbook without submitting a Non-substantive revision form.

Supplemental student references must also be listed. Example of format: Jones, J. (2008). *Essentials of Electronics*. San Francisco, CA: Mosby.

B. Reference(s) and Bibliography

List instructional references to be used by the instructor and provide a bibliography for further study by students.

C. Equipment/Facilities

List necessary equipment or specialized facilities needed for the course.

D. Instructional Supplies

Other than regular teaching supplies, e.g. pens, paper, etc., list any supplies needed by the instructor and/or student. Specify whether the student provides the items. Are student costs for the items reflected in the Course Curriculum (VII. I. Cost to Students).

E. Indicate whether or not your Advisory Committee reviewed and concurred with the materials used for this course and write comments if applicable. Attach Advisory Committee minutes to support proposed curriculum change for all Career and Technical Education (CTE) and Adult Education curriculum