COURSE OUTLINE
Palo Verde College
One College Drive, Blythe, CA 92225
(760) 921-5500

Palo Verde College

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1. **Course Information. Course Initiator: RHONDA ENTWISTLE**

Subject Area and Course Number: **NBE 072**		Course Title: **GENEALOGY: TRACE YOUR ROOTS®**		
New Course ☐ Revised ☒ Updated ☐	Static ID **C07280**		TOP Code **2299.00**	Credit Status Request **Noncredit**
Classification Code **C=Adult and Secondary Basic Education**	SAM Code **E=Non-occupational**			Course prior to college level **Y=Not applicable**
Noncredit category **C=Elementary and secondary basic skills**		Meets a unique need: Yes ☒ No ☐	Course duplicated: Yes ☐ No ☒	Demand/Enrollment Potential: Yes ☒ No ☐
Transfer request **C=Non-transferable**		Articulation request: UC ☐ CSU ☐ CSU-GE ☐ IGETC ☐ CAN ☐		

2. **Some or all aspects of this course may be delivered in a Distance Education mode: Yes ☐   No ☒**
   If checked yes, all questions pertaining to Distance Education must be answered.

3. **This course has laboratory or clinic/field hours: Yes ☒   No ☐**
   If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.

4. **This course has prerequisites, co-requisites, or advisories: Yes ☐   No ☒**
   If checked yes, please complete a Prerequisite Justification Form .

5. **Curriculum Committee Approval Date: 11/10/04**

6. **After Curriculum Committee approval, the following is to be completed by the Office of Instruction:**

TRANSFER APPROVAL STATUS		ARTICULATION APPROVAL STATUS				
Approval Pending		**Not Requested**	**Date of Submission**	**Approval Pending**	**Approval Denied**	**Date Approved**
	UC	☐		☐	☐	
	CSU	☐		☐	☐	
	CSU-GE	☐		☐	☐	
	IGETC	☐		☐	☐	
	CAN	☐		☐	☐	

CATALOG DESCRIPTION:

This self-paced, introductory course explores the process of "tracing your roots", by researching family descendants and ancestors. Students will discuss and construct family trees, ancestor charts, and family group sheets. The use and methods of print and non-print resources will be covered. This course is repeatable.

UNITS:

FACE TO FACE: **Hours Per Week: Lecture: 6** **Laboratory**: **12** **Clinic/Field:**

DISTANCE EDUCATION:

ENTRY LEVEL SKILLS, PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:

Basic computer skills are helpful, but not required.

OBJECTIVES and LEARNING OUTCOMES:
Upon successful completion of the course the student will be able to:

1. List reasons regarding the importance of finding out more about their family's descendants.
2. Use genealogy "terminology".
3. Identify and utilize several research resources to locate names of ancestors and descendants.
4. Use the Internet to locate family members.
5. Use "Family Tree Maker" and "Personal Ancestry Files" software on the computer.
6. Construct a family tree of five plus generations.

COURSE OUTLINE AND SCOPE:

1. Outline of Topics or Content:

A. Reasons for finding out more about your family's descendants.
B. The terminology of Genealogy
C. Research Methods (Print and non-print)
    1. National - Census Records, Soundex & Miracode, Vital Records, Libraries, Genealogy Centers, Obituaries, Newspapers, Journals, Cemetery Records, Land Records and Grants, Military Records.
    2. Local - Historical and genealogical societies, city Directories, county histories, maps, and newspapers.
    3. Foreign countries
D. Use of genealogical forms to assist with the research process.
E. Using the internet and genealogical computer software.

2. If a course contains laboratory or clinic/field hours, list activities or topics:

Students will do some own outreach.

3. Examples of Reading Assignments:

Teacher handouts of genealogical interest and "how-to" subjects.

4. Examples of Writing Assignments:

Students may write letters to different organizations in the family research process.

5. Appropriate Assignments to be completed outside of class:

Students may conduct interviews, place phone calls, and make field trips to research centers if further information is desired.

6. Appropriate Assignments that demonstrate critical thinking:

N/A

7. Other Assignments:

To be determined by instructor

8. Indicate any assignments that are unique to the Distance Education mode of delivery:

N/A

METHOD OF EVALUATION—FACE TO FACE:

Student Attendance and Participation, construction of a basic Family tree.

METHOD OF EVALUATION—DISTANCE EDUCATION:

N/A

METHOD OF INSTRUCTION—FACE TO FACE:

Brief lectures regarding genealogical subjects, combined with self-paced exploration of each student's family history utilizing the Internet, subject-specific computer software, and a variety of other research methods.

METHOD OF INSTRUCTION—DISTANCE EDUCATION:

N/A

REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:
This section shall include author(s), title, and current publication date of all representative materials.

Teacher-prepared listings of genealogical research organizations and computer-generated genealogical forms, along with other helpful subject handouts.

SIGNATURES:

COURSE INITIATOR: _____ **DATE:**_____

LIBRARY:_____ **DATE:**_____

CHAIR OF CURRICULUM COMMITTEE: _____ **DATE:**_____

SUPERINTENDENT/PRESIDENT: _____ **DATE:**_____