



San Bernardino
Valley College

2017-2018 Catalog Addendum



This addendum to the 2017-2018 San Bernardino Valley College Catalog offers new educational opportunities for students. These updates/revisions were approved after the 2017-2018 Catalog went to print. Although every effort has been made to ensure accuracy of the information, all students should consult with a counselor for further information.

Our Mission: San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

Page 7 in the 2017-2018 SBVC Catalog has been revised to reflect the following:

VETERANS

San Bernardino Valley College offers courses approved for Veterans Administration benefits under Title 38, Chapters 30, 31, 33, 35, 1606 of the U.S. Code. An enrollment certification will be returned to the Veterans Administration when a veteran or an eligible dependent has completed the following:

- Filed an official transcript of all previous work taken at other colleges or universities with the Records Office (These records have to be evaluated and appropriate credit granted before the student can be certified for benefits. The applicant's initial certification to the Veterans Administration will reflect the total credit granted);
- Student must see a counselor to have their program approved and to develop an education plan*. The program must be listed in the College Catalog;
- To be certified, students must enroll only in the classes listed on an education plan*.

* See "Student Success and Support Program (SSSP)" on page 10 for details.

Veterans and their eligible dependents are responsible for notifying the Veterans Administration of any changes in their academic program, in their marital or dependent status, or in their address.

NEWLY APPROVED PROGRAMS

PROGRAMS	TRANSFER DEGREE	ASSOCIATE DEGREE	STATE APPROVED CERTIFICATE	LOCALLY APPROVED CERTIFICATE	NON CREDIT
Office Technology Fundamentals					■
Baking			■		
Baking Business			■		
Professional Baking and Management		AA			

COMPUTER INFORMATION TECHNOLOGY

OFFICE TECHNOLOGY FUNDAMENTALS CERTIFICATE

This noncredit certificate prepares individuals with limited computer experience to meet the IT challenges faced in the contemporary business office. Individuals who complete this certificate will have the technical skills to work as an entry level clerk in a business office or begin a credit certificate program at a community college.

REQUIRED COURSES:		HOURS
BUSAD 601	Finding and Landing a Job	24
BUSAD 602	Working in a Business Office	36
CIT 601	Introduction to Basic Computer Skills	24
CIT 602	Microsoft Word Fundamentals	24
CIT 605	Microsoft Outlook Fundamentals	24
CIT 606	Computer Proficiency Lab	12
Choose one course below:		
CIT 603	Microsoft Excel Fundamentals	24
OR		
CIT 604	Microsoft PowerPoint Fundamentals	24
TOTAL HOURS		168

CULINARY ARTS

PROFESSIONAL BAKING AND MANAGEMENT ASSOCIATE OF ARTS DEGREE

Students who receive their degree in baking will gain the skills and knowledge to be an accomplished professional in the baking and pastry arts. Students will create hearth and specialty breads, desserts, pastry, patisserie, and confections. Students will learn about menu development, communication, food safety, and cost control. They will also take courses in management, communication and small business to gain entrepreneurial skills.

REQUIRED COURSES:		UNITS
CULART 040	Introduction to Baking	3
CULART 041	Desserts and Pastries	5.5
CULART 042	Cake Decorating	3
CULART 043	Advanced Desserts and Pastry/Chocolate/Sugar	5.5
CULART 044	Introduction to Baking Skills, Ingredients, and Technology	3
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 180	Small Business and Catering Management	5.5
CULART 201	Management of Human Resources in Hospitality	3
CULART 205	Principles of Design and Presentation	3
CULART 225	Sanitation and Safety	1
CULART 240	Procurement, Purchasing and Selection	3
CULART 275	Food, Beverage and Labor Cost Control	3
TOTAL UNITS		41.5

BAKING CERTIFICATE

The baking certificate will give students the fundamental knowledge and skills to prepare to be an accomplished professional in the baking and pastry arts. Students will create hearth and specialty breads, desserts, pastry, patisserie, and confections. Students will develop skills in menu development, communication, food safety, and cost control. They will also take courses in management, communication, and small business to gain entrepreneurial skills.

REQUIRED COURSES:		UNITS
CULART 040	Introduction to Baking	3
CULART 041	Desserts and Pastries	5.5
CULART 042	Cake Decorating	3
CULART 043	Advanced Desserts and Pastry/Chocolate/Sugar	5.5
CULART 044	Introduction to Baking Skills, Ingredients, and Technology	3
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 180	Small Business and Catering Management	5.5
CULART 201	Management of Human Resources in Hospitality	3
CULART 205	Principles of Design and Presentation	3
CULART 225	Sanitation and Safety	1
CULART 240	Procurement, Purchasing and Selection	3
CULART 275	Food, Beverage and Labor Cost Control	3
TOTAL UNITS		41.5

BAKING BUSINESS CERTIFICATE

This certificate will give students the fundamental knowledge and skills to become an accomplished professional in baking and pastry arts. Students will learn about menu development, communication, food safety, and cost control. Students will also learn about management, communication and small business to gain entrepreneurial skills.

REQUIRED COURSES:		UNITS
CULART 040	Introduction to Baking	3
CULART 041	Desserts and Pastries	5.5
CULART 044	Introduction to Baking Skills, Ingredients, and Technology	3
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 180	Small Business and Catering Management	5.5
CULART 225	Sanitation and Safety	1
CULART 240	Procurement, Purchasing and Selection	3
CULART 275	Food, Beverage and Labor Cost Control	3
TOTAL UNITS		27