

**SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL**

NEW COURSES

Course ID: HIST 110
Course Title: Introduction to Serrano Cultural Studies
Units: 3
Lecture: 3 Hours
Laboratory: None
Prerequisite: None

An introduction and general overview to Serrano culture as represented by studies and research in history, archeology, linguistics, and ethnography. Relationships with other Native Americans and European people as influences will also be explored.

Associate Degree Applicable

Effective: FA 2004

Rationale: Introduction to Serrano Cultural Studies will be one of the required courses in a Native Studies Certificate. These courses will be part of an articulation agreement with the UC system as they have been created in a joint program between SBVC, UCLA and the San Manuel community.

COURSE MODIFICATIONS

ART 185 BEGINNING WEB AND MULTIMEDIA DESIGN

Change Prerequisite To: None

Change Department Advisory To: ART 148

ART 186 INTERMEDIATE WEB AND MULTIMEDIA DESIGN

Change Prerequisite To: None

Change Department Advisory To: ART 185

Effective: FA 2004

Rationale ART courses: To reflect curriculum changes.

AUTO 064 AUTOMOTIVE ELECTRICAL

Change Title To: Automotive Electrical: Battery, Starting & Charging Systems

Change Catalog and Schedule Description To: Principles of automotive electricity and electronics systems covering batteries, charging, and starting systems. Detail topics include the use of a digital multi-meter for the analysis of series, parallel, and series-parallel circuits. This course along with AUTO 065 will prepare students for ASE A-6 certification test.

COURSE MODIFICATIONS (continued)

AUTO 065

AUTOMOTIVE BODY ELECTRICAL

Change Title To: Electrical Accessory Diagnostic

Change Catalog and Schedule Description To: Principles of automotive electricity and electronics systems covering the use of a digital multi-meter, lighting, gauges, accessories, electronics, automotive body computers and solid-state devices, and communication systems. This course along with AUTO 064 will prepare students for ASE A-6 certification test.

AUTO 068

IGNITION SYSTEMS

Change Title To: Engine Performance - Ignition Systems

Change Catalog and Schedule Description To: Principles of automotive engine performance covering general engine diagnosis, ignition system diagnosis and repair, and ignition related computerized engine controls. This course along with AUTO 069 will prepare students for ASE A-8 certification test.

AUTO 069

FUEL AND EXHAUST SYSTEMS

Change Title To: Engine Performance - Fuel and Exhaust Systems

Change Catalog and Schedule Description To: Introduction to emission controls diagnosis and repair, fuel and emission related computerized engine controls, and fuel and exhaust systems. This course along with AUTO 068 will prepare students for ASE A-8 certification test.

Effective: FA 2004

Rationale ALL AUTO courses: To conform to NATEF requirements

BIOL 140

BIOLOGY OF SEXUALLY TRANSMITTED DISEASES

Change Catalog Description To: Social, economic, psychological, medical and legal issues surrounding the sexually transmitted diseases. The pathogenesis, diagnosis and treatment of prominent sexually transmitted diseases including the impact of current biotechnology on vaccine development, treatment and diagnostics. Historical coverage of changing attitudes and measures toward control of the sexually transmitted diseases.

Change Schedule Description To: Social, economic, psychological, medical and legal issues surrounding the prominent STDs.

Effective: FA 2004

Rationale: To reflect curriculum changes.

Curriculum Meetings 11-17-03; 11-24-03; 12-08-03

Conjoint Meeting: 12-10-02 (electronic)

Board of Trustee Meeting: 01-15-04

COURSE MODIFICATIONS (continued)

BUSAD 100 INTRODUCTION TO BUSINESS

Change Catalog and Schedule Description	To:	Introduction to the fundamental concepts of business in a changing world. Includes an overview of such areas as economic systems, management, marketing, accounting, finance, ethics, ownership, organization of business, the legal aspects and regulation of business, as well as globalization.
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BUSAD 108 PERSONAL FINANCE

Change Title	To:	Personal Finance and Investments
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BUSAD 110 HUMAN RESOURCE MANAGEMENT

Change Catalog and Schedule Description	To:	A survey of the objectives, functions and practices in the management of employee relations, and the impact of employee relations on the effective achievement of the organization's goals.
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BUSAD 151 HUMAN RELATIONS

Change Catalog and Schedule Description	To:	This course provides a basic understanding of human interactions in the workplace, focusing on the roles of the individual, the group, and the organization as a whole.
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BUSAD 203 MARKETING MANAGEMENT

Change Catalog Description	To:	Actual marketing management practices are carefully reviewed and evaluated. Alternative principles and methods of effective marketing management are closely examined. Marketing management decision-making skills are developed via management simulation exercises.
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Change Schedule Description	To:	A review of marketing management practices including marketing management and the development of decision-making.
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Change Prerequisite	To:	BUSAD 103
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COURSE MODIFICATIONS (continued)

BUSAD 210	BUSINESS LAW I		
	Change Title	To:	Business Law
	Change Catalog Description	To:	Exploration of the legal environment, in which, business operates. Includes an introduction to law and legal reasoning, ethics, torts, strict and products liability, criminal law and contracts. Special emphasis is placed on acquiring a working knowledge of the rules for contracting in general and the modifications applicable under the Uniform Commercial Code for the sale of goods.
	Change Schedule Description	To:	Exploration of the legal environment, in which, business operates. Special emphasis placed on the rules for contracting in general and on the rules under the Uniform Commercial Code for the sale of goods.
	Change Department Advisory	To:	Pass a standardized test of reading comprehension at or above the twelfth grade level; Eligibility for ENGL 101

BUSAD 211	BUSINESS LAW II		
	Change Title	To:	The Legal Environment of Business
	Change Catalog Description	To:	A broad investigation of the legal environment in which business is required to operate in today's world. Includes an investigation of the different governmental entities and their jurisdictions, including the forums provided by each for conflict resolution. Focuses on the regulations in the employment, consumer protection, environmental, land-use control and real property, sole proprietorships, partnerships, corporations, antitrust, securities regulation, comparative and international law areas.
	Change Schedule Description	To:	This class entails a broad overview of the legal environment of business. Includes the areas of employment regulation, consumer protection, environmental law, land-use control, sole proprietorships, partnerships, corporations, antitrust, securities regulation, comparative and international law.
	Change Department Advisory	To:	Pass a standardized test of reading comprehension at or above the twelfth grade level; Eligibility for ENGL 101

Effective: FA 2004

Rationale BUSAD courses: To reflect curriculum changes.

COURSE MODIFICATIONS (continued)

HIST 100 HISTORY OF THE UNITED STATES: FROM COLONIAL TIMES TO THE CIVIL WAR

Change Title	To:	United States History to 1877
Change Catalog and Schedule Descriptions	To:	General survey of the history of the United States with an emphasis on political, economic, social, and cultural developments from the pre-Colonial period through the Civil War and Reconstruction period.

HIST 101 HISTORY OF THE UNITED STATES: FROM THE 1890'S TO THE PRESENT

Change Title	To:	United States History: 1865 to Present
Change Catalog and Schedule Descriptions	To:	A general survey of the history of the United States from the Reconstruction era to present times. This course will emphasize the various social, political, cultural and economic forces which shaped North American history.

HIST 137 EHTNIC MINORITIES IN UNITED STATES HISTORY

Change Title	To:	Racial and Ethnic Groups in United States History
Change Catalog and Schedule Descriptions	To:	An introduction to United States history focusing on the experiences of racial and ethnic groups that spans from the early Colonial period to present times. This course chronologically presents various racial and ethnic groups and their experiences through major social, political, economic, and cultural events in United States history. This course compares the experiences of racial and ethnic groups, such as African Americans, Native Americans, Jewish immigrants, European immigrants, Asian Americans, and Latinos throughout the establishment and development of our nation.

Effective: FA 2004
Rationale ALL HIST courses: To reflect curriculum changes.

COURSE MODIFICATIONS (continued)

NURS 109 VOCATIONAL TO PROFESSIONAL NURSE TRANSITION

Change Catalog Description To: Prepares Licensed Vocational Nurses to transition into the Registered Nursing program. Includes role transition content including: Nursing Process, Standards of Practice, and Critical Thinking in nursing. Challenge examinations covering first & second semester medical-surgical and maternity nursing content will determine eligibility for placement in the program. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE A CURRENT CALIFORNIA LVN LICENSE AND HAVE BEEN ACCEPTED INTO THE LVN TO RN NURSING PROGRAM.**

Change Schedule Description To: Prepares Licensed Vocational Nurses to transition into the Registered Nursing program. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE A CURRENT CALIFORNIA LVN LICENSE AND HAVE BEEN ACCEPTED INTO THE LVN TO RN NURSING PROGRAM.**

Effective: FA 2004

Rationale: To reflect curriculum changes.

MIS 182 INTERNET

Change Course ID To: CIT 120

Change Catalog and Schedule Descriptions To: Basics of the Internet using the World Wide Web and Netscape Navigator. Internet and the Information Superhighway provide electronic access to products, services and resources available throughout the United States and the world. (Formerly MIS 182)

Change Department Advisory To: CIT 105

OIS 081 STRATEGIES FOR SUCCESSFUL EMPLOYMENT

Change Course ID To: BUSAD 039

Change Catalog and Schedule Descriptions To: This course is designed to help students develop the skills needed to successfully seek employment, including job search strategies, career paths, cover letter and resume writing, mock interviews, job applications, and positive workplace attitudes. (Formerly OIS 081)

Change Department Advisory To: CIT 010 and CIT 009

Change Prerequisite To: None

COURSE MODIFICATIONS (continued)

OIS 100A BEGINNING KEYBOARD, PART I

Change Course ID	To:	CIT 008
Change Catalog and Schedule Descriptions	To:	Keyboard mastery and correct stroking techniques leading to maximum skill in typing. Use of speed and accuracy drills designed to develop a keyboarding speed of at least 18 words per minute. (Formerly OIS 100A)

OIS 101 INTERMEDIATE KEYBOARDING

Change Course ID	To:	CIT 013
Change Catalog and Schedule Descriptions	To:	Procedures for arranging and tabulating materials and preparing letters and business forms with an emphasis on accuracy and speed. Designed to develop a keyboarding speed of 45 words per minute for five minutes. (Formerly OIS 101)
Change Prerequisite	To:	CIT 010 or CIT 009

OIS 102 ADVANCED KEYBOARDING

Change Course ID	To:	CIT 016
Change Catalog and Schedule Descriptions	To:	Presents advanced applications of document processing that occur in modern offices including preparation of legal papers, financial reports, statistical materials, introductory desktop applications, and advanced letter production. Emphasis on skill building; producing documents with a computer; following directions; and the use of judgment and initiative in preparing documents. (Formerly OIS 102)
Change Department Advisory	To:	CIT 020
Change Prerequisite	To:	CIT 013

COURSE MODIFICATIONS (continued)

OIS 109

MACHINE TRANSCRIPTION

- Change Course ID To: CIT 032
- Change Catalog and Schedule Descriptions To: The course provides instruction and practice in document formatting, editing, proofreading, and listening as well as the preparation of industry-specific documents for transcription. (Formerly OIS 109)
- Change Prerequisite To: CIT 020
- Change Department Advisory To: CIT 031

OIS 150

LEGAL OFFICE PROCEDURES

- Change Course ID To: CIT 043
- Change Catalog and Schedule Descriptions To: Specialized training for the legal office assistant including legal terminology; legal correspondence; professional relations with employers and clients; California Codes and court rules; and preparation and handling of legal forms. (Formerly OIS 150)
- Change Prerequisite To: CIT 010 or CIT 009

OIS 163

MEDICAL OFFICE PROCEDURES

- Change Course ID To: CIT 048
- Change Catalog and Schedule Descriptions To: This course prepares students for employment as "front office" administrative medical assistants. Instruction is provided for both the traditional and technological medical environments. The course covers the medical environment and ethics. Students learn to input patient information, schedule appointments, handle billing, produce lists and reports, and handle insurance claims manually and electronically. (Formerly OIS 163)
- Change Prerequisite To: CIT 010 or CIT 009
- Change Department Advisory To: CIT 020
- Change Lecture To: 3 Hours
- Change Laboratory To: None

COURSE MODIFICATIONS (continued)

OIS 167

BEGINNING MEDICAL TERMINOLOGY

- Change Course ID To: CIT 044
- Change Title To: Medical Office Terminology
- Change Catalog and Schedule Descriptions To: The course covers the origin, correct spelling, pronunciation, meaning, and current use of medical terms and their application to medical records and reports. (Formerly OIS 167)

OIS 169

MEDICAL INSURANCE FORMS

- Change Course ID To: CIT 045
- Change Catalog Description To: A comprehensive study of various types of health insurance programs including insurance benefits, patient cost, sharing coverage, insurance terminology, and the proper handling of insurance claims in medical and dental offices. (Formerly OIS 169)
- Change Schedule Description To: A comprehensive study of various types of health insurance benefits, patient cost, insurance terminology, and the proper handling of insurance claims. (Formerly OIS 169)
- Change Department Advisory To: CIT 010 and CIT 044

OIS 173

WORD PROCESSING: MICROSOFT WORD

- Change Course ID To: CIT 020
- Change Units To: 3
- Change Laboratory Hours To: None
- Change Catalog Description To: The production of professional quality documents using Microsoft Word software including the use and design of macros, and special features such as merging, preparing labels, and making columns and tables. (Formerly OIS 173)
- Change Schedule Description To: The production of professional quality documents using Microsoft Word software including special features such as merging, sorting, and graphics. (Formerly OIS 173)
- Change Department Advisory To: CIT 010 or CIT 009

COURSE MODIFICATIONS (continued)

OIS 174A

WORD PROCESSING: ADVANCED MICROSOFT WORD

Change Course ID	To:	CIT 021
Change Units	To:	3
Change Laboratory Hours	To:	None
Change Catalog Description	To:	The production of professional quality documents using Microsoft Word's advanced features with bookmarks, annotations, macros, borders, frames, WordArt, Equation Editor, newspaper columns, styles, form templates, tables of contents, indexes, table of figures, table of authorities, charts, and hyperlinks, and preparation for Microsoft Certification exams. (Formerly OIS 174A)
Change Schedule Description	To:	The production of professional quality documents using Microsoft Word's advanced features. Prepares the student for Microsoft Certificate by enhancing and manipulating documents with special features. (Formerly OIS 174A)
Change Prerequisite	To:	CIT 020

Effective: FA 2004

Rationale ALL MIS and OIS courses: To reflect curriculum changes.

READ 100

COLLEGE ACADEMIC READING

Change Catalog Description	To:	Designed to help students improve analytical reading and critical thinking required for reading college textbooks as well as works of literature, including advanced, college-level vocabulary, comprehension improvement, the relationship of language to thinking, drawing sound inferences, distinguishing between fact and opinion, understanding bias and propaganda, and evaluation of evidence in addition to literal comprehension skills.
Change Schedule Description	To:	Designed to improve analytical reading and critical thinking as required by academic textbooks and literature, including college-level vocabulary development, comprehension, relationship of language to thinking, drawing inferences, and evaluating evidence.
Change Prerequisite	To:	Reading 015 or eligibility for Read 100 as determined through the SBVC assessment process.

COURSE MODIFICATIONS (continued)

READ 910

READING FUNDAMENTALS

Change Catalog and Schedule Descriptions	To:	A reading fundamentals course which provides an individualized beginning reading program, including reading readiness, phonics, word perception, dictionary usage, syllabication, context clues, spelling, verbal and written expressions, and beginning comprehension skills.
Change Laboratory Hours	To:	3

READ 950x3 READING FUNDAMENTALS

Change Course ID	To:	READ 950
Change Catalog and Schedule Description	To:	Designed to assist students in improving reading through an emphasis on word attack skills, vocabulary development, general comprehension skills, and study skills. Not applicable to associate degree.

Effective: FA 2004

Rationale ALL READ courses: To reflect curriculum changes.

DISTRIBUTED EDUCATION

ANTHRO 110 (100% ONLINE)
PSYCH 100H (100% ONLINE)
RELIG 110 (100% ONLINE)
SOC 150 (100% ONLINE)

Effective: FA 2004

DELETE COURSES

HUMDV 961/962/963
PHIL 119
PHIL 120
PHIL 222
PHIL 223
PHIL 285
READING 101
READING 143
READING 920A
READING 920B
READING 920C
READING 920D

DELETE COURSES (CONTINUED)

READING 941
READING 942
READING 955
RELIG 222
RELIG 223
SOC 152
SOC 160
SOC 170
SOC 172
SOC 173
SOC 174

Effective: FA 2004

MODIFY CERTIFICATES

AUTOMOTIVE TECHNICIAN CERTIFICATE

This certificate is designed to qualify students for entry-level employment as Automotive Technicians. Successful completion of the certificate program will qualify students for assignment as New Car Preps, Engine Performance Diagnoses, Automotive Maintenance, and Service Technicians.

<u>REQUIRED COURSES:</u>		<u>UNITS</u>
AUTO 050	Automotive Brakes	4
AUTO 052	Automotive Suspension and Steering	4
AUTO 056	Automotive Heating and Air Conditioning	4
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	4
AUTO 065	Electrical Accessory Diagnostic	4
AUTO 068	Engine Performance - Ignition Systems	4
AUTO 069	Engine Performance - Fuel and Exhaust Systems	4
AUTO 075x3	Automatic Transmissions Rear Wheel Drive	2-6
Or		
AUTO 076x3	Automatic Transaxles Front Wheel Drive	(2-6)
AUTO 077	Manual Transmissions and Transaxles	4
AUTO 084	General Automotive Technology	4
AUTO 090x3	Engine Repair	6
TECALC 950	Shop Calculations	3
Or		
MATH 942	Arithmetic	(3)
Or		
Higher-level math course		
TOTAL UNITS		47-51

Effective: FA 2004

Rationale: Per Advisory Committee's recommendation, to conform to NATEF requirements, to reflect curriculum changes, and to better serve the needs of automotive students

MODIFY CERTIFICATES (continued)

AUTOMATIC TRANSMISSION CERTIFICATE

This certificate program is designed for entry-level employment as an automatic transmission specialist.

<u>REQUIRED COURSES:</u>		<u>UNITS</u>
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	4
Or		
AUTO 065	Electrical Accessory Diagnostic	(4)
AUTO 075x3	Automatic Transmissions Rear Wheel Drive	2-6
AUTO 076x3	Automatic Transaxles Front Wheel Drive	2-6
AUTO 077	Manual Transmissions and Transaxles	4
AUTO 084	General Automotive Technology	4
AUTO 090x3	Engine Repair	6
TECALC 950	Shop Calculations	3
Or		
MATH 942	Arithmetic	(3)
Or		
Higher-level math course		
TOTAL UNITS		25-33

Effective: FA 2004

Rationale: To reflect curriculum changes and to better serve the needs of automotive students

MODIFY CERTIFICATES (continued)

ENGINE PERFORMANCE CERTIFICATE

This certificate is designed to qualify students for entry-level employment as Automotive Technicians. Successful completion of the certificate program will qualify students for assignment as Engine Performance Specialists in areas such as computer systems, electrical systems, engine fuel and exhaust systems, and basic engine diagnosis.

<u>REQUIRED COURSES:</u>		<u>UNITS</u>
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	4
AUTO 065	Electrical Accessory Diagnostic	4
AUTO 066	ASE Alternative A-6, A-8, L-1 Prep or Certificate	4
AUTO 067	Automotive Emissions	4
AUTO 068	Engine Performance - Ignition Systems	4
AUTO 069	Engine Performance - Fuel and Exhaust Systems	4
AUTO 084	General Automotive Technology	4
AUTO 090x3	Engine Repair	6
TECALC 950	Shop Calculations	3
Or		
MATH 942	Arithmetic	(3)
Or		
Higher-level math course		
TOTAL UNITS		37

Effective: FA 2004

Rationale: To reflect curriculum changes and to better serve the needs of automotive students

MODIFY CERTIFICATES (continued)

WHEEL ALIGNMENT AND BRAKES CERTIFICATE

<u>REQUIRED COURSES:</u>		<u>UNITS</u>
AUTO 050	Automotive Brakes	4
AUTO 051	Advanced Automotive Brakes	4
AUTO 052	Automotive Suspension and Steering	4
AUTO 053	Advanced Automotive Suspension and Steering	4
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	4
AUTO 084	General Automotive Technology	4
TECALC 950	Shop Calculations	3
Or		
MATH 942	Arithmetic	(3)
Or		
Higher-level math course		
TOTAL UNITS		27

Effective: FA 2004

Rationale: To reflect curriculum changes and to better serve the needs of automotive students