

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
April 8, 2010

NEW COURSES

Division: Science
Department: Biology
Course ID: BIOL 090
Course Title: PREPARATION FOR ANATOMY AND PHYSIOLOGY
Units: 3
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

Prerequisite: None

Catalog Description: The course will emphasize both foundational concepts in human anatomy and physiology, and study skills necessary to master science and health subjects. It is designed as a refresher course for students entering the health science curriculum or for students who need to improve their science study skills.

Schedule Description: The course will emphasize both foundational concepts in human anatomy and physiology, and study skills necessary to master science and health subjects. It is designed as a refresher course for students entering the health science curriculum or for students who need to improve their science study skills.

Effective Date: FA11

Rationale: Many students begin the study of Anatomy and Physiology underprepared to succeed in a rigorous science course. Attrition rates are fairly high. This course will help the unprepared student to be ready for the subsequent semester and give the student failing in an Anatomy and Physiology course a way to improve their skills for a retake of the course the following semester.

Division: Library, Learning Resources & Communication Media
Department: Paralegal
Course ID: PARLGL 098
Course Title: PARALEGAL WORK EXPERIENCE
Units: 1 - 4

Work Experience: 5.00 - 20.00

Prerequisite: None

Catalog Description: Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

Schedule Description: Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

Effective Date: FA11

Rationale: Advisory committee recommended a specific, targeted work experience course for paralegal students.

Curriculum Meetings: 03-08-10
Conjoint Meeting: 03-11-10
Board of Trustees Meeting: April 8, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
BUSAD 198	BUSINESS ADMINISTRATION WORK EXPERIENCE

Course ID: BUSAD 098

Work Experience: 5.00 - 20.00

Catalog Description: Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. (Formerly BUSAD 198)

Schedule Description: Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. (Formerly BUSAD 198)

Transfer Status: Non-Transferrable

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
CIT 013	INTERMEDIATE KEYBOARDING

Catalog Description: This course provides instruction in touch control of the computer keyboard, and is designed to develop a keyboarding speed of 45 net words per minute for five minutes. In addition, students receive instruction in the preparation of basic business documents using word processing software.

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Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
CIT 016	ADVANCED KEYBOARDING

Catalog Description: This course provides instruction in advanced applications of document preparation such as legal papers, financial reports, statistical materials, PowerPoint presentations, advanced letter production, and integrated office projects within a specific time frame. In addition, skill building practice is provided to reach a goal of 60 net words per minute for five minutes.

Schedule Description: This course provides instruction in advanced applications of document preparation such as legal papers, financial reports, statistical materials, PowerPoint presentations, advanced letter production, and integrated office projects within a specific time frame. In addition, skill building practice is provided to reach a goal of 60 net words per minute for five minutes.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 03-08-10

Conjoint Meeting: 03-11-10

Board of Trustees Meeting: April 8, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
CIT 048	MEDICAL OFFICE PROCEDURES

Prerequisites: CIT 010 and CIT 144

Department Advisory: None

Catalog Description: The course covers law and ethics, data entry, appointment scheduling, and billing procedures using computer software to provide real life medical office scenarios.

Schedule Description: The course covers law and ethics, data entry, appointment scheduling, and billing procedures using computer software to provide real life medical office scenarios.

Stand-Alone Course: Approved

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 121	MUSIC LITERATURE I – MIDDLE AGES THROUGH CLASSICISM

Course Title: MUSIC HISTORY AND LITERATURE - MIDDLE AGES TO BAROQUE

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: An overview is provided of music historical development from the Middle Ages through the Baroque Period. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society to political and artistic events.

Schedule Description: An overview is provided of music historical development from the Middle Ages through the Baroque Period. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society to political and artistic events.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 122	MUSIC LITERATURE II – CLASSICISM TO PRESENT

Course Title: MUSIC HISTORY AND LITERATURE - CLASSIC TO CONTEMPORARY

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: An overview is provided of music's historical development from Classicism to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society to political and artistic events.

Schedule Description: An overview is provided of music's historical development from Classicism to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society to political and artistic events.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 03-08-10

Conjoint Meeting: 03-11-10

Board of Trustees Meeting: April 8, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
MUS 150X4	MIXED CHORUS

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process
Catalog Description: This course develops foundational techniques in such aspects of choral music as breathing, posture, tone production, enunciation and musicianship. This ensemble focuses on choral music from a variety of stylistic periods including classical, spiritual, folk and musical theatre. Neither experience nor an audition is necessary. This course may be taken four times.
Schedule Description: This course develops foundational techniques in such aspects of choral music as breathing, posture, tone production, enunciation and musicianship. This ensemble focuses on choral music from a variety of stylistic periods including classical, spiritual, folk and musical theatre. Neither experience nor an audition is necessary. This course may be taken four times.
Effective Date: FA11
Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 152X4	CHAMBER SINGERS

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process
Catalog Description: In this course, students will study and perform a wide variety of outstanding music literature from all periods suitable to a chamber group, including classical genres and contemporary art music as well as musical theater and opera excerpts. Neither experience nor an audition is necessary. This course may be taken four times.
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Effective Date: FA11
Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 154X4	COLLEGE SINGERS

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process
Catalog Description: In this course, students will study and perform a wide variety of outstanding music literature from all periods suitable to a medium sized choral ensemble, including music from the Renaissance, Baroque, and Romantic eras. Neither experience nor an audition is necessary. This course may be taken four times.
Schedule Description: In this course, students will study and perform a wide variety of outstanding music literature from all periods suitable to a medium sized choral ensemble. Neither experience nor an audition is necessary. This course may be taken four times.
Effective Date: FA11
Rationale: Content Review

MODIFY COURSES

COURSE ID	COURSE TITLE
MUS 156X4	CONCERT CHOIR

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: In the course, students will study and perform a wide variety of outstanding music literature from all periods suitable to a medium to large size chorale, including music of a classical nature from the Renaissance Period to the Twentieth Century. Neither experience nor an audition is necessary. This course may be taken four times.

Schedule Description: In the course, students will study and perform a wide variety of outstanding music literature from all periods suitable to a medium to large size chorale, including music of a classical nature from the Renaissance Period to the Twentieth Century. Neither experience nor an audition is necessary. This course may be taken four times.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 158X4	GOSPEL CHOIR

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: Repertoire in the course focuses on the African-American gospel traditions. Historical analysis of the spirituals, as well as vocal and performing techniques are emphasized. Neither experience nor an audition is necessary. This course may be taken four times.

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Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
POLICE 002	BASIC LAW ENFORCEMENT ACADEMY

Departmental Advisories: MATH 952 and READ 100 and ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: Basic training for new law enforcement officers. This course covers but is not limited to: leadership, professionalism and ethics, criminal justice system, juvenile law, patrol procedures, domestic violence, traffic enforcement, lifetime fitness, defensive tactics, first aid and CPR, and firearms. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET STATE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

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Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 03-08-10

Conjoint Meeting: 03-11-10

Board of Trustees Meeting: April 8, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
POLICE 100	CRIMINAL LAW

Departmental Advisories: MATH 952 and READ 100 and ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: This course analyses property crimes, crimes against persons, crimes against children, child abuse reporting, sex crimes, crimes against the judicial system, weapons violations, relevant laws and court decisions and crimes against the public peace. This course will focus on the relationship between criminal law and the criminal justice system. Classification of crimes and their application to the criminal justice system will also be covered in the course. **THIS COURSE IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY MET STATE SCREENING REQUIREMENTS: POSSESSION OF A CALIFORNIA DRIVER'S LICENSE WITHOUT RESTRICTIONS, OTHER THAN REQUIRED EYEGLASSES OR CONTACT LENSES AND POSSESSION OF A CURRENT LETTER OF CLEARANCE ISSUED BY THE CALIFORNIA DEPARTMENT OF JUSTICE THAT CERTIFIES THE RIGHT TO BE IN POSSESSION OF A FIREARM.**

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Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
POLICE 101	PROCEDURE AND EVIDENCE

Departmental Advisories: MATH 952 and READ 100 and ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: This course will address a peace officer's authority, liability and responsibility to make a lawful arrest, and current search and seizure laws. It includes the origin, development, philosophy, and constitutional basis of evidence; rules and procedures governing admissibility and judicial decisions interpreting individual rights. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

Schedule Description: This course covers laws of arrest, current search and seizure laws and presentation of evidence. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 03-08-10

Conjoint Meeting: 03-11-10

Board of Trustees Meeting: April 8, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
POLICE 102	COMMUNITY POLICIING

Departmental Advisories: MATH 952 and READ 100 and ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: This course addresses the origin, concepts and philosophy of community policing, and victim awareness and the development of positive relationships with the public. It includes cultural diversity and discrimination. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

Schedule Description: This course addresses community policing, victim awareness and cultural diversity/discrimination. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
POLICE 103	INTRODUCTION TO CRIMINAL INVESTIGATION

Departmental Advisories: MATH 952 and READ 100 and ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process

Catalog Description: This course will address the examination of crime, evidence and police procedures in investigating crime. This includes documenting, recording and preserving evidence found at crime scenes. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

Schedule Description: This course will address the examination of crime, evidence and police procedures in investigating crime. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 03-08-10

Conjoint Meeting: 03-11-10

Board of Trustees Meeting: April 8, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
RTVF 098	RADIO, TELEVISION, AND FILM WORK EXPERIENCE

Course ID: RTVF 098

Work Experience: 5.00 - 20.00

Catalog Description: Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly RTVF 198)

Schedule Description: Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. (Formerly RTVF 198)

Transfer Status: Non-Transferrable

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
SDEV 900	ASSESSMENT OF LEARNING DISABILITIES

Catalog Description: This course provides instruction in the history, general characteristics and legal definition of learning disabilities. Students' learning strengths and weaknesses and the determination of their eligibility for learning disability services will be determined through a comprehensive assessment. This course is designed for students with known or suspected learning disabilities. Graded on a pass/no pass basis only.

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Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
SDEV 905	SUPPORTIVE LEARNING IN MATHEMATICS

Catalog Description: This course provides specialized instruction and tutoring in basic math skills to individuals and small groups. This course is primarily designed for students who have been certified with disabilities through diagnostic testing; however, all students are welcome to enroll. Support strategies to minimize the effects of the disability in the academic setting are presented to maximize students' effectiveness. Graded on a pass/no pass basis only.

Schedule Description: This course provides specialized instruction and tutoring in basic math skills to individuals and small groups. Although this course is designed for students with disabilities as certified through diagnostic testing, all students are welcome to enroll. Graded on a pass/no pass basis only.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 03-08-10

Conjoint Meeting: 03-11-10

Board of Trustees Meeting: April 8, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
SDEV 906	SUPPORTIVE LEARNING IN READING

Catalog Description: This multi-sensory phonics course provides specialized instruction and tutoring in grading and spelling to individuals and small groups. Although this course is designed for students with disabilities as certified through diagnostic testing, all students are welcome to enroll. Support strategies to minimize the effects of the disability in the academic setting are presented to maximize students' effectiveness. Graded on a pass/no pass basis only.

Schedule Description: This multi-sensory phonics course provides specialized instruction and tutoring in reading and spelling to individuals and small groups. Although this course is designed for students with disabilities as certified through diagnostic testing, all students are welcome to enroll. Graded on a pass/no pass basis only.

Effective Date: FA11

Rationale: Content Review

DISTRIBUTED EDUCATION

CIT 013 100% ONLINE
CIT 016 100% ONLINE

Effective Date: FA11

Rationale: One of the planning themes of San Bernardino Valley College (SBVC) is access. For career technical courses, the issue of scheduling is crucial. Students working the night shift can only take class in the morning while those working traditional day schedules can only take evening classes. Given these variables and difficult schedules, students need the flexibility of time that an online class affords. An asynchronous online class allows students to study when their schedules allow and where they have the space and materials to do so effectively. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities

DELETED COURSES

MUS 127X4
SDEV 910X3
SDEV 911X3

Effective Date: FA10

Rationale: Courses no longer offered.