

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
June 10, 2010

NEW COURSES

Course ID: MUS 135

Course Title: Advanced Piano

Units: 3

Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester

Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester

Prerequisite: MUS 134x3 and MUS 102 and MUS 102L or an audition with the instructor

Catalog Description: This course focuses on the improvement of keyboard facility and sight-reading abilities. It advances improvisation and harmonization skills. It is primarily concerned with more advanced complex piano works by the master composers: Chopin, Beethoven, Mozart, Brahms and others.

Schedule Description: This course focuses on sight-reading, harmonization, and improvisation skills. It is primarily concerned with complex piano works by Chopin, Beethoven, Mozart, Brahms and other master composers.

Effective Date: FA11

Rationale: To articulate with CSUSB Music 222 Class Piano III, and provide our Music students with a greater repertoire of piano instruction.

Course ID: MUS 241x2

Course Title: Applied Music II

Units: 2

Laboratory: 6 contact hour(s) per week
96 - 108 contact hours per semester

Prerequisite: MUS 141x2

Catalog Description: Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. This course may be taken two times.

Schedule Description: Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. This course may be taken two times.

Effective Date: FA11

Rationale: This course is required for Music majors at CSU San Bernardino. In conversations with CSUSB's Music Department Chair, it was confirmed that Valley College students were NOT receiving private instruction and as a result were not adequately prepared for transfer as Music Majors. The CSU Lower Division Transfer Patterns Project has created course descriptors for applied music. MUS 141x2 and 241x2 align with the CSU LDTP course descriptors.

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
ACCT 010	BOOKKEEPING

Catalog Description: This is an introductory course for students interested in the accounting field. The focus is basic bookkeeping and accounting principles for small business enterprises. Emphasis is on the development of skills used to record business transactions, as well as the procedures to prepare financial statements and complete the accounting cycle. The course is designed for occupational students and for those who wish preparatory training before entering ACCT 200.

Schedule Description: This is an introductory course for students interested in the accounting field. Emphasis is on the development of skills used to record business transactions, to prepare financial statements, and complete an accounting cycle. The course is designed for occupational students and for those who wish preparatory training before entering ACCT 200.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
ACCT 047	COMPUTERIZED ACCOUNTING

Catalog Description: This course provides a comprehensive overview of accounting software. Topics covered include the analysis of source documents and the use of accounting software to prepare, understand, and interpret financial statements for a variety of management purposes. It also includes creation and use of spreadsheets to find the solutions to accounting problems.

Schedule Description: This course provides a comprehensive overview of accounting software. It also includes the use of spreadsheet software to find the solutions to accounting problems.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
ACCT 090	PAYROLL ACCOUNTING

Departmental Advisory: None

Catalog Description: This course is designed to introduce individuals, entrepreneurs and small businesses to the cost of labor and its related payroll taxes. Reporting requirements and withholding from employees' wages or salaries and for payroll taxes are studied. This course will focus on the liabilities, the records and control requirements of payroll accounting.

Schedule Description: This course will focus on the liabilities, the records and control requirements of a payroll accounting.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
ACCT 200	PRINCIPLES OF ACCOUNTING I

Course Title: FINANCIAL ACCOUNTING

Departmental Advisories: MATH 090, ACCT 010, CIT 101 or CIT 114, ENGL 015 or eligibility for ENGL 101 or 101H as determined by SBVC assessment process.

Catalog Description: This course is a study of the theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses. Emphasis is placed on asset valuation, revenue and expense recognition, and analysis of various asset, liability, and capital accounts.

Schedule Description: This course is a study of the theory and practice of accounting applicable to recording, summarizing, and reporting of business transactions for external reporting and other external uses.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
ACCT 201	PRINCIPLES OF ACCOUNTING II

Course Title: MANAGERIAL ACCOUNTING

Prerequisite: ACCT 200

Catalog Description: This course examines how managers use accounting information in decision-making, planning, directing operations, and controlling. The focus is on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations are also examined.

Schedule Description: This course examines how managers use accounting information in decision-making, planning, directing operations, and controlling.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
ANTHRO 100	INTRODUCTION TO ARCHAEOLOGY

Catalog Description: This course is an introduction to the study of concepts, theories and methods of anthropological archaeology and a review of significant data and models that contribute to the knowledge of human past. This course examines the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences.

Schedule Description: This course is an introduction to the study of concepts, theories and methods of anthropological archaeology and a review of significant data and models that contribute to the knowledge of human past. This course examines the history and interdisciplinary nature of archaeological research; dating techniques and methods of survey, excavation, and analysis; cultural resource management; and selected cultural sequences.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
ANTHRO 102	CULTURAL ANTHROPOLOGY

Catalog Description: This course is an introduction to the paradigms and methods used to study cultural systems. This course examines topics that cover the range of cultural phenomena including material culture, language and communication, social organizations, subsistence strategies, economic and political systems, religion, art, cultural change and modernization.

Schedule Description: This course is an introduction to the paradigms and methods used to study cultural systems. This course examines topics that cover the range of cultural phenomena including material culture, language and communication, social organizations, subsistence strategies, economic and political systems, religion, art, cultural change and modernization.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
ANTHRO 106	PHYSICAL ANTHROPOLOGY

Course Title: BIOLOGICAL ANTHROPOLOGY

Catalog Description: This course is the systematic study of humans as biological organisms, including the origin of humanity and their place in nature, variation and adaptability, and modern biological diversity. There is also a focus on comparative primate behavior, genetics and heredity, human evolution and the underlying fossil records.

Schedule Description: This course is the systematic study of humans as biological organisms, including the origin of humanity and their place in nature, variation and adaptability, and modern biological diversity. There is also a focus on comparative primate behavior, genetics and heredity, human evolution and the underlying fossil records.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
ANTHRO 106H	PHYSICAL ANTHROPOLOGY - HONORS

Course Title: BIOLOGICAL ANTHROPOLOGY - HONORS

Catalog Description: This course is the systematic study of humans as biological organisms, including the origin of humanity and their place in nature, variation and adaptability, and modern biological diversity. There is also a focus on comparative primate behavior, genetics and heredity, human evolution and the underlying fossil records. **This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.**

Schedule Description: This course is the systematic study of humans as biological organisms, including the origin of humanity and their place in nature, variation and adaptability, and modern biological diversity. There is also a focus on comparative primate behavior, genetics and heredity, human evolution and the underlying fossil records. **This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.**

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
ANTHRO 107	THE NORTH AMERICAN INDIANS

Course Title: NORTH AMERICAN INDIANS

Catalog Description: This course is a systematic survey of North American Indian groups, from their prehistoric roots to the present. This analysis includes their place in American history, U.S. government policies and regulation, and future prospects for North American Indians.

Schedule Description: This course is a systematic survey of North American Indian groups, from their prehistoric roots to the present. This analysis includes their place in American history, U.S. government policies and regulation, and future prospects for North American Indians.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
ANTHRO 109	TRIBAL AND ETHNIC ART

Catalog Description: This course is an anthropological survey of the artistic achievement of past and present tribal peoples with an emphasis on the meaning of art in each society. Included in this course is the examination of cultural works of North American Indians, ancient America, the Pacific, Africa and Australia.

Schedule Description: This course is an anthropological survey of the artistic achievement of past and present tribal peoples with an emphasis on the meaning of art in each society. Included in this course is the examination of cultural works of North American Indians, ancient America, the Pacific, Africa and Australia.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
ANTHRO 110	TRIBAL AND ETHNIC RELIGIONS

Catalog Description: This course is a comparative study of religious expressions in tribal and/or ethnic societies, both past and present, including witchcraft, magic, totemism, mythology and ritual, nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the rituals, symbols, and beliefs of selected tribal peoples. This course is also offered as RELIG 110.

Schedule Description: This course is a comparative study of religious expressions in tribal and/or ethnic societies, both past and present, including witchcraft, magic, totemism, mythology and ritual, nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the rituals, symbols, and beliefs of selected tribal peoples. This course is also offered as RELIG 110.

Equate: RELIG 110

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
ANTHRO 222	INDEPENDENT STUDY IN ANTHROPOLOGY

Prerequisite: None

Catalog Description: Students with previous course work in anthropology may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of anthropology. Prior to registration, a written contract must be prepared. See instructor for details.

Schedule Description: Students with previous course work in anthropology may do assigned projects involving research and analysis of selected topics. Prior to registration, a written contract must be prepared. See instructor for details.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
AUTO 056	AUTOMOTIVE HEATING AND AIR CONDITIONING

Catalog Description: This course is an in-depth study of the design and operation of contemporary, domestic and import vehicle air conditioning/heating systems. Air conditioning and heating related parts will be disassembled, inspected and a determination made of the serviceability of existing parts. Emphasis is placed on problem diagnosis of and repair procedures for these systems. This course also offers an introduction to Automatic A/C and Comfort Control Systems, and recovery and recycling of refrigerants.

Schedule Description: This course is an in-depth study of the design and operation of domestic and import vehicle air conditioning and heating systems.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
AUTO 064	AUTOMOTIVE ELECTRICAL: BATTERY, STARTING & CHARGING SYSTEMS

Course Title: AUTOMOTIVE ELECTRICAL: BATTERY, STARTING AND CHARGING SYSTEMS

Catalog Description: This course covers the theory of electricity, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and light trucks. Major areas of study include batteries, starting and charging systems. Emphasis is placed on problem diagnosis of and repair procedures for these systems.

Schedule Description: This course covers the theory of electricity, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of batteries, starting, and charging systems of automobiles and light trucks.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
AUTO 065	ELECTRICAL ACCESSORY DIAGNOSTIC

Course Title: ELECTRICAL SYSTEMS DIAGNOSIS AND REPAIR

Catalog Description: This course provides students with the knowledge necessary to diagnose and repair automotive electrical malfunctions. Topics include lighting systems, electrical instruments and accessories, electrical door components, air bags, wiring diagrams, and alarm systems. Emphasis is placed on problem diagnosis of and repair procedures for these systems.

Schedule Description: This course provides students with the knowledge necessary to diagnose and repair automotive electrical malfunctions. Topics include lighting systems, electrical instruments and accessories, electrical door components, air bags, wiring diagrams, and alarm systems.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 100	INTRODUCTION TO MUSIC

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

Catalog Description: This course introduces students to music and methods of music listening. Included in this course are guidelines for thoughtful music selection, cross-cultural studies in music, a discussion of patrons and audiences, careful consideration of the role of women in creating music, and a history of popular music.

Schedule Description: This course introduces students to music and methods of music listening. Included in this course are guidelines for music selection, cross-cultural studies in music, the role of women in creating music, and a brief history of popular music.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 101	MUSIC THEORY I: FUNDAMENTALS

Prerequisite: None

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

Corequisite: MUS 101L

Catalog Description: This course studies music terminology, elements of music (pitch, duration, intensity, and timbre), rhythmic analysis, major scales and their key signatures, chromatic scales, intervals, and solfeggio syllables. It is a course designed for the beginning student with a moderate interest in the structure of music. It is also designed for the music major and as such serves as the first in a four-part series of music theory courses.

Schedule Description: This course will cover fundamental musical notation, major scales and their key signatures, rhythmic analysis, chromatic scales, intervals, and solfeggio syllables. This course is designed for both the student with a moderate interest as well as the music major. As such, it serves as the first in a four-part series of music theory courses.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
MUS 101L	MUSICIANSHIP I

Prerequisite: None

Corequisite: MUS 101

Catalog Description: Specifically, this course studies sight-singing through the use of solfeggio syllables, keyboard skills (the playing of scales and identification of pitches on the keyboard), recognition and performance of intervals, and some ear-training (melodic dictation). This course is the companion course to MUS 101.

Schedule Description: Sight-singing, ear training (melodic dictation) and keyboard skills are taught. Melodies will be sung with solfeggio syllables. Pitches will be identified on the keyboard and basic melodies will be notated through a development of listening skills. This course is the companion course to MUS 101.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 102	MUSIC THEORY II: SCALES AND MODES

Catalog Description: This course begins the foundation for the discussion of analytical and compositional techniques through a progressive study of the following: natural minor scales and their key signature, harmonic minor scales, melodic minor scales, pentatonic scales, whole tone scales, all "church modes", compound meter, transposition, modulation, relative and parallel keys and all the triads found in the major and minor scales. It is the companion course for students studying music privately (off campus). It is the second in a four-part series of music theory courses designed for the music major.

Schedule Description: This course studies all forms of the minor scales, minor key signatures, atonal scales, modes, compound meter, transposition, modulation, parallel and relative keys and triads from the major and minor scales. It is the second in a four-part series of music theory courses designed for the music major.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 102L	MUSICIANSHIP II

Catalog Description: This course continues to focus on the study of musicianship through its components. It explores dictation skills (the notation of aural impressions), the continued use of solfeggio syllables to discern pitches within a tonal framework, keyboard fundamentals, and is designed to elevate a student's level of musicianship. It is the companion course to MUS 102.

Schedule Description: This course continues to focus on the study of musicianship through its components. It explores dictation skills (the notation of aural impressions), the continued use of solfeggio syllables to discern pitches within a tonal framework, keyboard fundamentals, and is designed to elevate a student's level of musicianship. It is the companion course to MUS 102.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
MUS 104	HISTORY OF ROCK AND ROLL

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

Catalog Description: This course is a chronological survey of rock music styles. Included in the course is a study of the origins and the development of Rock and Roll. The major performing artists, composers, lyricists, promoters and arrangers are all studied. A major aspect of the course is the emphasis on how Rock and Roll has impacted Western culture.

Schedule Description: This course examines the origin and development of Rock and Roll from the birth of blues to the present day. It is a chronological study that included discussion of major performing artists, composers, lyricists and arrangers. A study of the impact of Western culture is included.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 105	AMERICAN POPULAR MUSIC

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 or ENGL 101H through the SBVC assessment process

Catalog Description: This course traces the social history of America through a study of the eras of popular American music. By examining the various styles, the outstanding musicians and the leading composers exemplary of those styles, this class illustrates how the historical era impacts the music and how the music reflects the historical era. The course begins with a discussion of popular music examining the popular songs of the colonies and the schools of singing that developed. The discussion continues through the music of the Civil War and tracks popular music across the great westward expansion. It concludes with studies of Gospel, Blues, Jazz and ultimately Rock and Roll.

Schedule Description: This course traces the social history of America through its music. It examines the popular music of America from the Colonial period up to current times. The course compares the works of popular American composers and the musicians that performed them.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 106	HISTORY OF JAZZ

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 or ENGL 101H through the SBVC assessment process

Catalog Description: This course is a chronological survey of Jazz forms, styles, and movements. Included in the course is a study of the origins and the development of Jazz. The major performing artists, composers, lyricists and arrangers are all studied. An emphasis is placed on the impact of Jazz on Rock and Roll and Pop Music. Another emphasis is placed on the impact of Classical Music on Jazz as well as the impact that Jazz has had in recent years on Classical Music.

Schedule Description: This course studies the origin and development of Jazz from the birth of Blues to the present Day. It is a chronological study that includes discussions of major performing artists, composers, lyricist and arrangers. Included is a study of the impact on Western culture that Jazz has had in the last one hundred years.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
MUS 107	MUSIC OF THE WORLD

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

Catalog Description: This course is a survey of the traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Saharan Africa. The course includes live and filmed performances and introduces students to the instrumental and vocal techniques, musical structures and performance contexts within selected cultures of these areas. The impact of western influences on these cultures and their music is also discussed in this course.

Schedule Description: This course is a survey of the traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Saharan Africa. This course introduces students to the instrumental and vocal techniques, musical structures and performance context within selected cultures of these areas.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 133	BEGINNING PIANO

Course Title: ELEMENTARY PIANO

Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process and concurrent enrollment in MUS 101

Catalog Description: This course teaches practical keyboard facility that is applicable for the piano, organ, and electronic keyboard. It emphasizes sight reading, elementary improvisation, harmonization of folk and pop melodies, and leads to performance of simple piano selections.

Schedule Description: This course teaches practical keyboard facility that is applicable for the piano, organ, and electronic keyboard.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
MUS 134	INTERMEDIATE PIANO

Course ID: MUS 134x3

Lecture: 1 contact hour(s) per week
16 - 18 contact hours per semester

Laboratory: 6 contact hour(s) per week
96 - 108 contact hours per semester

Departmental Advisory: None

Catalog Description: This course focuses on the improvement of keyboard facility and sight reading abilities, advances improvisation and harmonization skills, and directs the performance of complex piano selections. This course will be useful for those desiring to strengthen keyboard skills. This course may be taken three times.

Schedule Description: This course focuses on the improvement of keyboard facility and sight reading abilities, advances improvisation and harmonization skills, and directs the performance of complex piano selections. This course will be useful for those desiring to strengthen keyboard skills. This course may be taken three times.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 141x4	APPLIED MUSIC

Course ID: MUS 141X2

Course Title: APPLIED MUSIC I

Units: 2

Laboratory: 6 contact hour(s) per week
96 - 108 contact hours per semester

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

Catalog Description: Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. This course may be taken two times.

Schedule Description: Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. This course may be taken two times.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
MUS 201	MUSIC THEORY III: BASIC HARMONY

Corequisite: MUS 201L

Catalog Description: This course represents a complete study of the diatonic harmonies from the 17th, 18th and 19th centuries. It includes a review of triad formations and the principles of voice-leading. Included in the course is a beginning study of seventh chords, secondary dominants, non-harmonic tones, realization of figured bass lines and rudimentary formal analysis. An important part of this class is the analysis of chorales by J.S. Bach. This course is the third of a four-part series of theory courses and is primarily designed for the music major.

Schedule Description: This course studies diatonic harmonies of the 17th, 18th and 19th centuries in Western Music. The study includes: seventh chords, secondary dominants, non-harmonic tones, figured bass realizations and beginning formal analysis. It includes the study of Bach chorales and is the third in a four-part series of theory courses designed for the music major.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 201L	MUSICIANSHIP III

Catalog Description: This course emphasizes the further development of skills in sight-singing melodies of simple and compound meter, major and minor modes, phrases with an anacrusis and intervals beyond the third. The course includes the study of modulating melodies and the dictation of triads (in all positions) as well as diatonic seventh chords and simple chord progressions. The course will include the study of all existent triads from the major and minor scales and all church modes as they are performed at the keyboard. It is the companion course to MUS 201.

Schedule Description: This course teaches how to sight-sing melodies in the major and minor modes, in simple and compound meters, with intervals beyond the third as well as modulating melodies. It studies harmonic dictation of triads and chords, six and eight measure melodies and the playing of triads from all modes as well as all major and minor scales as they are performed at the keyboard. It is the companion course to MUS 201.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 202	MUSIC THEORY IV: HARMONY

Catalog Description: The course covers a conclusive study of diatonic harmonies, including further work with secondary dominant chord structures, and figured bass line realizations. It also includes an extensive study of ninth chords: complete, incomplete, and dominant ninth. A study of Neapolitan and augmented sixth chords as well as a study of irregular resolutions will be undertaken. The class will conclude its study of Bach chorales and other brief forms. This course is the fourth in a four-part series of theory courses designed for the music major.

Schedule Description: This class studies diatonic harmonies, secondary dominant chord structures and figured bass line realizations. It also studies ninth chords, Neapolitan sixth chords and augmented sixth chords. The analysis of Bach chorales is an integral part of the course. This course is the fourth in a four-part series of theory courses designed for the music major.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
MUS 202L	MUSICIANSHIP IV

Catalog Description: This course emphasizes further development of skills in sight-singing by the singing of modal melodies, melodies with non-diatonic tones and melodies containing larger intervals. The course includes dictation of melodies with non-diatonic tones as well as modal melodies. Further, dictation of secondary dominants, augmented and Neapolitan sixth chords are included. Rhythmic dictation with changing meters and mini and maxi triplets are studied. This course is the companion course to MUS 202.

Schedule Description: This course teaches the sight-singing for modal melodies, melodies with larger intervallic relationships and melodies containing non-diatonic tones. This course studies the dictation of modal melodies and melodies with non-diatonic tones. It also covers the harmonic identification of secondary dominants and Neapolitan sixth chords. This course is the companion course to MUS 202.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 222	INDEPENDENT STUDY IN MUSIC

Catalog Description: Students with previous course work in music may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of music. Prior to registration, a written contract must be prepared. See instructor for details.

Schedule Description: Students with previous course work in music may do assigned projects involving research and analysis of selected topics. Prior to registration, a written contract must be prepared. See instructor for details.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
PARLGL 100	LAW OFFICE MANAGEMENT FOR THE PARALEGAL

Course Title: LAW OFFICE MANAGEMENT FOR PARALEGAL

Departmental Advisories: ENGL 015 or eligibility for ENGL 100 or ENGL 100H as determined by the SBVC assessment process.

Catalog Description: This course covers the organization and structure of the law office as well as the critical role of the paralegal in handling time management and maintaining the accuracy of accounting systems used in law firms.

Schedule Description: This course covers the organization and structure of the law office as well as the critical role of the paralegal in handling time management and maintaining the accuracy of accounting systems used in law firms.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
PARLGL 110	LEGAL RESEARCH METHODS: FEDERAL AND CALIFORNIA

Prerequisites: ENGL 101 or ENGL 101H and LIB 110

Catalog Description: This course is designed to give students skills in using different research tools relevant to state statutes and case law. Such tools would include finding aids, citation aids, treatises and other appropriate or related materials.

Schedule Description: This course is designed to give students skills in using different research tools relevant to state statutes and case law, such as finding aids, citation aids, treatises and other appropriate or related materials.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
PARLGL 111	LEGAL WRITING AND ANALYSIS

Prerequisite: None

Departmental Advisories: ENGL 101 or ENGL 101H

Catalog Description: This course is designed to develop skills in preparing clearly written documents in an objective and persuasive style that will include interoffice correspondence, motions, and trial briefs, which are based on the analysis of factual data.

Schedule Description: This course is designed to develop skills in preparing clearly written documents in an objective and persuasive style that will include interoffice correspondence, motions, and trial briefs, which are based on the analysis of factual data.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
PARLGL 120	WILLS, PROBATE AND ESTATE PLANNING

Course Title: WILLS, PROBATE AND ESTATE

Prerequisite: PARLGL 200

Catalog Description: This course is an in-depth study of the laws affecting wills, trusts, and probate in California. Emphasis is placed on intestate succession, wills, trusts, probate avoidance, and practical matters that occur upon death. Procedures for preparing legal forms are highlighted.

Schedule Description: This course is an in-depth study of the laws affecting wills, trusts, and probate in California, with emphasis on intestate succession, wills, trusts, probate avoidance, and practical matters that occur upon death; includes procedures for preparing legal forms.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
PARLGL 130	FAMILY LAW

Prerequisite: PARLGL 200

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 or 101H as determined by the SBVC assessment process

Catalog Description: This course is an in-depth study of the laws affecting domestic relations and how they evolved into their present state in California with emphasis on marriage, divorce (dissolution), community property, separation, annulment, Marvin actions, paternity, and adoptions.

Schedule Description: This course is an in-depth study of the laws affecting domestic relations and how they evolved into their present state in California with emphasis on marriage, divorce (dissolution), community property, separation, annulment, Marvin actions, paternity, and adoptions.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
PARLGL 200	CIVIL LITIGATION AND PROCEDURES

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 or 101H as determined by the SBVC assessment process

Catalog Description: This course is designed to develop an understanding of the procedural rules and laws that apply to the area of civil litigation.

Schedule Description: This course is designed to develop an understanding of the procedural rules and laws that apply to the area of civil litigation.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
PARLGL 220	LEGAL ETHICS

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 or 101H as determined by the SBVC assessment process

Catalog Description: This course is designed to equip students with the tools to face ethical dilemmas on the job. It provides a comprehensive description of attorney rules of ethics and how those rules apply to the lawyers and non-lawyers whom the attorneys supervise.

Schedule Description: This course is designed to equip students with the tools to face ethical dilemmas on the job. It provides a comprehensive description of attorney rules of ethics and how those rules apply to the lawyers and non-lawyers whom the attorneys supervise.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
PARLGL 230	TORTS

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 or 101H as determined by the SBVC assessment process

Catalog Description: This course is designed to develop an understanding of the subject area of tort law and the role of the paralegal. The class includes an investigation of the areas of intentional torts, negligence, absolute liability, products liability, and their defenses as well as the role of the paralegal in preparing these types of cases for litigation.

Schedule Description: This course is designed to develop an understanding of the subject area of tort law and the role of the paralegal.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
PARLGL 240	BANKRUPTCY LAW AND PROCEDURES

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 or 101H as determined by the SBVC assessment process

Catalog Description: This course is an in-depth look into bankruptcy and the laws which govern its use. The course includes a review of voluntary and involuntary bankruptcies filed under Chapters 7, 11, and 13 of the United States Code. The course will include the paralegal's role in evaluating bankruptcy information, preparing and filing petitions and claims.

Schedule Description: This course is an in-depth look into bankruptcy and the laws which govern its use. The course will include the paralegal's role in evaluating bankruptcy information, preparing and filing petitions and claims.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
REALST 100	REAL ESTATE PRINCIPLES

Departmental Advisories: ENGL 015 or eligibility for ENGL 101 or 101H as determined by SBVC assessment process and MATH 942 or eligibility for a higher level math class as determined by SBVC assessment process

Catalog Description: This course includes the fundamentals of real estate including the basic laws and principles of California real estate. This includes the background and terminology necessary for advanced study of real estate. The successful completion of this course meets qualifications for sales person or broker licensing exam.

Schedule Description: This course includes the fundamentals of real estate including the basic laws and principles of California real estate. This includes the background and terminology necessary for advanced study of real estate. The successful completion of this course meets qualifications for sales person or broker licensing exam.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
REALST 101	REAL ESTATE LOAN PROCESSING FUNDAMENTALS

Course ID: REALST 063

Prerequisite: REALST 100

Catalog Description: This course covers loan processing, specifically the mechanics of mortgage lending with emphasis on ethical practices. (Formerly REALST 101)

Schedule Description: This course covers loan processing, specifically the mechanics of mortgage lending with emphasis on ethical practices. (Formerly REALST 101)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

COURSE ID	COURSE TITLE
REALST 102	GOVERNMENTAL AND NON-CONFORMING LOAN PROCESSING

Course ID: REALST 064

Departmental Advisory: REALST 063

Prerequisite: REALST 100

Catalog Description: This course provides instruction in processing, conforming and non-conforming FHA and VA real estate mortgages. Students will learn about the requirements of the loan processing industry. (Formerly REALST 102)

Schedule Description: This course provides instruction in processing, conforming and non-conforming FHA and VA real estate mortgages. Students will learn about the requirements of the loan processing industry. (Formerly REALST 102)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

COURSE ID	COURSE TITLE
REALST 103	COMPUTERIZED REAL ESTATE LOAN PROCESSING

Course ID: REALST 066

Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

Laboratory: None

Prerequisite: REALST 100

Departmental Advisory: REALST 063

Catalog Description: This course is an introduction to real estate computerized loan processing software. This course is intended to assist beginning and current real estate professionals in developing an understanding of the application of computer technology in real estate. (Formerly REALST 103)

Schedule Description: This course is an introduction to real estate computerized loan processing software. This course is intended to assist beginning and current real estate professionals in developing an understanding of the application of computer technology in real estate. (Formerly REALST 103)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
REALST 200	REAL ESTATE PRACTICE

Course ID: REALST 062

Catalog Description: This course includes the day-to-day operations in real estate, overview of brokerage procedures and the various roles of the employee. The successful completion of this course meets qualifications for sales person or broker licensing exam. (Formerly REALST 200)

Schedule Description: This course includes the day-to-day operations in real estate, overview of brokerage procedures and the various roles of the employee. The successful completion of this course meets qualifications for sales person or broker licensing exam. (Formerly REALST 200)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

COURSE ID	COURSE TITLE
REALST 205	REAL ESTATE APPRAISAL: RESIDENTIAL

Course ID: REALST 068

Catalog Description: This course addresses the purpose of appraisals, appraisal process, and the different methods, approaches, and techniques used to determine the value of various types of property. Successful completion of this course meets elective qualification for salesperson or broker licensing approval. (Formerly REALST 205)

Schedule Description: This course addresses the purpose of appraisals, appraisal process, and the different methods, approaches, and techniques used to determine the value of various types of property. Successful completion of this course meets elective qualification for salesperson or broker licensing approval. (Formerly REALST 205)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

COURSE ID	COURSE TITLE
REALST 210	REAL ESTATE FINANCE

Course ID: REALST 070

Catalog Description: This course addresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial and special purpose properties, emphasizing methods of financing. Successful completion of this course meets elective qualification for salesperson or broker licensing approval. (Formerly REALST 210)

Schedule Description: This course addresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial and special purpose properties. (Formerly REALST 210)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
REALST 211	ADVANCED REAL ESTATE FINANCING

Course ID: REALST 072

Course Title: ADVANCED REAL ESTATE FINANCE

Prerequisite: REALST 100

Departmental Advisory: REALST 070

Catalog Description: This course is a study in finance principles (both residential and income producing properties), lending markets, economics and federal legislation taught with the real estate industry as its core. (Formerly REALST 211)

Schedule Description: This course is a study in finance principles (both residential and income producing properties), lending markets, economics and federal legislation taught with the real estate industry as its core. (Formerly REALST 211)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

COURSE ID	COURSE TITLE
REALST 215	LEGAL ASPECTS OF REAL ESTATE

Course ID: REALST 074

Prerequisite: REALST 100

Catalog Description: This course is the study of real estate law with emphasis on applications in real estate brokerage and related fields. Successful completion of this course meets elective qualification for salesperson or broker licensing approval. (Formerly REALST 215)

Schedule Description: This course is the study of real estate law with emphasis on applications in real estate brokerage and related fields. (Formerly REALST 215)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

COURSE ID	COURSE TITLE
REALST 220	PROPERTY MANAGEMENT

Course ID: REALST 076

Prerequisite: REALST 100

Catalog Description: This course is a study of the history and role of the professional property manager. The topics covered include, leases, lease negotiations, tenant relations (both residential and commercial properties), liability issues, record keeping and thorough management operations. (Formerly REALST 220)

Schedule Description: This course is a study of the history and role of the professional property manager. The topics covered include, leases, lease negotiations, tenant relations (both residential and commercial properties), liability issues, record keeping and thorough management operations. (Formerly REALST 220)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
REALST 230	REAL ESTATE ECONOMICS

Course ID: REALST 078

Prerequisite: REALST 100

Departmental Advisory: REALST 062

Catalog Description: This course covers real estate economics as used to analyze national, regional, city and neighborhood trends in an effort to learn what has happened in the past to analyze future trends. (Formerly REALST 230)

Schedule Description: This course covers real estate economics as used to analyze national, regional, city and neighborhood trends in an effort to learn what has happened in the past to analyze future trends. (Formerly REALST 230)

Effective Date: FA11

Rationale: Re-numbered from Transferable to Associate Degree level and Content Review

COURSE ID	COURSE TITLE
REALST 901	REAL ESTATE PRE-LICENSE

Departmental Advisory: REALST 100

Catalog Description: This course is a review for the California Department of Real Estate salespersons license examination. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

Schedule Description: This course is a review for the California Department of Real Estate salespersons license examination. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

Stand-Alone Course: Approved

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
REALST 902	BROKER'S LICENSE REVIEW

Departmental Advisory: REALST 100

Catalog Description: This course prepares students to take the California Department of Real Estate broker's license examinations. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

Schedule Description: This course prepares students to take the California Department of Real Estate broker's license examinations. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

Stand-Alone Course: Approved

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

MODIFY COURSES

COURSE ID	COURSE TITLE
RELIG 110	TRIBAL AND ETHNIC RELIGIONS

Catalog Description: This course is a comparative study of religious expressions in tribal and/or ethnic societies, both past and present, including witchcraft, magic, totemism, mythology and ritual, nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the rituals, symbols, and beliefs of selected tribal peoples. This course is also offered as ANTHRO 110.

Schedule Description: This course is a comparative study of religious expressions in tribal and/or ethnic societies, both past and present, including witchcraft, magic, totemism, mythology and ritual, nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the rituals, symbols, and beliefs of selected tribal peoples. This course is also offered as ANTHRO 110.

Equate: ANTHRO 110

Effective Date: FA11

Rationale: Content Review

DISTRIBUTED EDUCATION

ACCT 010	100% ONLINE	REALST 901	100% ONLINE
ACCT 047	100% ONLINE	REALST 902	100% ONLINE
ACCT 090	100% ONLINE	REALST 062	100% ONLINE
ACCT 200	100% ONLINE	REALST 068	100% ONLINE
ACCT 201	100% ONLINE	REALST 070	100% ONLINE
ANTHRO 100	100% ONLINE	REALST 074	100% ONLINE
ANTHRO 102	100% ONLINE	REALST 100	100% ONLINE
ANTHRO 106	100% ONLINE	RELIG 110	100% ONLINE
ANTHRO 106H	100% ONLINE		
ANTHRO 107	100% ONLINE		
ANTHRO 109	100% ONLINE		
ANTHRO 110	100% ONLINE		
ANTHRO 222	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

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

DELETED COURSES

AUTO 038
ENGL 260
ENGL 261
PARLGL 205

Effective Date: FA11

Rationale: Courses no longer offered.

Advanced Automotive Collision Repair and Refinishing A.S. Degree Major

To graduate with a specialization in Advanced Automotive Collision Repair and Refinishing, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:		Units
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6
AUTO 050	Automotive Brakes	4
or		
AUTO 052	Automotive Suspension and Steering	4
AUTO 084	General Automotive Technology	4

RECOMMENDED COURSES:		Units
AUTO 056	Automotive Heating and Air Conditioning	4

Total Units	32
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AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.

Effective Date: FA10
Rationale: Content Review

Basic Automotive Collision Repair and Refinishing A.S. Degree Major

To graduate with a specialization in Basic Automotive Collision Repair and Refinishing, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:

		Units
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6

Total Units

24

AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.

Effective Date: FA10

Rationale: Content Review

Paralegal Studies A.A. Degree Major

The Paralegal Studies Program prepares students for employment as a legal assistant in law offices, courts or related positions where knowledge of law is necessary. The work assumes proficiency in word processing and keyboarding. In addition to the coursework listed below, courses within Computer Information Technology (CIT) are recommended and students must successfully pass the general breadth requirements for the Associate Degree.

Required Courses:		Units
PARLGL 100	Law Office Management for Paralegal	3
PARLGL 110	Legal Research Methods: Federal and California	3
PARLGL 111	Legal Writing and Analysis	3
PARLGL 200	Civil Litigation and Procedures	3
PARLGL 220	Legal Ethics	3
PARLGL 230	Torts	3
BUSAD 210	Business Law	3
BUSAD 211	The Legal Environment of Business	3
LIB 110	Information Literacy	1
REALST 074	Legal Aspects of Real Estate	3
 Plus at least three of the following recommended courses:		 Units
ADJUS 103	Concepts of Criminal Law	3
PARLGL 098	Paralegal Studies Work Experience	1 - 4
PARLGL 120	Wills, Probate and Estate	3
PARLGL 130	Family Law	3
PARLGL 240	Bankruptcy Law and Procedures	3
<hr/> Total Units		<hr/> 31 - 38

Effective Date: FA11

Rationale: Content Review

Real Estate/Escrow A.A. Degree Major

To graduate with a specialization in Real Estate or Escrow, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

REQUIRED COURSES:		Units
ESCROW 001	Escrow Procedures I	3
REALST 100	Real Estate Principles	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 078	Real Estate Economics	3
	or	
ECON 100	Introduction to Economics	3

Six units from the following areas of Concentration, as listed below:

REAL ESTATE CONCENTRATION		Units
REALST 062	Real Estate Practice	3
REALST 076	Property Management	3
ESCROW CONCENTRATION		Units
ESCROW 002	Escrow Procedures II	3
ESCROW 003	Escrow Procedures III	3

RECOMMENDED COURSES FOR BOTH, REAL ESTATE AND ESCROW CONCENTRATIONS:		Units
ACCT 200	Financial Accounting	4
BUSAD 013	Marketing Principles	3
BUSAD 016	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSCAL 050	Quantitative Methods in Business	3
CIT 010	Beginning Keyboarding	3
REALST 063	Real Estate Loan Processing Fundamentals	3
REALST 064	Governmental and Non-Conforming Loan Processing	3
REALST 066	Computerized Real Estate Loan Processing	3
REALST 072	Advanced Real Estate Finance	3

Total Units **24**

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

Accounting Certificate

Students working for a certificate must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level positions, updating and maintaining accounting records, calculating disbursements and receipts, tracking accounts payable and receivable, and determining profit and loss.

REQUIRED COURSES

		Units
ACCT 200	Financial Accounting	4
ACCT 201	Managerial Accounting	4
ACCT 047	Computerized Accounting	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
	or	
BUSAD 211	The Legal Environment of Business	3
ECON 208	Business and Economics Statistics	4
	or	
MATH 108	Introduction to Probability and Statistics	4
ECON 200	Principles of Macroeconomics	3
	or	
ECON 200H	Principles of Macroeconomics - Honors	3
ECON 201	Principles of Microeconomics	3
		8 - 10
8 to 10 units chosen from the list of RECOMMENDED COURSES		

RECOMMENDED COURSES

		Units
ACCT 030	Federal and State Taxation	4
ACCT 090	Payroll Accounting	3
MATH 102	College Algebra	4
CIT 101	Introduction to Computer Literacy	3
CIT 114	Spreadsheets: Excel	3

Total Units

36 - 37

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

Advanced Automotive Collision Repair and Refinishing Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work as an auto collision repair and painter apprentice beyond the Basic Automotive Collision Repair and Refinishing Certificate and to prepare students for the Automotive Service Excellence (ASE) certification test.

REQUIRED COURSES:		Units
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6
AUTO 050	Automotive Brakes	4
or		
AUTO 052	Automotive Suspension and Steering	4
AUTO 084	General Automotive Technology	4
RECOMMENDED COURSES:		Units
AUTO 056	Automotive Heating and Air Conditioning	4

Total Units	32
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AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.

Effective Date: FA10
Rationale: Content Review

Basic Automotive Collision Repair and Refinishing Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work as an auto collision repair and painter apprentice, or in related areas of an automotive dealership or shop, such as chassis, front end, brake, or frame repair, and parts counter clerk.

REQUIRED COURSES:		Units
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6

Total Units	24
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AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.

Effective Date: FA10

Rationale: Content Review

Bookkeeping Certificate

Bookkeeping clerks along with accounting and auditing clerks are an organization's financial recordkeepers. They update and maintain one or more accounting records. All of these clerks make numerous computations each day. In small businesses, bookkeeping clerks handle all financial transactions and recordkeeping. In large offices and accounting departments, the clerks have more specialized tasks, such as accounts payable or account receivable. The responsibilities vary by level of experience.

REQUIRED COURSES:		Units
ACCT 010	Bookkeeping	3
	or	
ACCT 047	Computerized Accounting	3
ACCT 090	Payroll Accounting	3
ACCT 200	Financial Accounting	4
BUSCAL 050	Quantitative Methods in Business	3
CIT 114	Spreadsheets: Excel	3
Total Units		16

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010

Escrow Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, financial institutions, and related firms.

REQUIRED COURSES:

		Units
ESCROW 001	Escrow Procedures I	3
ESCROW 002	Escrow Procedures II	3
ESCROW 003	Escrow Procedures III	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 100	Real Estate Principles	3

Six units from the list of RECOMMENDED COURSES	6
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RECOMMENDED COURSES:

		Units
ACCT 200	Financial Accounting	4
BUSAD 011	Human Resource Management	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSCAL 050	Quantitative Methods in Business	3
CIT 010	Beginning Keyboarding	3
CIT 031	Business English	3
REALST 062	Real Estate Practice	3
REALST 068	Real Estate Appraisal: Residential	3

Total Units	24
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Effective Date: FA11

Rationale: Content Review

Real Estate Certificate

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, financial institutions, and related firms. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:

		Units
ESCROW 001	Escrow Procedures I	3
REALST 062	Real Estate Practice	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 078	Real Estate Economics	3
	or	
ECON 100	Introduction to Economics	3
REALST 100	Real Estate Principles	3

Six units from the list of RECOMMENDED COURSES 6

RECOMMENDED COURSES:

		Units
ACCT 200	Financial Accounting	4
BUSAD 013	Marketing Principles	3
BUSAD 016	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSCAL 050	Quantitative Methods in Business	3
REALST 063	Real Estate Loan Processing Fundamentals	3
REALST 064	Governmental and Non-Conforming Loan Processing	3
REALST 066	Computerized Real Estate Loan Processing	3
REALST 072	Advanced Real Estate Finance	3
REALST 076	Property Management	3

Total Units **27**

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 04-26-10; 05-10-10

Conjoint Meeting: 05-17-10

Board of Trustees Meeting: June 10, 2010