

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Interim Chancellor
REVIEWED BY: Dr. Debra S. Daniels, President, SBVC
PREPARED BY: Dr. Larry Buckley, Vice President, Instruction SBVC
DATE: January 13, 2011
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBVC curriculum modifications.

OVERVIEW

The courses, certificates and degrees at SBVC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate and will be included in the 2011-2012 College Catalog.

BOARD IMPERATIVE

II. Learning Centered Institution for Student Access, Retention and Success

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
JANUARY 13, 2011

NEW COURSES

Course ID: CIT 050

Course Title: Medical Records and Health Information

Units: 3

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

Prerequisites: CIT 010 and CIT 144

Catalog Description: This course prepares students for entry level positions in medical records. Topics covered include the unique aspects of file management including transfer, release, storage, retrieval, and destruction of records and files. Information includes the latest computer technologies, electronic medical records and electronic health records to access, manage and share protected health information. An introduction to electronic billing, coding, medical ethics, confidentiality, and the laws that govern privacy are also a part of this course.

Schedule Description: This course prepares students for entry level employment as a medical records clerk/technician. Topics include management of medical/health records both manually and electronically, confidentiality and privacy of records, and an introduction to electronic billing.

Effective Date: FA11

Rationale: This course is required to keep current with technology and privacy issues in health care. Electronic Medical/Health Records is now part of all aspects of health care and training on EMR & EHR is a must.

Course ID: MUS 153x4

Course Title: Chamber Chorale

Units: 2

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

Prerequisite: None

Catalog Description: This is a small (20) ensemble of singers, each with considerable solo and choral classical music experience. Students will train as both classical vocal soloists and choral musicians. Students will study intonation, sectional balance and choral blending. Repertoire will be entirely classical in nature, in multiple languages and composed specifically with a small intimate sound in mind. An audition with the director is mandatory. This course may be taken four times.

Schedule Description: This small ensemble is only for advanced singers. The ensemble will sing classical choral music specifically composed for small choirs. Singers will receive training as soloists and choral musicians. There is a mandatory audition for this ensemble. This course may be taken four times.

Effective Date: FA11

Rationale: A course of study focusing on intimate choral music is a necessary class which is not available at this time. Courses in Chamber Chorale and/or Chamber Music are offered at the CSU and UC.

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

NEW COURSES

Course ID: MUS 159x4

Course Title: Theatrical Music Workshop

Units: 2

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

Prerequisite: MUS 130 or MUS 152x4 or MUS 154x4 or MUS 156x4

Catalog Description: In this course, students study the art of stage movement as it is paired with acoustical song (singing without amplification). Repertoire for this class consists of Opera, Oratorio, Operetta and Operatics excerpts. Students study characterization and stage movement in both principal and chorus parts. Students participate in costuming, makeup and stagecraft. Students are strongly advised to have some classical vocal training prior to enrollment in this course. This course may be taken four times.

Schedule Description: In this course, students study stage movement paired with acoustical singing. Repertoire for this class consists of Opera, Oratorio, Operetta and Opera excerpts. Students perform both principal roles and chorus. Some previous classical vocal training is recommended. This course may be taken four times.

Effective Date: FA11

Rationale: Theatrical Music Workshop is a necessary course for the Music major. Similar courses are offered at CSULB (MUS 131 Music Theater) and CSU Bakersfield (MUS 258 Opera Theatre).

MODIFY COURSES

COURSE ID	COURSE TITLE
ACCT 222	SPECIAL PROBLEMS IN ACCOUNTING I

Course Title: Independent Study in Accounting

Units: 1 - 3

Independent Study: 3-9 hours per week

Catalog Description: Students with previous course work in accounting 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 accounting. Prior to registration, a written contract must be prepared. See instructor for details.

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

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

MODIFY COURSES

COURSE ID	COURSE TITLE
AUTO 067	BASIC AND ADVANCED CLEAN AIR CAR COURSE

Department Advisory: None

Catalog Description: This Bureau of Automotive Repair (BAR) course provides students with the knowledge necessary to perform a smog inspection in the basic and advanced inspection areas according to BAR guidelines. Course includes the Basic Clean Air Car Course (BCACC), Advanced Clean Air Car Course (ACACC) and the current BAR update requirements. Students will receive a State certificate for each section of this course.

Schedule Description: This Bureau of Automotive Repair (BAR) course provides students with the knowledge necessary to perform a smog inspection in the basic and advanced inspection areas according to BAR guidelines. Course includes the Basic Clean Air Car Course (BCACC), Advanced Clean Air Car Course (ACACC) and the current BAR update requirements. Students will receive a State certificate for each section of this course.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
FCS 060	MODIFIED DIETS

Course ID: FN 060

Prerequisite: FN 162

Catalog Description: This course concentrates on the principles of nutrition in order to provide modified diets for individuals with a variety of health care conditions. The focus is on the rationale for the diet and how the modifications improve a person's overall well being. (Formerly FCS 060)

Schedule Description: This course concentrates on the principles of nutrition in order to provide modified diets to improve the well being of individuals with a variety of health care conditions. (Formerly FCS 060)

Effective Date: FA11

Rationale: Update from FCS to FN

COURSE ID	COURSE TITLE
FCS 064	NUTRITION MANAGEMENT

Course ID: FN 064

Catalog Description: The focus of this course is on the management of diet in a health care facility. It includes the development of policies, protocols and procedures for organizing, staffing and training, as well as the promotion of sound financial planning and a cost control system. (Formerly FCS 064)

Schedule Description: The focus of this course is on the management of diet in a health care facility. It includes the development of policies, protocols and procedures for organizing, staffing and training, as well as the promotion of sound financial planning and a cost control system. (Formerly FCS 064)

Effective Date: FA11

Rationale: Update from FCS to FN

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

MODIFY COURSES

COURSE ID	COURSE TITLE
FCS 066	NUTRITION CARE

Course ID: FN 066

Prerequisite: FN 060

Corequisite: FN 067

Catalog Description: This course integrates the academic content and principles of nutrition, diet and menu development with the application of nutrition care, diet evaluation, diet education and dietetic practice. (Formerly FCS 066)

Schedule Description: This course integrates the academic content and principles of nutrition, diet and menu development with the application of nutrition care, diet evaluation, diet education and dietetic practice. (Formerly FCS 066)

Effective Date: FA11

Rationale: Update from FCS to FN

COURSE ID	COURSE TITLE
FCS 067	NUTRITION CARE INTERNSHIP

Course ID: FN 067

Prerequisite: FN 060

Corequisite: FN 066

Catalog Description: This course is a clinical field experience in a dietary health care facility. The course includes nutrition evaluation, implementation of a care plan, nutrition care, dietetic education and facility organizational processes. (Formerly FCS 067)

Schedule Description: This course is a clinical field experience in a dietary health care facility. The course includes nutrition evaluation, implementation of a care plan, nutrition care, dietetic education and facility organizational processes. (Formerly FCS 067)

Effective Date: FA11

Rationale: Update from FCS to FN

COURSE ID	COURSE TITLE
FCS 162	NUTRITION

Course ID: FN 162

Catalog Description: This course introduces the scientific concepts of nutrition related to the function of nutrients in the basic life processes. Emphasis is on individual needs, food sources of nutrients, current nutritional issues and diet analysis. (Formerly FCS 162)

Schedule Description: This course introduces the scientific concepts of nutrition related to the function of nutrients in the basic life processes. Emphasis is on individual needs, food sources of nutrients, current nutritional issues and diet analysis. (Formerly FCS 162)

Effective Date: FA11

Rationale: Update from FCS to FN

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

MODIFY COURSES

COURSE ID	COURSE TITLE
FCS 222	INDEPENDENT STUDY IN FAMILY AND CONSUMER SCIENCE

Course ID: FN 222

Course Title: Independent Study in Foods and Nutrition

Units: 1 - 3

Independent Study: 3-9 hours per week

Catalog Description: Students with previous course work in Foods and Nutrition 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 nutrition, diets, foods and other related subjects. Prior to registration, a written contract must be prepared. See instructor for details. (Formerly FCS 222)

Schedule Description: Students with previous course work in Foods and Nutrition may to assigned projects involving research and analysis of selected topics. Prior to registration, a written contract must be prepared. See instructor for details. (Formerly FCS 222)

Effective Date: FA11

Rationale: Update from FCS to FN

COURSE ID	COURSE TITLE
MACH 061B	JIG AND FIXTURE MAKING

Course ID: MACH 061

Course Title: Jig and Fixture Machining

Departmental Advisories: MACH 090 and MACH 123

Catalog Description: This course includes the study of jig and fixture applications for conventional and computerized numerical machining processes along with the skills and standards applied to the National Metal Working Skills (NIMS) standards.

Schedule Description: This course includes the study of jig and fixture applications for conventional and computerized numerical machining processes along with the skills and standards applied to the National Metal Working Skills (NIMS) standards.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MACH 070B	COMPUTER NUMERICAL CONTROL MACHINING I

Course ID: MACH 070

Departmental Advisories: TECALC 087 and MACH 090

Catalog Description: This is a beginning Computer Numerical Control (CNC) programming course which includes programming concepts, Cartesian coordinate systems, geometric principles, and hands on programming using a HAAS machining simulator.

Schedule Description: This is a beginning Computer Numerical Control (CNC) programming course which includes programming concepts, Cartesian coordinate systems, geometric principles and hands on programming using a HAAS machining simulator.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

MODIFY COURSES

COURSE ID	COURSE TITLE
MACH 071B	COMPUTER NUMERICAL CONTROL MACHINING II

Course ID: MACH 071

Prerequisite: MACH 070

Catalog Description: This is an intermediate Computer Numerical Control (CNC) programming course which includes programming concepts, hands on programming using CNC software and downloading programs to the mill and turning center.

Schedule Description: This is an intermediate Computer Numerical Control (CNC) programming course which includes programming concepts, hands on programming using CNC software and downloading programs to the mill and turning center.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MACH 075X2	INTRODUCTION TO COMPUTER AIDED DRAFTING TECHNOLOGIES

Course ID: MACH 075

Course Title: Introduction to Computer Aided Design/SolidWorks

Corequisite: MACH 090

Repeatability: None

Catalog Description: This course is an introduction to Computer Aided Design/SolidWorks (CAD) with emphasis on industry standards in preparation for certification in SolidWorks Associates (CSWA) Exam. Students will be introduced to 2-D drafting practices and techniques as well as 3-D solid modeling, using SolidWorks and its application in design and rapid prototyping.

Schedule Description: This course is an introduction to Computer Aided Design/SolidWorks (CAD) in preparation for certification in SolidWorks Associates (CSWA) Exam. The creation of 2-D engineering drawings and 3-D solid models are explored for their application in design, manufacturing, and rapid prototyping.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MACH 090B	ENGINEERING BLUEPRINT READING, GEOMETRIC DIMENSIONING AND TOLERANCING

Course ID: MACH 090

Course Title: Mechanical Print Reading, Geometric Dimensioning and Tolerancing

Corequisite: MACH 075

Catalog Description: This course is a study in print interpretation with an emphasis on terminology. It also includes precision metrology and concepts related to mechanical drawing standards, geometric dimensioning and tolerancing language of the American Society of Mechanical Engineers (ASME) Y14.5M-1994, and how these apply to the mechanical print inspection processes.

Schedule Description: This course is a study in print interpretation with an emphasis on terminology. It also includes precision metrology and concepts related to mechanical drawing standards, geometric dimensioning and tolerancing language of the American Society of Mechanical Engineers (ASME) Y14.5M-1994, and how these apply to the mechanical print inspection processes.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

MODIFY COURSES

COURSE ID	COURSE TITLE
MATH 942	ARITHMETIC

Catalog Description: This course is a basic skills course in arithmetic including the fundamental operations of whole numbers, fractions, decimals, ratios, proportions, and percents.

Schedule Description: This course is a basic skills course in arithmetic including the fundamental operations of whole numbers, fractions, decimals, ratios, proportions, and percents.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MATH 942A	VOCATIONAL ARITHMETIC: WHOLE NUMBERS

Course Title: Arithmetic: Whole Numbers

Catalog Description: This is the first course of a basic skills sequence emphasizing arithmetic topics including the fundamental operations of whole numbers.

Schedule Description: This is the first course of a basic skills sequence emphasizing arithmetic topics including the fundamental operations of whole numbers.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MATH 942B	VOCATIONAL ARITHMETIC: FRACTIONS AND DECIMALS

Course Title: Arithmetic: Fractions and Decimals

Catalog Description: This is the second course of a basic skills sequence emphasizing arithmetic topics including the fundamental operations of fractions and decimals.

Schedule Description: This is the second course of a basic skills sequence emphasizing arithmetic topics including the fundamental operations of fractions and decimals.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MATH 942C	VOCATIONAL ARITHMETIC: PROPORTIONS, RATIOS, PERCENTS, AND GEOMETRY

Course Title: Arithmetic: Proportions, Ratios, Percents, and Geometry

Catalog Description: This is the third course of a basic skills sequence emphasizing arithmetic topics including proportions, ratios, percents, and geometry.

Schedule Description: This is the third course of a basic skills sequence emphasizing arithmetic topics including proportions, ratios, percents, and geometry.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

MODIFY COURSES

COURSE ID	COURSE TITLE
MATH 952	PREALGEBRA

Prerequisite: MATH 942 or MATH 942C or eligibility for MATH 952 as determined through the SBVC assessment process.

Catalog Description: This course is an introduction to mathematical properties; exponential notation; linear equations in one variable; algebraic word problems; variables; polynomials; and the appropriate operation rules for rational numbers, whole numbers and integers; an emphasis on speaking, listening, reading, and writing in communicable mathematics terminology.

Schedule Description: This course is an introduction to mathematical properties; exponential notation; linear equations in one variable; algebraic word problems; variables; polynomials; and the appropriate operation rules for rational numbers, whole numbers and integers; an emphasis on speaking, listening, reading, and writing in communicable mathematics terminology.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MATH 952A	PREALGEBRA: INTEGERS

Catalog Description: This is the first course of a sequence emphasizing prealgebra topics including properties of real numbers, operations with integers, an introduction to variables, and simplifying algebraic expressions by adding subtracting, multiplying and dividing polynomials.

Schedule Description: This is the first course of a sequence emphasizing prealgebra topics including properties of real numbers, operations with integers, an introduction to variables, and simplifying algebraic expressions by adding subtracting, multiplying and dividing polynomials.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MATH 952B	PREALGEBRA: FRACTIONS

Catalog Description: This is the second course of a sequence emphasizing prealgebra topics including properties of fractions, operations with fractions, and simplifying algebraic expressions and solving simple linear equations containing fractions.

Schedule Description: This is the second course of a sequence emphasizing prealgebra topics including properties of fractions, operations with fractions, and simplifying algebraic expressions and solving simple linear equations containing fractions.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

MODIFY COURSES

COURSE ID	COURSE TITLE
MATH 952C	PREALGEBRA: EXPONENTS AND LINEAR EQUATIONS

Catalog Description: This is the third course of a sequence emphasizing prealgebra topics including odd, even and prime numbers, rules of exponents, performing operations with exponents, simplifying algebraic expressions containing exponents, and further work solving simple linear equations.

Schedule Description: This is the third course of a sequence emphasizing prealgebra topics including odd, even and prime numbers, rules of exponents, performing operations with exponents, simplifying algebraic expressions containing exponents, and further work solving simple linear equations.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MATH 952D	PREALGEBRA: DECIMALS, PERCENT, AND RATIOS

Catalog Description: This is the fourth course of a sequence emphasizing prealgebra topics including operations with decimals, percent, and ratios, simplifying algebraic expressions containing decimals and percent, solving proportions, solving simple linear equations containing decimals, and applications involving decimals, percent, and proportions.

Schedule Description: This is the fourth course of a sequence emphasizing prealgebra topics including operations with decimals, percent, and ratios, simplifying algebraic expressions containing decimals and percent, solving proportions, solving simple linear equations containing decimals, and applications involving decimals, percent, and proportions.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
MUS 123	BEGINNING MIDI WORKSTATION

Course Title: Electronic Music I

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

Catalog Description: This course is an introduction to computer-based music recording using MIDI and digital audio. Course topics include MIDI sequencing software, notation software, basic digital audio, microphones, interfaces, and other hardware used in recording studios.

Schedule Description: This course is an introduction to computer-based music recording using MIDI and digital audio.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

MODIFY COURSES

COURSE ID	COURSE TITLE
MUS 124	MIDI-WORKSTATION: SONGS AND STYLES

Course Title: Electronic Music II

Department Advisory: None

Catalog Description: This course will cover advanced uses of sequencing software, notation software, digital audio, microphones, interfaces, and other hardware used in recording studios.

Schedule Description: This course will cover advanced uses of sequencing software, notation software, digital audio, microphones, interfaces, and other hardware used in recording studios.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
PHIL 102	CRITICAL THINKING AND WRITING

Catalog Description: This course is an introduction to critical thinking focusing on argument and evidence and the ability to write coherent argumentative essays. Topics include recognition of the structures of reasoning in natural language, the evaluation of such reasoning (including informal fallacies), the uses and abuses of language, and an investigation of the rhetorical devices common in our culture. Students practice critical thinking by writing substantive arguments and essays.

Schedule Description: This course is an introduction to critical thinking focusing on argument and evidence and the ability to write coherent argumentative essays. Topics include recognition of the structures of reasoning in natural language, the evaluation of such reasoning (including informal fallacies), the uses and abuses of language, and an investigation of the rhetorical devices common in our culture. Students practice critical thinking by writing substantive arguments and essays.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
READ 920	READING SKILLS I

Catalog Description: This course is a comprehensive, diagnostic-prescriptive program for students requiring basic reading skills, including instruction in phonics, vocabulary development, and literal and inferential comprehension skills.

Schedule Description: This course is a comprehensive, diagnostic-prescriptive program for students requiring basic reading skills, including instruction in phonics, vocabulary development, and literal and inferential comprehension skills.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

MODIFY COURSES

COURSE ID	COURSE TITLE
SDEV 102	COLLEGE TO CAREER

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

Catalog Description: This introductory course is designed for students seeking direction in setting academic and career goals. A bio-psycho-social perspective will be used to highlight the person-environment dynamics crucial to a well-rounded preparation for a fulfilling career. Major topics will include evaluation of personal interests, abilities and values, and the utilization of technological resources to identify career choices and labor market trends.

Schedule Description: This introductory course is designed for students seeking direction in setting academic and career goals. A bio-psycho-social perspective will be used to highlight the person-environment dynamics crucial to a well-rounded preparation for a fulfilling career. Major topics will include evaluation of personal interests, abilities and values, and the utilization of technological resources to identify career choices and labor market trends.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
SDEV 103	CAREER EXPLORATION AND LIFE PLANNING

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

Catalog Description: This course is an in-depth study in career and life planning designed for students seeking direction in setting life, academic and career goals. A bio-psycho-social perspective will be used to highlight the person-environment dynamics crucial to a well-rounded preparation for a fulfilling career and developmental achievements.

Schedule Description: This course is an in-depth study in academic, career, and life goal setting, including evaluation of personal interests, abilities and values. Students will learn how to adapt and succeed in a multi-generational work setting and define career and professional identity.

Effective Date: FA11

Rationale: Content Review

COURSE ID	COURSE TITLE
SPAN 158	SPANISH FOR NATIVE SPANISH SPEAKERS II

Catalog Description: This course is designed for students who already communicate in Spanish and who want to develop and strengthen reading and writing skills with special emphasis on vocabulary expansion, verbs, grammar, spelling, punctuation, and cultural applications of the Spanish language. Emphasis is on correct usage of standard Spanish. Course is conducted primarily in Spanish, producing skills equivalent to Spanish 103.

Schedule Description: This course is designed for students who already communicate in Spanish and who want to develop and strengthen reading and writing skills with special emphasis on vocabulary expansion, verbs, grammar, spelling, punctuation, and cultural applications of the Spanish language. Emphasis is on correct usage of standard Spanish. Course is conducted primarily in Spanish, producing skills equivalent to Spanish 103.

Effective Date: FA11

Rationale: Content Review

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

DISTRIBUTED EDUCATION

PHIL 102 **100% ONLINE**
MATH 942 **100% ONLINE**
MATH 952 **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

FCS 098
FCS 160
FCS 161
FCS 225
FCS 235
FCS 240
MACH 098

Effective Date: FA11

Rationale: Courses no longer offered.

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

Accounting A.A. Degree Major

To graduate with a specialization in Accounting, students must complete all requirements for the certificate plus the general breadth requirements for the Associate Degree (minimum total = 60 units)

REQUIRED COURSES:

		Units
ACCT 047	Computerized Accounting	3
ACCT 200	Financial Accounting	4
ACCT 201	Managerial Accounting	4
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 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
CIT 101	Introduction to Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
MATH 102	College Algebra	4

Total Units

35 - 37

Effective Date: FA11

Rationale: The degree was updated to reflect the changes in the marketplace. Computer literacy and computerized accounting were added.

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

Medical Administrative Assistant Certificate

This certificate is designed to prepare students for employment in the front office or reception area of various medical facilities, with a focus on a physician's office. Students learn patient confidentiality, medical ethics, appointment management, filing and use of a computer for data entry and retrieval.

REQUIRED COURSES:

	Units
CIT 010 Beginning Keyboarding	3
CIT 031 Business English	3
CIT 048 Medical Office Procedures	3
CIT 100 Introduction to Personal Computers	3
CIT 144 Medical Terminology	3
ELECTIVE - Choose from the list of RECOMMENDED COURSES:	3

RECOMMENDED COURSES:

	Units
CIT 045 Medical Insurance Billing and Coding	3
SPAN 015 Conversational Spanish I	3

Total Units

18

Note: CIT 045 also meets the requirements for the Medical Coding and Billing Certificate.

Effective Date: FA11

Rationale: This certificate will validate the skills used by administrative health care workers. The focus will be on confidentiality, privacy, and software used for appointment scheduling and electronic medical records.

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

Medical Coding and Billing Certificate

Medical coding and billing specialists keep up to date with the latest health care billing and financial information. Students learn the basics of health care finance, office computer skills, insurance terminology and the other skills needed to succeed in the field.

REQUIRED COURSES:

	Units
CIT 010 Beginning Keyboarding	3
CIT 031 Business English	3
CIT 045 Medical Insurance Billing and Coding	3
CIT 100 Introduction to Personal Computers	3
CIT 144 Medical Terminology	3
ELECTIVE - Choose from the list of RECOMMENDED COURSES.	3

RECOMMENDED COURSES:

	Units
CIT0 48 Medical Office Procedures	3
SPAN 015 Conversational Spanish I	3

Total Units

18

Note: CIT 048 also meets the requirements for the Medical Administrative Certificate.

Effective Date: FA11

Rationale: This certificate will prepare students in a fast growing field of the health care information management and administration. The certificate will prepare students with necessary skills to protect patient privacy in compliance with federal regulations and insurance requirements.

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

DIETETIC AIDE 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 program is designed to prepare students for entry level employment in a designated unit or department in health care, community care, school food service, or health and community directed programs of nutrition services. These services are often provided for the elderly and infants or children.

REQUIRED COURSES:

		Units
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 225	Sanitation and Safety	3
CULART 235	Menu Planning Principles	3
CULART 240	Procurement, Purchasing and Selection	3
FN 060	Modified Diets	3
FN 162	Nutrition	3

Total Units

21

Effective Date: FA11

Rationale: Content Review; Update from FCS to FN

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011

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DIETETIC SERVICE SUPERVISOR Certificate

Students receive education and training for entry level management positions in a food service department within a health care facility, community care or school food service organizations. Supervisors write menus, design diets, teach classes to food service personnel and give instruction on individual diets.

REQUIRED COURSES:

		Units
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 225	Sanitation and Safety	3
CULART 240	Procurement, Purchasing and Selection	3
FN 060	Modified Diets	3
FN 064	Nutrition Management	3
FN 066	Nutrition Care	2
FN 067	Nutrition Care Internship	2.5
FN 162	Nutrition	3

Total Units	25.5
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Effective Date: FA11

Rationale: Content Review; Update from FCS to FN

Curriculum Meetings: 11-08-10; 11-22-10; 12-06-10

Conjoint Meeting: 12-14-10

Board of Trustees Meeting: January 13, 2011