

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Glen Kuck, Interim President, SBVC
PREPARED BY: Henry Hua, Acting Vice President, Instruction, SBVC
DATE: July 14, 2016
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 for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2016-2017 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
July 14, 2016**

COURSE CORRECTIONS

The January 2016 Board Document approved the following courses and certificate with a Fall 2016 effective date. Upon submitting to the State, changes to titles were suggested prior to receiving State Approval.

Course ID: CIT 602
Course Title: MS Word for Office Clerks
Correction: Microsoft Word Fundamentals
Effective: Fall 2016

Course ID: CIT 603
Course Title: Microsoft Excel for Office Clerks
Correction: Microsoft Excel Fundamentals
Effective: Fall 2016

Course ID: CIT 604
Course Title: MS PowerPoint for Office Clerks
Correction: Microsoft PowerPoint Fundamentals
Effective: Fall 2016

Course ID: CIT 605
Course Title: MS Outlook for Office Clerks
Correction: Microsoft Outlook Fundamentals
Effective: Fall 2016

CERTIFICATE CORRECTIONS

Office Technology for Entry Office Clerk Certificate

Correction: Office Technology Fundamentals

Effective: Fall 2016

DEGREE CORRECTIONS

The June 2010 Board Document approved the following Degree. Upon submitting to the State, changes to reflect two separate degrees were suggested prior to receiving State Approval.

Real Estate/Escrow AA. Degree

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:		6
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 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 150	Business Math	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

Correction:

Real Estate AA Degree

To graduate with a specialization in Real Estate, 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 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 076	Property Management	3
REALST 100	Real Estate Principles	3
REALST 078	Real Estate Economics	3
or		
ECON 100	Introduction to Economics	3

RECOMMENDED COURSES FOR REAL ESTATE CONCENTRATION:		Units
ACCT 200	Financial Accounting	4
BUSAD 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 150	Business Math	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: Fall 2016

Correction:

Escrow AA Degree

To graduate with a specialization in 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
ESCROW 002	Escrow Procedures II	3
ESCROW 003	Escrow Procedures III	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 100	Real Estate Principles	3
REALST 078	Real Estate Economics	3
or		
ECON 100	Introduction to Economics	3

RECOMMENDED COURSES FOR ESCROW CONCENTRATION:		Units
ACCT 200	Financial Accounting	4
BUSAD 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 150	Business Math	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: Fall 2016