Section I: BASIC COURSE INFORMATION

Outline Status: **Approved Course**

1. **COLLEGE:** **L.A. VALLEY COLLEGE**

2. **SUBJECT:** **BIOTECHNOLOGY**

3. **COURSE NUMBER:** **002**

4. **COURSE TITLE:** **BIOTECHNOLOGY I**

5. **UNITS:** **3**

6. **CATALOG COURSE DESCRIPTION:**

This course offers an introduction to the concepts and laboratory skills in biomanufacturing of human drugs and related products. Students will be introduced to techniques such as spectrophotometry, pH meter, ELISA, and chromatography. Students will learn the general concepts of documentation, clean room behavior, lab safety, handling of blood products and working in a team. Students will become proficient in the use of aseptic techniques.

7. **CLASS SCHEDULE COURSE DESCRIPTION:**

This course offers an introduction to the concepts and laboratory skills in biomanufacturing of human drugs and related products. Students will be introduced to general laboratory techniques and concepts of documentation, laboratory safety, clean room behavior and aseptic techniques.

8. **INITIAL COLLEGE APPROVAL DATE:** **9/11/2013**

9. **LAST UPDATE DATE:** **9/11/13**

10. CLASS HOURS:

	Standard Hrs Per Week (based On 18 weeks)	Total Hs per Term (hrs per week x 18)	Units
Lecture:	1	18	1
Lab/Activity (w / homework):	4	72	2
Lab/Activity (w /o homework):	0	0	0
Totals:	Lecture: 1 Lab: 4 Total: 5	Lecture: 18 Lab: 72 Total: 90	Lecture: 1 Lab: 2 Total: 3
Totals In Protocol:	Lecture: 1 Lab: 4 Total: 5	Lecture: 18 Lab: 72 Total: 90	Total: 3

11. PREREQUISITES, COREQUISITES, ADVISORIES ON RECOMMENDED PREPARATION, and LIMITATION ON ENROLLMENT

Note: The LACCD's *Policy on Prerequisites, Corequisites and Advisories* requires that the curriculum committee take a separate action verifying that a course's prerequisite, corequisite or advisory is an "appropriate and rational measure of a student's readiness to enter the course or program" and that the prerequisite, corequisite or advisory meets the level of scrutiny delineated in the policy.

Prerequisites: **Yes**

Subject	Course #	Title	Units	Approval Date
BIOLOGY	BIOTECH 1	Fundamental of Biomanufacturing and Biotechnology	3	9/19/13

Corequisites: **No**

Subject	Course #	Title	Units	Approval Date

Advisories: **No**

Subject	Course #	Title	Units	Approval Date

12. **OTHER LIMITATIONS ON ENROLLMENT** (see Title 5, Section 58106 and Board Rule 6803 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):

Section II: COURSE CONTENT AND OBJECTIVES

1. COURSE CONTENT AND OBJECTIVES:

COURSE CONTENT AND SCOPE - **Lecture:** Outline the topics included in the lecture portion of the course *(Outline reflects course description, all topics covered in class).*	Hours Per Topic	COURSE OBJECTIVES - **Lecture:** Upon successful completion of this course, the student will be able to...*(Use action verbs - see Bloom's Taxonomy for 'action verbs requiring cognitive outcomes.')*
1.Biotechnology review Biotechnology products Diversity in Biotechnology Metrology	1	1. describe the basic techniques and molecular tools used in DNA recombinant work and their applications.
2.FDA regulations & Documentation cGMP, GDP, Laboratory notebooks, master batch records, batch records, SOPs, labels, forms, and logs, training records, numbering system and product release certificates. Verification signatures.	1	2. discuss the significance and applications of cloning and genetic engineering in our world. 3.perform calculations for solution making
3.Laboratory Safety Chemical Safety Biohazards Personal protection Electric safety Risk assessment and SWOT analysis	3	4. explain the importance of maintaining accurate documentation and the policies associated with them. 5. identify different cell types and describe techniques for isolation of proteins from cells and tissues to include the theory of various types of protein assays, chromatography, and spectrophotometry
4.Protein Chemistry Structure & function Macromolecules and Enzymes	3	
5.Cell Biology - Introductory Structure & function Identification of cell types Cloning & reproduction	5	6. explain the basic structure and function of cells and how they are utilized for molecular biology. 7. explain the necessity of maintaining sterile solutions and media, describing sterilization techniques and validity of sterility.
6.Microbiology- basic concepts Inoculation, Culture and Bacterial Identification Mycoplasma, Viruses and Prions Calibrate growth curve to optical density Serial dilution,	2	
7.Molecular Biology- Introductory Review DNA structure & function Protein synthesis	2	
8.Spectrophotometry Electromagnetic spectrum Transmittance, Absorption & action spectra		
Total:	18	
Total Lecture Hours In Section I Class Hours:	18	

*Total lecture and laboratory hours (which include the final examination) must equal totals on page 1.
**In general "activity" courses or portions of courses are classified "laboratory."

1. (cont'd) LAB:

COURSE CONTENT AND SCOPE - **Lab:** Outline the topics included in the lecture portion of the course *(Outline reflects course description, all topics covered in class).*	Hours Per Topic	COURSE OBJECTIVES – **Lab:** Upon successful completion of this course, the student will be able to…*(Use action verbs – see Bloom's Taxonomy for 'action verbs requiring*

		cognitive outcomes.')
1.Laboratory safety and good documentaion practices 2.Laboratory measurements, metric, exponents, logarithims 3. Spectrophotometry- growth curves and optical density 4. Application of Beer's Law 5.Determination of unknowns 6.Solutions, dilutions, buffers, and pH 7.Preparation of microbial liquid and solid media 8.Aseptic techniques 9.Sterile & nanofiltration 10. Introduction to ELISA, Chromatography, purification techniques 11.Grow pure cultures of bacteria cells 12. Calibration curves	9 8 6 4 7 10 9 3 3 4 6 3	1.Develop and maintain an accurate laboratory notebook/ laboratory documentation. Follow laboratory safety practices. 2. Write and follow laboratory protocols and demonstrate laboratory safety practices. 3. Prepare solutions (molarity, percent, seriel dilutions, pH and buffers) 4. Demonstrate validation of steriltiy and risk assessment. 5. Use of various types of chromatography. 6. Demonstrate use of protein assays 7.Apply various sterilization techniques 8. Inoculate and grow bacterial cell cultures.Perform spectrophotometry and growth curve analysis.
Total: Total Lab Hours In Section I Class Hours:	72 72	

Essential Academic Skills: Reading and Communication

2. REQUIRED TEXTS AND SUPPLEMENTAL READINGS:

Provide a representative list of textbooks and other required reading; include author, title and date of publication:

Title	Author	Year
Introduction to Biomanufacturing	**Northeast Biomanufacturing Center & Collaborative**	**2012**
Introduction to Biotechnology	**Thiemann & Palladino**	**2011**
Industrial Biotechnology: A Training Manual	**Wadsworth**	**2006**

3. READING ASSIGNMENTS:

If applicable, reading assignments in this course may include but are not limited to the following:

Experimental protocols, standard operating procedures, text books, journal articles, Biomanufacturing Company annual reports.

4. WRITING ASSIGNMENTS:

Writing assignments, as required by Title 5, in this course may include, but are not limited to the following:

Writing experimental protocols, standard operating procedures, essays on examinations, research papers.

Essential Academic Skills: Critical Thinking and Other Course Components

5. REPRESENTATIVE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

Provide examples of assignments, as required by Title 5, that demonstrate critical thinking.

Problem sets- conversions for laboratory measurements, calculations for serial dilution and concentrations in the making of solutions. Troubleshooting errors in experimentation procedures and results.

6. SELF REFLECTIVE LEARNING:

If applicable, describe how students will reflect on their development as active learners. Provide representative examples below:

7. COMPUTER COMPETENCY:

If applicable, explain how computer competency is included in the course.

Use of computers will be required for utilizing and monitoring some of the laboratory equipment.

8. INFORMATION COMPETENCY:

If applicable, explain how information competency is included in the course.

As a research project, students could be asked to simulate a start-up biomanufacturing company, research the product types and its applications, how they would go about designing their product, to the bioengineering, techniques, and mass scale production and marketing of their product on a minor level.

Evaluation and Instruction

9. REPRESENTATIVE OUTSIDE ASSIGNMENTS (HOMEWORK):

Out of class assignments (Homework) may include, but are not limited to the following:

Assigned reading from the texts or web and library sources, problem sets, research and planning for student projects.

10. METHODS OF EVALUATION:

Title 5, section 55002 requires grades to be "based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students." Methods of evaluation may include, but are not limited to the following (please note that evaluation should measure the outcomes detailed "Course Objectives" at the beginning of Section II):

quizzes, exams, lab activities, accuracy in demonstrating proficient laboratory techniques, laboratory documentation.

11. METHODS OF INSTRUCTION:

Please Check All That Apply

- [X] **Discussion**
- [X] **Activity**
- [ ] **Field Experience**
- [ ] **Independent Study**
- [X] **Purposeful Collaboration**
- [ ] **Other (Please Explain)**

12. SUPPLIES:

List the supplies the student must provide.

Text book, laboratory notebook, lab coats, calculators, gloves

13. DIVERSITY:

If applicable, explain how diversity (e.g., cultural, gender, etc.) is included in the course.

14. SCANS COMPETENCIES (required for all courses with vocational TOP Codes; recommended for all courses):

SCANS (Secretary's Commission on Necessary Skills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

RESOURCES

- [ ]

[X] **Managing Time:** Selecting relevant goal-related activities, ranking them in order of importance, allocating time to activities, and understanding, preparing and following schedules.

[ ] **Managing Money:** Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.

[X] **Managing Material and Facility Resources:** Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

INTERPERSONAL

[X] **Participating as Member of a Team:** Working cooperatively with others and contributing to group's efforts with ideas, suggestions and effort.

[ ] **Teaching Others New Skills:** Helping others learn needed knowledge and skills.

[X] **Exercising Leadership:** Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.

[ ] **Negotiating:** Working toward agreement that may involve exchanging specific resources or resolving divergent interests.

[X] **Working with Cultural Diversity:** Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

INFORMATION

[X] **Acquiring and Evaluating Information:** Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.

[X] **Organizing and Maintaining Information:** Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.

[X] **Interpreting and Communicating Information:** Selecting and analyzing information and communicating the results of others, using oral, written, graphic, pictorial, or multimedia methods.

[X] **Using Computers to Process Information:** Employing computers to acquire, organize, analyze and communicate information.

SYSTEMS

[X] **Understanding Systems:** Knowing how social, organizational and technological systems work and operating effectively with them.

[ ] **Monitoring and Correcting Performance:** Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.

[ ] **Improving or Designs Systems:** Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

TECHNOLOGY

[X] **Selecting Technology:** Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.

[ ]

[X] **Applying Technology to Tasks:** Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.

[X] **Maintaining and Troubleshooting Equipment:** Preventing, identifying, or solving problems with equipment, including computers and other technologies.

Section III: RELATIONSHIP TO COLLEGE PROGRAMS

1. THIS COURSE WILL BE AN APPROVED REQUIREMENT FOR AN APPROVED ASSOCIATE DEGREE OR CERTIFICATE PROGRAM: No

a. If yes, the course will be a portion of the "approved program" listed on the State Chancellor's Inventory of Approved Programs (approved programs can be found on the State Chancellor's Office website at https://misweb.cccco.edu/webproginv/prod/invmenu.htm..

NOTE: In order for a course to be approved as a requirement for an associate degree or certificate program, the program must be listed on the State Chancellor's Office *Inventory of Approved Programs* AND the course must be listed in the college catalog as either a requirement or an elective for the program. If course is not part of an approved program at the college adopting the course, it will be considered to be a "stand-alone" course, and is subject to the State Chancellor's approval criteria. The college must complete and submit the Chancellor's Office "APPLICATION FOR APPROVAL OF CREDIT" form. Certain courses are granted "blanket approval" by the State Chancellor's Office and do not require separate approval. See the Chancellor's Office *Program and Course Approval Handbook* for details. LACCD Skills **Certificates are not State approved programs** and are not listed on the Chancellor's Office *Inventory of Approved Programs.*

2. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE STATUS:

a. Area requested: **None**

b. Area requested: **None**

Section IV: ARTICULATION INFORMATION

(Complete in consultation with College Articulation Officer)

1. TRANSFER STATUS:

a. Transferable to the University of California: **No**

c. Transferable to the California State University: **No**

b. UC Approval Date:

d. College Approval Date:

2. GENERAL EDUCATION FOR TRANSFER:

IGETC Certification:

a. Area requested:
b. Date requested:
c. IGETC Approval Date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

CSU Certification:

a. Area requested:
b. Date requested:
c. CSU Approval Date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

IGETC Certification:

a. Area requested:
b. Date requested:
c. IGETC Approval Date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

CSU Certification:

a. Area requested:
b. Date requested:
c. CSU Approval Date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

3. MAJOR REQUIREMENT FOR TRANSFER:

Will this course be articulated to meet lower division major requirements?

List college/university and the majors:

CAN NUMBER:

CAN Approval --

Date requested:

CAN SEQUENCE #:

Date approved:

Section V: SUPPLEMENTAL COURSE INFORMATION

1. **DEPT/DIVISION NAME:** **Biological Science**

2. **DEPT/DIVISION CODE:** **15**

3. **SUBJECT CODE** : **923**

4. **SUBJECT ABBREVIATION** : **BIOTECH**

5. **RECOMMENDED MINIMUM QUALIFICATION AREA**:

6. **ABBREVIATION FOR TRANSCRIPTS** : **BIOTECH I**

7. **DEGREE CREDIT:**

   Indicate whether the course meet the "standards for approval" for degree credit course set forth in Title 5, section 55002(a)(2), which requires the course to have a degree of intensity, difficulty, and vocabulary that the curriculum committee has determined to be at the college level: **Degree Applicable**

8. **GRADING METHOD** : **LETTER GRADE**

9. **REPETITIONS:** # of times repeated for credit : **0**

10. **PRIOR TO TRANSFERABLE LEVEL**

    This course attribute applies to ***English, Writing, ESL, reading and mathematics*** courses ONLY. If applicable, indicate how many levels below the transferable level this course should be placed: **Not applicable**

11. **CREDIT BASIC SKILLS**

    Title 5, section 55000(j) defines basic skills as "courses in reading, writing, computation, and English as a Second Language, which are designated as non-degree credit courses pursuant to Title 5, section 55002(b)." **No**

12. **CROSS REFERENCE**

    Is this course listed as equivalent in content to existing College/District courses in another discipline? **No**

If Yes, list courses (documentation of cross-discipline agreement must be provided):

13. COURSE SPECIFICALLY DESIGNED FOR STUDENTS W/ DISABILITIES

Title 5, section 56029 allows a course to be repeatable when continuing success of the students with disabilities is dependent on additional repetitions of a specific class. Is this course designated as an "approved special class" for students with disabilities? **No**

If yes, provide an explanation of how this course meets the requirements of Title 5, section 56029.

14. COOPERATIVE EDUCATION STATUS -

Title 5, section 55252 allows for two types of Cooperative Education: 1) General Work Experience Education -- i.e., supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes and career awareness, which need not be related to the students' educational goals; or 2) Occupational Work Experience Education -- i.e., supervised employment, extending classroom based occupational learning at an on-the-job learning station, which is related to the students' educational or occupational goal. Is this course part of the college's approved cooperative work experience education program? **No**

15. COURSE CLASSIFICATION: Credit Course

Note: A course's Classification, TOP Code and SAM code must be aligned – e.g., Courses with an "Occupational" Course Classification must have an "Occupational" TOP Code and a SAM Code of A, B, C, or D; courses that do not have an "Occupational" Course Classification cannot have an Occupational TOP Code and must have an "E" SAM Code. Courses coded as "basic skills" in #11 should be coded "Adult and Secondary Basic Skills."

16. TOP CODE - (6 digits XXXX.XX) **0430.00**

Course content should match discipline description in Taxonomy of Programs found here: Taxonomy Of Programs website

17. SAM CODE (**S**tudent **A**ccountability **M**odel): **D**

18. FUNDING AGENCY CODE:

19. STATE COURSE ID:

Section VI: APPROVAL STATUS

1. APPROVAL STATUS:

			Approval Date Of	Board Date	Approved Effective Semester
a.	[X]	New Course	College: **9/19/13**	Board: **1/15/14**	Effective Semester:
b.	[ ]	Addition of Existing District Course	College:	Board:	Effective Semester:
c.	[ ]	Course Change*	College:		Effective Semester:
d.	[ ]	Outline Update	College:		Effective Semester:
e.	[ ]	Archive Course	College:		Effective Semester:
f.	[ ]	Reinstate Course	College:	Board:	Effective Semester:

Section VII: APPROVAL INFORMATION FOR NEW OR ADDED COURSES

(complete in consultation with Department Chair and the appropriate Academic Administrator)

1. ORIGINATOR: **Byrd-Williams, Pamela**

2. DEPARTMENT: **Biological Science**

3. IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:

[X] By additional funds. Describe:

Initial funding is through a Department of Labor grant in conjunction with Job Training. At the end of grant funding, additional FTEF will be needed after Fall 2015.

[ ] By deleting courses from the college catalog and course database. List specific courses to be deleted:

[ ] By deleting sections of existing course. List courses and number of sections to be deleted:

First Year: Second Year: Third Year:

[ ] By rotating sections of existing courses. List courses and number of sections to be rotated, as well as the semesters in which they will be offered:

4. IMPACT

IMPACT -- Will this course directly impact other course offerings and/or associate degree or certificate programs on campus?

(If yes, briefly explain how)

This course will be part of a stackable certificate program and may be part of an Associate Degree program in Biotechnology.

5. METHOD OF SUPPORT

-- Indicate how the college plans to support the proposed course:

A. Additional staff -- List additional staff needed:

Additional teaching staff is required for this class as well as a Laboratory Technician. Additional FTEF will be needed after Fall 2015. Stringent student supervision is required for safety concerns.

B. Classroom -- List classroom type needed:

Lecture and Lab space is required. Class enrollment will be limited to 20-24 due to the presence of specific laboratory equipment.

C. Equipment -- List new equipment needed and indicate funding source for any new equipment:

Laboratory equipment will be purchased from grant funds: 1-2 HPLC systems, 2-4 Bioreactor units, 1-2 LC Chromatography units, 1 Analyte Analyzer, 1 Spectrophotometer, 1 Top loading autoclave, 1 refrigerated centrifuge. After Fall 2015, the college will be required to pay for equipment service agreements and additional laboratory supplies.

D. Supplies- List supplies and indicate dollar value:

The cost of disposable supplies will be paid for by the grant until Fall 2015. Additional supplies after the grant will require support from the College. Service and maintenance agreements will need to be supplied by the college from the inception of the course. The amount required for supply costs is approximately $450 per semester

E. Library/Learning Resources- The course initiator shall consult with the College Librarian and review the college library, book, periodical, and electronic resource collections relevant to this course. List additional titles and resources to be considered for purchase as funding permits:

Journal of Biotechnology (Elsevier) Journal of Manufacturing Science and Production Journal of Manufacturing Process Biotechnology and Bioprocess Engineering (Springer) Nature Biotechnology Journal of Biotechnology (Elsevier Bioprocess and Biosystems Engineering (Springer) Applied Microbiology and Biotechnology (Springer) Biotechnology Journal (Wiley)

CERTIFICATION AND RECOMMENDATION

[X] This course meets Title 5 requirements for Associate Degree applicable college credit towards an Associate Degree.

[ ] This course meets Title 5 requirements but does not satisfy the requirements for an Associate Degree applicable course.

We certify that the information and answers above properly represent this course.

Originator	
Department/Cluster Chairperson	
Articulation Officer	
Librarian	
Dean (If applicable)	
Curriculum Committee Chairperson	
Academic Senate President	
Vice President, Academic Affairs	
College President	

Section VIII: ADDENDA

(Uploaded Documents)

Type	Addendum Description	File	Delete	To View
SLO Addendum	*Course SLO BIOT 002 Biomanufacturing I*	*88110_702_CourseSLO BioT 002.doc*	*Delete*	*View It*
General	*New Course Addendum Biomanufacturing 002*	*New Course Addendum Bioman I 002.doc*	*Delete*	*View It*
Prerequisite Document	*Prerequisite Document*	*PrerequisiteValidationForm 002.doc*	*Delete*	*View It*