

# SAN BERNARDINO VALLEY COLLEGE

## 2002-2003

A PUBLIC COMMUNITY COLLEGE IN CALIFORNIA  
A COLLEGE OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



<b>PART I</b>	THE COLLEGE
<b>PART II</b>	DEGREE, CERTIFICATE, AND TRANSFER INFORMATION
<b>PART III</b>	ANNOUNCEMENT OF COURSES
<b>PART IV</b>	ADMINISTRATION AND FACULTY

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701 South Mount Vernon Avenue • San Bernardino, CA 92410 (909) 384-4400

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*SBVC is an affirmative action institution. All courses and programs are provided for all residents regardless of race, color, sex or handicap.*

*SBCCD y sus dos planteles, SBVC y Crafton Hills College proveen oportunidades iguales en cuanto a admisión, ayuda financiera a los estudiantes, infraestructura de apoyo estudiantil y actividades y empleo sin discriminar a causa de raza, color religión, sexo, edad, o incapacidad física o nacionalidad. Cada curso que recibe remuneración del estado es de matrícula abierta a toda persona que haya sido admitida a la universidad y que cumpla con los requisitos del curso. Para información adicional llame a George Fleming, (909)384-8975.*

*This publication is available in alternate formats (Braille, large print, e-text) for qualified persons with disabilities. Call (909) 384-4443, for information.*

Dear San Bernardino Valley College Student,

Welcome to another academic year at San Bernardino Valley College. You are going to be a part of many changes at your college this year. The campus will be starting major construction to improve the seismic safety of our buildings. This project started over the summer and will continue for several years. Every effort will be taken to minimize the impact of this construction on the institutional programs and services on campus.

Your College provides a broad range of educational programs to meet your needs for transfer or career development. Instruction is provided by a caring committed faculty and staff that have your success as their top priority. You can be assured that the quality of our educational programs will meet your needs.

The faculty staff and administration seek a commitment from you that you will apply yourself to scholarly pursuit. Resources are available to you to provide assistance when necessary. You need to apply yourself and use the resources available. You will be successful in reaching your goal if you apply yourself and work with the faculty and staff where you need help.

Participating fully in college activities can enhance your College experience. Become a part of student government; enjoy the many clubs, and other enriching experiences that are available to you. This is your college experience, make the most of it. The faculty, staff and administration will be there for you during the experience and will applaud your success.



A handwritten signature in cursive script that reads "Donald F. Averill".

Dr. Donald F. Averill, Chancellor





## TABLE OF CONTENTS

<b>ACADEMIC CALENDAR</b> .....	<b>4</b>
<b>PART I—THE COLLEGE</b> .....	<b>5</b>
General Information .....	5
Admission Regulations .....	7
Registration .....	9
Academic Standards and Policies .....	11
Student Awards and Honors .....	17
Services for Students .....	19
Financial Aid Programs .....	23
Campus Safety .....	25
Student Rights and Responsibilities .....	27
<b>PART II—DEGREE, CERTIFICATE, AND TRANSFER INFORMATION</b> .....	<b>31</b>
Associate Degree (Graduation) Requirements .....	31
Vocational Certificate Programs .....	33
Requirements for Transfer to Four-Year Colleges and Universities .....	34
Degree and Certificate Listing .....	40
<b>PART III—ANNOUNCEMENT OF COURSES</b> .....	<b>41</b>
<b>PART IV—ADMINISTRATION AND FACULTY</b> .....	<b>206</b>
Administration .....	206
Faculty .....	206
Professors Emeriti .....	210
Administrative Emeriti .....	211
San Bernardino Valley College Foundation .....	211

## CALENDAR FOR THE 2002-2003 ACADEMIC YEAR

### FALL SEMESTER 2002

August 19	First Day of Fall Semester Instruction
September 2	Labor Day – Holiday
October 1	Deadline - Last Day to apply for Fall, 2002 graduation
November 11	Veteran's Day – Holiday
November 28-30	Thanksgiving Recess
December 12	Last Day of Instruction Day and Evening
December 13, 16-19 and 21	Final Examinations
December 25 – January 12	Winter Recess

### SPRING SEMESTER 2003

January 13	First Day of Spring Semester Instruction
January 20	Martin Luther King Day – Holiday
February 14	Lincoln's Birthday – Holiday
February 17	Washington's Birthday – Holiday
March 1	Deadline - Last Day to apply for Spring, 2003 graduation
March 17-22	Spring Recess
May 14	Last Day of Instruction Day and Evening
May 15-21	Final Examinations
May 23	Commencement

### SUMMER SESSION 2003

Start dates will be available during the Spring 2003 semester.

Check the Fall, Spring or Summer *Schedule of Classes* for specific dates in that semester, such as the period of registration and the last day to withdraw.



## PART I - THE COLLEGE

### GENERAL INFORMATION

#### The College

San Bernardino Valley College is a comprehensive community college that serves the residents of the Inland Empire. The college is one of 108 locally governed California community colleges, and as such, is regulated by the California Education Code and is subject to the decisions of the California Legislature and the California Community College Board of Governors. The college is responsible to its local constituency through an elected Board of Trustees, which is the principal policy-making body for the college.

Students of the college are drawn, for the most part, from the local community. In addition, specific programs at the college attract students from throughout the state and world. Students range in age from under 18 to over 80 years, and reflect the ethnic and cultural diversity of the region.

#### Mission Statement

The mission statement describes San Bernardino Valley College's reason for being. The district's Board of Trustees formally adopted this mission on June 13, 2002:

*San Bernardino Valley College is a comprehensive community college dedicated to making lifelong learning opportunities accessible to a diverse student population. The college serves high school graduates and those over eighteen years of age. In addition, the college provides a gateway to higher education and vocational training for non-traditional populations, including: qualified high school students; re-entry adults; immigrants; the educationally or financially challenged; and those who cannot or choose not to attend the main campus.*

*The mission of San Bernardino Valley College is: to prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global*

*competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.*

#### Tenets

The college tenets describe the philosophy and values of San Bernardino Valley College's faculty, staff, and administration:

*We believe:*

- *That a well-educated populace is essential to the general welfare of the community.*
- *That a quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.*
- *That an enriched learning environment promotes creativity, self-expression, and the development of problem-solving skills.*
- *That we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.*
- *That we can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.*
- *That plans and decisions must be based on an informed consideration of what will best serve students and the community.*
- *That we must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.*
- *That all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.*
- *That interaction between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.*
- *That we must hold ourselves and our students to the highest ethical and intellectual standards.*

- *That we must maintain a current, meaningful and challenging curriculum.*
- *That students succeed best when enrolled in classes that meet their interests and match their level of academic preparedness.*
- *That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.*

## Vision Statement

The vision statement represents the collective sense of the direction the faculty, staff and administration would like to see the college move over the next decade. The district's Board of Trustees adopted the vision statement on June 13, 2002:

*San Bernardino Valley College will become the college of choice for students in the Inland Empire, and will be regarded as the "alma mater" of successful, lifelong learners. We will build our reputation on the quality of our programs and services and on the safety, comfort, and beauty of our campus. We will hold both our students and ourselves to high standards of achievement, and will expect all members of the college community to function as informed, responsible, and active members of society.*

## History

San Bernardino Valley College was established in 1926, and originally served only the San Bernardino and Colton Unified School Districts. The population served has now expanded to include communities throughout the Inland Empire. Over the years, the original four-building campus has grown to one of eighteen major buildings grouped conveniently around a central quadrangle and mall, giving easy access to the numerous special purpose classrooms, lecture halls, laboratories, studios, shops and practice rooms. A faculty of 16 has grown to a teaching staff of more than 180 full-time and 400 hourly faculty, and a student body of 140 has grown to one of over 13,000. San Bernardino Valley College is proud of its long tradition of service to our community, and the faculty and staff are gratified to know they have played an important part in improving the lives of so many.

## Length of Programs

San Bernardino Valley College offers associate degrees and a wide variety of certificate programs.

The amount of time it will take a student to complete an associate degree will depend on whether he/she is attending full-time or part-time, on the student's level of preparation, and on the number of prerequisite courses he/she is required to take. Typically, a student attending full-time with few prerequisite requirements could complete an associate degree in two years. Students attending part-time could take as long as four or five years.

The amount of time it will take to complete a certificate program will depend on whether the student is attending full-time or part-time, the number of units required for the certificate, the rotation of courses over a one- or two-year sequence, and the number of prerequisite courses the student is required to take. A very limited number of certificate programs can be completed in one semester. The majority will take one or two years if the student attends full-time. Consult with the vocational advisor for your program. A list of advisors is found in the *Schedule of Classes*.

## Accreditation

San Bernardino Valley College is fully accredited by the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Post Secondary Accreditation and the U.S. Department of Education. In addition, the college is accredited by the National League for Nursing and the California State Board of Registered Nursing.





## ADMISSION REGULATIONS

Admission to San Bernardino Valley College is governed by the laws of the State of California and by supplementary regulations established by the San Bernardino Community College District Board of Trustees. Every course, whether offered on the main campus or at a satellite location, is fully open to any person who is eligible for admission to San Bernardino Valley College and who meets any prerequisites as have been established in accordance with Title V of the California Administrative Code.

### Admission Requirements

The following groups are eligible for admission to San Bernardino Valley College:

- Any individual, age 18 or above, who can reasonably profit from instruction.
- Any individual who has graduated from high school or who has been awarded a California Certificate of Proficiency or who has successfully completed the GED.

In accordance with Board Policy 6020, any pupil enrolled in grades K-12 from a public school district may apply for admission to a District college upon submitting evidence that the Board of Trustees of the public school district has granted such approval. A parent or guardian of a pupil who is not enrolled in a public school district may petition the college president for such admission. The college president or designee shall review and act upon all applications.

Three categories of students currently in high school or below age 18 may be admitted to San Bernardino Valley College. All must complete an admission application and participate in the matriculation process of Assessment/Orientation/Advisement before registering for classes.

#### High School Juniors and Seniors enrolling in Transfer Level Courses (courses numbered 100+200)

- Must have a high school GPA of 3.0 or better as verified by an official transcript. An appeals process will be available to students with GPA between 2.7 and 3.0, in which provisional admission will be granted based on a letter of recommendation from a teacher currently teaching the student in an academic course.

- Must submit an application for admission to the College.
- Must submit **Special Student Attendance Approval** form signed by parent/guardian and high school principal or designee.
- Must register in transfer level courses.
- Courses cannot duplicate course currently available in their school.

#### High School Vocational Education Students, Grades 9-12

- Must have high school GPA of 2.0 or better as verified by an official transcript.
- Must submit an application for admission to the college.
- Must submit **Special Student Attendance Approval** form signed by parent/guardian and high school principal or designee.
- Must register in Vocational Education courses only.

#### Below Grade Eleven Students

- Parents must petition in writing to the Vice President of Student Services.
- The public school district of residence must grant approval in writing.
- Student must have proof of a 3.0 GPA or better as verified by transcript (except for students enrolling in Vocational Education courses, see above).
- Must submit **Special Student Attendance Approval** form.
- Must register in transfer level courses only (courses numbered 100+200)

Students from other colleges may be admitted with advanced standing upon presentation of official transcripts.

### Residence Requirements

Residence determination must be made each semester for non-resident tuition purposes. The college application and, if necessary, other evidence furnished by the student are used in making residence determination.

Any adult who is physically present in the state while, at the same time, intending to make California his/her permanent home, may establish legal residence. The resident determination date is that day immediately preceding the opening day of instruction for each semester or term. Steps must be taken at least one year prior to the residence determination date to establish the intent to make California one's permanent home with concurrent relinquishment of the prior legal residence. Some indications of intention to establish and maintain California residence include, but are not limited to:

- Payment of California state income tax as a resident.
- Registering to vote and voting in California.
- Possessing California motor vehicle license plates.
- Possessing a valid California driver's license.
- Maintaining a permanent military address or home of record in California while in the armed services.
- Establishing and maintaining active California bank accounts.
- Being a petitioner for a divorce in California.

In general, an unmarried minor (a person under 18 years of age) derives legal residence from the parent or parents with whom he/she lives.

The student who is within the state for educational purposes only does not gain the status of resident regardless of the length of his/her stay in California.

Exceptions to the residence requirements are as follows:

1. Persons below the age of 19 whose parents were residents of California but who left the state while the student who remained was still a minor. When the minor reaches 18, the exception continues for one year to enable the student to qualify as a resident student.
2. Persons below the age of 19 who have been present in California for more than a year before the residence determination date and who have been entirely self-supporting for that period of time.
3. Persons below the age of 19 who have lived with and have been under the continuous direct care and control of an adult, not a parent, for the two years immediately preceding the residence determination date. Said adult must have been a California resident for the most recent year.
4. A student who is a member of the armed forces of the United States stationed in this state on active military duty shall be entitled to resident classification for one year from the time the member reports for duty in California.
5. A student who is a natural or adopted child, stepchild or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification for one year from the time the member reports for duty in California. This military exception does not require any intent on the part of the military member or dependent to become a resident of California. If, however, after the one year has elapsed the member or dependent has not satisfied California residence requirements, he/she will not be entitled to resident classification until the intent requirements have been fulfilled for the one-year period.
6. A student who is a full-time employee of a public institution of higher learning, or whose parent or spouse is a full-time employee, will be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.

Any student may make a written appeal to the Dean, Campus Gateway Division within 30 calendar days of notification of a final decision by the college regarding classification.

### Out-of-State Students

Out-of-state applicants are admitted to the college on the same basis as California residents except that they are required to pay non-resident tuition fees in addition to other fees required by the college. After a student has been present in California for one year and has manifested clear intent to become a California resident, he/she may apply for reclassification as a California resident.

### International Students

San Bernardino Valley College is approved by the Immigration and Naturalization Service to admit non-immigrant international students who are taking lower division work for transfer to four-year institutions or who are taking course work to complete a two-year occupational major. San Bernardino Valley College requires the full completion of each of the following items:

- An application for admission accompanied by a non-refundable processing fee of \$25.
- A minimum score of 450 on the Test of English as a Foreign Language (TOEFL), paper-based or 133 on the computer-based TOEFL.
- Official transcripts of high school and college records, accompanied by a notarized translation if the original is not in English.
- A bank statement and a verification of funds or affidavit of support, sufficient to cover all expenses while in this country.
- A recent photograph, passport size.
- F1 students must purchase International Health Insurance in Administration, Room 111.

When all requirements have been met, the student will be mailed a letter of acceptance, along with an I-20 (certificate of eligibility) form. Transfer students must submit a copy of the I-20 form from the previous school attended, along with an Intent to Transfer form obtained in Administration, Room 111.

In order to be considered for admission, all application items must be submitted (by May 1 for the fall semester and November 1 for the spring semester) to the International Student Counselor, Counseling Center, Administration, Room 111.

Prior to registering for classes, the international student must also be prepared to present to the International Student Counselor the results of a chest x-ray or a negative tuberculosis skin test taken in the United States (The skin test may be taken in the campus Health Center for a nominal fee). F-1 students must be enrolled in 12 units per semester, per I.N.S. regulations.

### Veterans

San Bernardino Valley College offers courses approved for Veterans Administration benefits under Title 38, Chapters 30, 31, 32, 35, and 106 of the U.S. Code. An enrollment certification will be returned to the Veterans Administration when a veteran or his/her eligible dependent has completed the following:

- Filed a D.D. 214 form and other required documents with the Veterans Affairs Office.
- Filed an official transcript of all previous work taken at other colleges or universities with the Records Office (These records have to be evaluated and appropriate credit granted before the student can be certified for benefits. The applicant's initial certification to the Veterans Administration will reflect the total credit granted).
- Had his/her program approved by a counselor during or prior to registration. The program must be listed in the College Catalog.
- Enrolled in classes for the semester to be certified.

Regular and prompt attendance is expected of all students. Instructors may drop students who incur excessive absences regardless of the reasons for the absences. The effective date of the drop will be recorded on the permanent roll sheet. Grades of W (withdrawal) and NC (no-credit) are interpreted as unsatisfactory progress by the Veterans Administration. Additionally, a complete withdrawal during a term is considered unsatisfactory progress except in extenuating circumstances.

Veterans and their eligible dependents are responsible for notifying the Veterans Administration of any changes in their academic program, in their marital or dependent status, or in their address.



## REGISTRATION

### Registration Procedures

#### 1. *Filing an Application for Admission to the College*

All new and/or returning students must file an application for admission before registering for classes. Applications may be submitted to the Admissions and Registration Office (Administration, Room 106).

#### 2. *Transcripts of Prior Work*

Students should arrange to have official transcripts of all high school and college work sent to the Records Office (Administration, Room 109). These documents are important to have on file for proper counseling / advisement.

#### 3. *Assessment / Orientation / Advisement*

When you submit an application for admission in person, you will be able to choose a date and time for Assessment, Orientation, and Advisement (AOA). New students are **required** to participate in assessment unless specifically exempted from this process.

If you mail your application, or submit it on-line, you must come to the Admissions and Registration Office to receive an appointment card, which is your admission ticket to assessment. To get an appointment for the Ability-to-Benefit (ATB), please go to Financial Aid.

Report at least fifteen minutes early on the assessment date you have chosen. Bring your appointment card with you as well as a picture ID (driver's license or school ID).

**You may be exempt from assessment/orientation/advisement if:**

- You have an associate degree or higher from an accredited college or university; **or**,
- You have earned a score of 3 or higher in Advanced Placement Tests in **both** math and English; **or**,
- You have proof of taking an assessment test at another college within the last three years; **or**,
- You are taking courses for career advancement, to improve job skills, or to maintain certificate or license requirements **and** the courses you are taking do not require either math or English prerequisites; **or**,
- You are taking courses only for personal enrichment **and** are enrolled in 6 or fewer units in courses that do not have a math or English prerequisite **and** you have not completed more than 12 units total at the college.

**You may be exempt from the English assessment if:**

- You received a grade of "C" or better in a prerequisite English course at the college level within the last two years.

**You may be exempt from the Math assessment if:**

- You received a grade of "C" or better in a prerequisite math course at the college level within the last two years.

Here are questions students most often asked about Assessment, Orientation and Advisement:

#### *Why is the assessment required?*

Assessment will place you in proper English, reading, and math courses. During the Orientation/Advisement session following assessment, you will be introduced to the college's services. After your assessment is processed, the counselor will help you select appropriate courses for the semester.

#### *If I don't do well on the assessment, will I still be able to attend San Bernardino Valley College?*

Yes. This is not a pass/fail exam. It is a tool to help you and the counselor make appropriate educational plans for now and the future.

#### *How long will the Assessment, Orientation, and Advisement take?*

Approximately 3 hours.

#### *What if I need accommodations to complete the test?*

If you have a learning or physical disability that requires reasonable accommodation to complete the assessment test, please contact Disabled Student Programs and Services, located in Room 101 in the Campus Center.

#### *Do other colleges require assessment?*

Yes. Every community college in California is required to assess all new students. Most four-year colleges and universities also require an assessment of basic skills.

#### *Does a counselor discuss my assessment scores?*

Yes. Counselors are your best resource to tell you how to interpret placement skills.

#### *If my class has a prerequisite, what do I need to do?*

Take the prerequisite course, or refer to page 13 for other options.

#### 4. *Enrollment in Classes*

The *Schedule of Classes* provides detailed instructions on the procedures involved in registering for classes. Students may register either by telephone or in person, in accordance with the dates identified in the *Schedule of Classes*. **Attending courses without formally enrolling (i.e., auditing) is not permitted.**

Students who have an outstanding financial obligation will not be allowed to register for classes until the obligation is cleared. Examples of obligations falling under this policy include but are not limited to: returned checks, unpaid loans, equipment breakage, unpaid library fines, and registration fees.

The college reserves the right to cancel any class that does not meet the minimum size requirements established by the district. In some cases, cancellation may take place before the first class meeting. Students will automatically be mailed a refund of the enrollment fees for any class cancelled by the college.

## 5. Payment of Fees

Current fees are listed each semester on the payment coupon in the *Schedule of Classes*. All fees are due and payable at the time of registration. In addition to enrollment fees, students can be assessed the following: health fee, accident insurance, Student Representation fee, and Student Center fee. Optional fees include those for a parking permit and for the Associated Students (AS) discount card.

Students who are not residents of California are required to pay non-resident tuition. Non-resident tuition is payable at the time of registration.

## 6. Class Attendance

Students who are not in attendance at the first class meeting are considered "no-shows." Instructors may choose to drop no-shows in order to give their seats to non-registered students seeking admission.

## 7. Late Registration

Applicants who do not enroll during the registration period may enroll in classes during the first two weeks of the full-term fall and spring semesters, using the "Change of Program" process described below. However, an instructor may refuse to admit a late registrant when the work missed cannot reasonably be made up, when the class is full, or when normal progress in the course would be impossible or unsafe.

## 8. Change of Program

Registered students may change their programs during a designated period at the beginning of each semester. Once the telephone registration period has passed (or the first day of classes lasting less than 17 weeks), a *Request for Change of Program (Add/Drop)* form is needed to change a schedule. These forms are available through the Admissions and Registration Office (Administration 106). Students should request a computer printout whenever they make a schedule change. If a schedule is revised in such a way as to change the total number of units taken, the amount of enrollment fees will also change. When additional fees are required due to a schedule change, fees must be paid: (1) within five working days when the add/drop is completed by telephone; (2) immediately when the add/drop is completed in person.

## 9. Refunds

The amount of a refund for enrollment and service fees will vary in accordance with the following conditions:

- If a class is cancelled, a student will automatically be mailed a refund of enrollment, health, Student Representation fee and Student Center fee. No processing fee will be charged for overpayments or cancelled classes.
- If a student drops a class before the first day of classes, he/she will automatically be mailed a refund of enrollment, health, SBVC Student Representation fee and Student Center fee. There will be a \$10 refund processing fee. Refunds of amounts less than \$15 will not be processed.

- If a student drops a class after the first day of classes but on or before the end of the second week of classes (or 10 percent of the term for classes less than 17 weeks in length), he/she will automatically be mailed a refund of enrollment fees. All other fees are non-refundable as of the first day of class.
- If a student drops a class after the second week of classes (or after the first 10 percent of the term for classes less than 17 weeks in length), he/she is not eligible for a refund.
- If a student is dropped by an instructor, he/she is not eligible for a refund.

It takes approximately six to eight weeks to process a refund check. If a student wishes to apply the refund credit toward registration in another class, he/she must submit the drop and add at the same time.

## Matriculation

Matriculation is a process which is designed to assist students in accomplishing their educational goals. The process brings the college and the student into an agreement for the purpose of realizing the student's educational goal. The primary purpose of matriculation is student success.

The college agrees to provide:

- An admissions application process
- An orientation to the college's programs and services
- An assessment of the student's study skills, English language proficiency, computational skills, goals, career aspirations, academic performance, and need for special services
- Counseling and advisement to develop a student education plan (SEP)
- Follow-up evaluation of each student's progress in achieving an educational goal.

The student agrees to:

- Express at least a broad educational intent upon admission
- Declare an educational goal by the time the student has completed 15 units
- Attend class
- Work diligently to complete course assignments
- Demonstrate an effort to attain an educational goal
- Meet with a counselor to develop a student educational plan (SEP) that will meet his/her unique needs.

Matriculation goals are partially fulfilled through the ACAD 100 class. Students who intend to graduate from San Bernardino Valley College are required to complete ACAD 100 during the first two semesters in which they are enrolled in 9 or more units.



## ACADEMIC STANDARDS & POLICIES

### Attendance

All students are expected to attend classes regularly. Each instructor will inform students at the beginning of each term exactly what is to be expected regarding attendance in his/her class, and the instructor's decision is final. In the event an absence is unavoidable, students are responsible for notifying instructors.

A student's failure to attend class meeting(s) during the first week of a term may result in the student being dropped from the class. After the first week of classes during any term, an instructor may drop a student from any class in which the student has:

- Violated the instructor's stated attendance requirements;
- Accrued more than two absences per unit; or,
- Attended so irregularly that the instructor feels it is unwise for the student to continue.

Instructors may not drop students after the 14th week of instruction (for full semester classes) or after 75 percent of instruction (for short-term classes).

### Credit Hours (Units)

One credit is awarded for each 16-18 lecture hours of instruction, or for 48-54 laboratory hours, or for appropriate combinations of lecture and laboratory hours. For each one hour of lecture, students are expected to fulfill at least two hours of work outside of class in reading, preparing assignments, or other activities related to the course.

### Classification of Student Load

Students are defined as full-time when enrolled in 12 or more units in either the fall or spring semesters. A part-time student is one who is enrolled in fewer than 12 units in either the fall or spring

semesters. During the summer session, a full-time student is enrolled in 6 or more units and a part-time student is enrolled in fewer than 6 units.

An overload of units requires a counselor's signature for registration. An overload is considered to be anything over 18 units for the fall or spring semesters and anything over 8 units for the summer.

### Grades & Grade Points

The system of grades and grade points at San Bernardino Valley College is as follows:

		Grade Points Per Unit
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
* CR	Credit	0
** NC	No Credit	0
*** I	Incomplete	—
*** W	Withdrawal	—
*** MW	Military Withdrawal	—
*** IP	In Progress	—
*** RD	Report Delayed	—

\* At least satisfactory; units are not counted in GPA; credit is earned.

\*\* Less than satisfactory; units not counted in GPA; NC units used in calculating units attempted for progress, probation and dismissal.

\*\*\* Non-evaluative symbols; no units or credit earned.

Only instructors may assign grades, and the grades given are final except in cases of mistake, fraud, bad faith, or incompetence. No grade will be changed for any reason or any circumstances after three years from the end of the term in which the grade was assigned.

## Credit / No Credit Grading

Students who wish to be graded in any class on a Credit/No Credit basis must pick up the appropriate form in the Admissions and Registration Office (Administration, Room 106). The paperwork must be filed no later than the end of the first 30 percent of the course. Credit will be granted only when the work is of a quality equivalent to a grade of "C" or better. A maximum of 15 units of credit (CR) courses may apply toward graduation requirements. Credit/No Credit grading is not permitted in a course within a student's major area of study. This rule may be waived for students who complete courses for credit and who later declare a major in that field of study. Once Credit/No Credit has been selected as a grading option, a letter grade (A-F) cannot be issued.

## Incompletes

An incomplete or "I" symbol will be awarded to the student who, in the judgment of the instructor, is unable to complete a course due to a verified emergency. An *Incomplete* form will be filled out by the instructor for each student. This form will cover the conditions for the removal of the "I" and the grade that will be recorded if the work is not completed within one year from the end of the semester in which the "I" was assigned. The student cannot register into the same course until the "I" has been removed.

## Withdrawals

If a student stops attending class, **it is the student's responsibility to officially drop the class.** A student who wishes to withdraw from all college classes should obtain an *Application for Withdrawal* form in the Admissions and Registration Office (Administration, Room 106). A student who wishes to drop one or more classes but continue enrollment in other classes should use the *Request for Change of Program (Add/Drop)* form. In either instance, the completed form should be returned to the Admissions and Registration Office as soon as possible. Prior to the end of the third week (or 30 percent of a term, whichever is sooner), no entry will be made on the student's record for dropping a class. A student who withdraws or is dropped from a course before the end of the 14th week of a semester (or before 75 percent of a short-term class has been completed) will not receive a letter grade. Instead, the letter W (Withdrawal) will be recorded on the student's transcript. This symbol carries no evaluation of the student's work, but is a clerical notation that the student was enrolled in the course and withdrew or dropped without grade or unit credit. However, W's are used in probation and dismissal procedures. Students will receive a letter grade if they continue any course after the 14th week of the semester (or after 75 percent of a short-term class has been completed).

A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Military withdrawals will not factor into progress probation and disqualification. Students who are members of the military (active or reserve) or National Guard should present their military orders to the Records Office in order to have the MW assigned.

## Repeated Courses

Generally, students may take a course only once. There are three exceptions to this general statement:

1. Certain activity-based courses may be repeated when the faculty have determined that students are best able to achieve the objectives of the course through repetition. If a course number includes the notation x2, x3, or x4, then the course may be taken 2, 3, or 4 times. In accordance with Title 5, Section 55763 (b), students may also repeat courses that are necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
2. Courses in which a D, F, W, or NC were received may be repeated **one** time. The units for which credit is given will count only once toward a degree or certificate. This will apply whether the course was repeated at SBVC or at another accredited college or university.
3. Students who have received a grade of A, B, C or CR and who wish to repeat a course may file a petition to establish that exceptional circumstances exist that would justify such a repetition. If the petition for Academic Exception is approved by the Scholastic Standards Committee, the course may be repeated **one** time. The grades issued for repeating a course under this petition process will not be counted in the computation of the college grade point average, and the units for which credit is given will count only once toward a degree or certificate.

## Final Examinations

Final examinations are given at the close of each semester. Students are required to take scheduled final examinations in order to receive credit. Any student who is purposely absent from an examination at any time during a semester forfeits the right to make up work by re-examination.

## Final Grades and Transcripts

Final grades are accessible via the Internet or through the telephone registration system approximately four weeks after the completion of the semester. To access Valley's *Campus Central* on the Internet, go to: <http://www.my.sbccd.net> or <http://www.my.valleycollege.net> To access grades through the campus telephone system, dial (909) 888-1996. Note: Final grades will not be released if there is a hold or fine on file in the College Business Office.

Requests for transcripts must be made in writing or by filling out the appropriate form in the Records Office (Administration, Room 109). Requests will be filled, providing the student owes no outstanding obligation to the college. The first two transcripts requested are provided at no charge; after two, there is a nominal charge for each request.

## Prerequisites, Corequisites, and Departmental Advisories

When registering for classes, students are required to adhere to enrollment policies that relate to prerequisites, corequisites, and departmental recommendations.

1. A *prerequisite* is a course or skill that must be completed prior to enrolling in the course. Students registered in a class without having completed the prerequisite(s) may be dropped from the class. Prerequisite courses must be completed with a grade of C or higher. Prerequisite courses completed with a grade of D or F indicate unsatisfactory performance in the course and do not satisfy the prerequisite.
2. A *corequisite* is another course that must be taken during the same semester as the course in which the student would like to enroll.
3. A *departmental advisory* is a suggested course that would be helpful for a student to have completed prior to enrolling. A departmental advisory is a suggestion, not a requirement.

Students may challenge a prerequisite or corequisite on one or more of the following grounds:

- The student can demonstrate he/she has the knowledge or ability to succeed in the course or program despite not having satisfied the prerequisite or corequisite.
- The student will be subject to undue delay in attaining his/her educational goal as outlined in his/her Student Education Plan (SEP) because the prerequisite or corequisite course has not been made reasonably available.
- The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites or was established in violation of Title V.

It is the student's responsibility to provide information to support the challenge. The challenge must be filed in the Division Office within the first week of class. The college will process the challenge within five working days. For information on challenging a prerequisite, speak to the Matriculation Coordinator (Administration, Room 101).

## Non-Degree Applicable Courses

Courses numbered in the 900s do not apply toward a degree, and are designed to provide the fundamental skills necessary for successful completion of other college courses. These include precollegiate courses in reading, writing, computation, learning skills, study skills, and English as a second-language. Non-degree applicable courses, including basic skills courses, are indicated in this catalog by numbers from 900 to 999. In accordance with Title 5, Section 55758.5 (b), grades earned in non-degree applicable courses are not included when calculating a student's degree-applicable grade point average.

Students will not receive credit for more than 30 units of basic skills course work taken in the San Bernardino Community College District. Basic skills course work earned in another community college district shall not be counted toward the 30-unit limit. Students enrolled in English as a second-language courses and students identified by the District for learning disabled programs are exempt from this 30-unit limit. Other students may apply for a waiver of the 30-unit limit. Contact a counselor for more information about the waiver process.

## Credit-by-Examination

Students who feel that their knowledge of a subject is equivalent to the content of a course offered by the college may apply for credit-by-examination. To do so, the following conditions must exist:

- The student must submit evidence of extensive background and/or experience in the subject to the instructor of the course.
- The student must have completed twelve (12) or more units at San Bernardino Valley College or be a permanent employee of the San Bernardino Community College District.
- The student must be enrolled in the college during the semester in which he/she takes the examination.
- In accordance with Board Policy 5080, credit by examination for Modern Language courses may be granted only to students who take the next higher language course while attending San Bernardino Valley College, and only with the approval of the Modern Languages Department Head.

An application for credit-by-examination is available from the Records Office (Administration, Room 109). In addition to paying an enrollment fee based on the number of units in the course that is being challenged, there is an additional \$20 processing fee that is applied to all credit-by-examination applications. Once the application has been approved by the administration and the necessary fees have been paid, notice will be sent to the instructor that he/she may administer the examination and submit the grade earned. Grades will be consistent with the grading systems established by the college and will be submitted to the Records Office by the end of the semester in which the examination is completed. The student's transcript will contain a notation that indicates that the credit was earned by examination. Any grades earned through credit by examination will be counted when determining athletic, financial aid and Dean's List eligibility. The units earned will not be counted in determining the twelve (12) semester hours of credit in residence required for graduation from the college (see Associate of Arts Degree graduation requirements on page 31 of this catalog). Financial Aid is not available for credit-by-examination.

## Credit for Military Service

Currently enrolled students who have had a minimum of one year of military service may petition to receive up to 7 semester units of credit for physical education and health education. Petition forms may be obtained in the Records Office (Administration, Room 109) or in the Counseling Center. Credit may also be granted for completion of service schools. Please contact the Counseling Center for details.

## Credit for Advanced Placement

Students who have completed Advanced Placement (AP) examinations of the College Entrance Examination Board with scores of 3, 4, or 5 may receive credit at San Bernardino Valley College as indicated in the table on page 16. A grade of Credit (CR) will be assigned on the transcript. Credit awarded through advanced placement may be used to satisfy graduation requirements toward the Associate Degree, IGETC and CSU General Education-Breadth requirements. The units earned from AP credit will not apply toward financial aid nor can they be used to satisfy the 12-unit residence requirement for graduation. (See Associate Degree graduation requirements on page 31 of this catalog).

## Credit Through the College Level Examination (CLEP) Program

A student must be enrolled at San Bernardino Valley College to receive course credit on the basis of results of the College Level Examination Program (CLEP). Credit will not be granted for courses in which equivalent or more advanced course work has been completed. Consult counselors in the Counseling Center (Administration, Room 111) for details on credit through CLEP. CLEP credits cannot be applied as general education transfer credits.

## Credit for Courses Taken at Other Colleges

Academic credits earned at other regionally accredited institutions are evaluated at the time of a student's initial enrollment at SBVC. It is therefore important that the student request official transcripts from all colleges previously attended. These transcripts should be sent to the Records Office (Administration, Room 109).

All religious courses taken at a denominational college need to be equated with a course at San Bernardino Valley College; otherwise, the religious courses are not allowed.

A student who has taken coursework at institutions of higher learning outside of the United States and who wishes to have that coursework considered toward his/her educational goal at San Bernardino Valley College must have the academic credentials evaluated by a bonafide independent evaluating agency. A list of recommended agencies is available in the Records Office (Administration, Room 109).

## Probation & Disqualification

### **Academic Probation:**

A student will be placed on academic probation when his/her cumulative grade point average in 12 or more units falls below 2.00 in all units attempted which were assigned on the basis of the college grading scale. A student will be informed that he/she is on academic probation both by a notation on his/her grade report and by letter. The letter will list common causes of unsatisfactory progress and will recommend services for improving academic achievement. A student on academic probation will not be allowed to register for additional courses until he/she meets with a

counselor. A student will be released from academic probation when his/her accumulated grade point average reaches 2.00 or higher. In addition, a student may appeal his/her probation status.

### **Progress Probation:**

A student will be placed on progress probation when he/she has completed at least 12 units and has received course completion symbols of W, I and/or NC in 50 percent or more of these units. A student will be informed that he/she is on progress probation both by a notation on his/her grade report and by letter. The letter will list common causes of unsatisfactory progress and will recommend services for improving academic achievement. If the student on progress probation also has a grade point average of less than 2.00, he/she will not be allowed to register for additional courses until he/she meets with a counselor. A student will be released from progress probation status whenever more than 50 percent of all the units he/she has taken at the college have been completed with an assigned letter or CR grade. In addition, a student may appeal his/her probation status.

### **Academic Disqualification:**

A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exists:

- The student has earned a cumulative grade point average of less than 2.00 in all units attempted in each of the three consecutive semesters. (For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment.)
- The student has received course completion symbols of NC, I and/or W in 50 percent or more of the units for which he/she was enrolled in each of three consecutive semesters.
- The student has received a combination of the two patterns listed above in each of three consecutive semesters.

As with probation, a student will be informed of dismissal both by a notation on his/her grade reports and by a letter. A student may appeal his/her disqualification status.

### **Readmission After Disqualification:**

A student may be reinstated one semester after the date of dismissal. Students enrolled following dismissal shall be on probationary status for one semester. If, after this semester, the scholastic achievement of the readmitted student continues at a probationary level, the student may be disqualified for one year.

## Academic Renewal

Students who feel that past substandard grades earned from San Bernardino Valley College or any other accredited college no longer reflect their current level of academic performance may petition the Scholastic Standards Committee to have the grades from any two consecutive semesters eliminated from the computation of their total grade point average. The following conditions will apply:

- The substandard grades must have been earned during no more than two consecutive semesters of attendance at any accredited college.

- The number of units under consideration for these two consecutive semesters may not exceed 30 semester units.
- During the time since the substandard grades were achieved, the student must have attended San Bernardino Valley College or any other accredited college and completed at least two semesters and at least 24 consecutive semester units with a cumulative grade point average of 2.50 or higher.
- Of the units obtained since the substandard grades were achieved, only the last 24 units completed will be used to determine eligibility.
- The student may not petition under these procedures more than one time.

If the conditions above are met and if the petition is approved by the Scholastic Standards Committee, the student's grade point average will be recalculated. Nonetheless, any institutional action taken under Academic Renewal will not remove the original courses, units, or grades from the student's permanent record. In accordance with Title V, all work attempted, once entered on the record, must remain legible and reflect the student's complete academic record.

## Open Enrollment Policy

San Bernardino Community College District and its two colleges, San Bernardino Valley College and Crafton Hills College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and district policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities or mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation Act of 1972, as amended, and the Americans with Disabilities Act.

San Bernardino Valley College is further committed to overcoming sex discrimination and sex stereotyping in vocational education programs. In addition, the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Students, job applicants, and employees may complain of any action that they believe discriminates against them on the above-cited grounds.

For information regarding the college's non-discrimination policy or to file a complaint, contact Charles Whiteside, Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. He can also be reached by calling (909) 382-4041.

For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact the Vice President of Student Services, San Bernardino Valley College (Administration Building, Room 201).

## Sexual Harassment Policy

Sexual harassment of students or employees in the academic and work environments violates both federal and state law and district policy, and it will not be tolerated. It also violates law and policy to retaliate against any individuals for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment. Unlawful harassment on the basis of sex includes, but is not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District. Complaints of sexual harassment may be registered with Charles Whiteside, Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. He can also be reached by calling (909) 382-4041.

## Academic Freedom

San Bernardino Valley College is committed to the principle that the free expression of ideas is essential to the effective education of its students and should be limited only by the responsibility to express ideas with fairness and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion.

No special limitations shall be placed upon the study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of academic and professional responsibility. Students shall have the opportunity to study controversial issues and divergent views and to arrive at their own conclusions. While students may represent without penalty any opinion in or out of class, they may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements.

*(Excerpted from Board Policy 5150; for the full text of Board Policy 5150, ask at the Library Reference Desk to see the Board Policy Manual.)*

## ADVANCED PLACEMENT EXAMINATION SCORES

Advanced Placement Exam with Score of 3,4, or 5	SBVC Units Awarded	SBVC Prerequisite Course	SBVC General Education Graduation Credit	CSU General Education Credit	IGETC Credit
Art: History of Art	3	ART 100 or 102	Category III, 1 course	Category C1	Area 3A
Biology	4	BIOL 100	Category I, 1 course	Category B2	Area 5B
Chemistry	4	CHEM 101	Category I, 1 course	Categories B1 and B3	Area 5A
Economics: Macroeconomics	3	ECON 200	Category II, 1 course	Category D2	Area 4
Economics: Microeconomics	3	ECON 201	Category II, 1 course	Category D2	Area 4
English -Composition & Literature	4	ENGL 101	Competency in English	Category A2 or C2	Area 1A
French Language	5	Score 3=FRENCH 102 Score 4=FRENCH 103 Score 5=FRENCH 104	Category III, 1 course	Category C2	Language
French Literature	5	No equivalent	Category III, 1 course	Category C2	Area 3B
Government and Politics: Comparative	3	No equivalent	Category II, 1 course	Category D8	Area 4
Government and Politics: US	3	POLIT 100	Category II, 1 course	Category D8	Area 4
History: European	3	HIST 161	Category II, 1 course	Category D6	Area 3B
History: US	3	HIST 100 or 101	Category II, 1 course	Category D6	Area 3B
History: World	3	See History Dept.	Category II, 1 course	Category D6	Area 3B
Human Geography	3	No equivalent	Category II, 1 course	Category D5	Area 4
Language & Composition	4	ENGL 101	Competency in English	Category A2	Area 1A
Mathematics - Calculus AB	4	MATH 250	Competency in Math	Category B4	Area 2
Mathematics - Calculus BC	4	MATH 251	Competency in Math	Category B4	Area 2
Music Theory	3	MUSIC 101	Category III, 1 course	Category C1	Area 3A
Physics B	4	PHYSIC 101	Category I, 1 course	Categories B1 and B3	Area 5A
Physics C (Electricity and Magnetism)	3	See Physics Department	Category I, 1 course	Categories B1 and B3	Area 5A
Physics C (Mechanics)	3	See Physics Department	Category I, 1 course	Categories B1 and B3	Area 5A
Psychology	3	PSYCH 100	Category II, 1 course	Category D9	Area 4
Spanish Language	5	Score 3=SPAN 102 Score 4=SPAN 103 Score 5=SPAN 104	Category III, 1 course	Category C2	Language
Spanish Literature	5	No equivalent	Category III, 1 course	Category C2	Area 3B
Statistics	4	MATH 108	Competency in Math	Category B4	Area 2





## STUDENT AWARDS AND HONORS

### Academic Recognition Programs

Recognition for outstanding academic achievement is given in the following ways:

#### *Dean's List:*

Outstanding scholastic achievement by San Bernardino Valley College students is recognized through the *Dean's Honors List*. The *Dean's List* is generated twice in each academic year, once during the fall semester and once during the spring semester. This scholastic recognition is based on GPA earned during the prior semester as opposed to a cumulative GPA. To qualify for the *Dean's List*, students must complete 12 units of college-level courses during the prior semester. (Units earned through credit-by-examination will be counted when determining eligibility.) Courses taken on a "Credit/No Credit" basis and/or courses numbered in the 900s that do not apply toward a degree are not included when evaluating whether a student has met the 12-unit requirement. Qualifying students will be included on the *Dean's List* in the following categories:

- *Highest honors* for students earning GPAs between 3.90 and 4.00.
- *Honors* for students earning GPAs between 3.70 and 3.89.
- *Distinction* for students earning GPAs between 3.50 and 3.69.

#### *Graduating with Honors:*

Students who complete 60 units and who graduate with cumulative GPAs in the above three categories will be honored at graduation with special mention in the graduation program. No more than 15 units of course work graded on a Credit/No Credit basis will be included in this 60-unit requirement.

#### *Alpha Gamma Sigma:*

Students who have a cumulative grade point average of 3.00 or higher may join Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Applications for admission to Alpha Gamma Sigma are available in the Alpha Gamma Sigma

office in Liberal Arts 113 and in the Counseling Center, Administration Room 111.

### Honors Program

The mission of the Honors Program is to provide students with a rigorous learning experience that encourages independent and creative thought, to enhance students' critical reading, writing and thinking abilities as tools for achieving further academic success, and to prepare students for transfer to four-year institutions and to remain in the academic honors track.

Students involved in the Honors Program have the opportunity to develop unique links with UCLA, UC Irvine, UC Riverside, Cal Poly Pomona, Pepperdine University, UC Santa Cruz, and Chapman University including:

- Priority admission consideration
- Priority scholarship consideration
- Privileges such as use of the libraries
- Opportunities to attend academic, cultural, and athletic events, campus tours, and the Honors Transfer Day

For admission to the Honors Program, a student must be eligible for ENGL 101. In addition, the student must meet one of the following standards:

1. A GPA of 3.0 or higher in at least 12 units of transfer-level college coursework (courses numbered 100 or above); or,
2. A high school GPA of 3.50 or higher.

Students who complete the Honors Program will receive a special seal on their transcripts and diplomas, a gold tassel for graduation, and an Honors Program medallion. To complete the program, a student admitted to the Honors program must:

1. Complete a minimum of 15 units of honors classes.
2. Complete 4 points (64 hours) of community service.
3. Maintain a GPA of 3.3 in Honors classes.
4. Maintain an overall GPA of 3.0 in all college coursework.

The honors courses range from one to three units. Most courses are accepted by the University of California and California State University systems, and most can be used to satisfy general education requirements. Students who qualify for the Honors Program may register for any of the following honors courses:

ACCT 285  
ART 285  
ECON 285  
ENGL 101H, 285A, 285B, 285C  
GEOG 285  
MATH 285, 286  
MUS 285  
NURS 285  
PHIL 285  
POLIT 285  
PSYCH 285  
SOC 285  
SPAN 285

For a complete course description of any of these, refer to the specific department listing in this catalog.

Students who would like to take a single honors course without fully participating in the Honors Program may enroll after satisfactorily demonstrating skill or aptitude in the discipline covered by that honors course. The prerequisite(s) for each course must be met by the individual student.

Call (909) 384-8972 for additional information.





## SERVICES FOR STUDENTS

### Art Gallery

The campus Art Gallery showcases the work of national, regional, local and student artists in 10 - 16 exhibits each year. The hosted receptions that open each show enable the public to meet the artists and instructors. During some shows, the artists will show slides and discuss their work. During the fall and spring semesters, the Art Gallery is open Monday - Friday, 10 a.m. to 2 p.m. Call (909) 384-8939 for additional information.

### Associated Students

The Associates Students (AS) is the official student governing body that represents all students at San Bernardino Valley College. The primary responsibility for AS is to represent student interests on college, district and statewide committees. In addition, they draft, adopt and supervise the AS budget. Students can become active in AS either by running for office or by applying for the various government positions. Each semester students are invited to purchase an AS discount card that entitles them to many benefits, including a 5 percent bookstore discount, free admission to athletic events, and discounts at local businesses. All students interested in participating in government, student activities, and in the planning and implementation of programs and services for students should visit the AS Office (Campus Center, Room 202) or call (909) 384-8690. The Student Activities Office (SAO) supports and advises the student governing groups. The SAO may be contacted for assistance in Room 203 in the Campus Center or by calling (909) 384-8690.

### Athletics

San Bernardino Valley College is proud of the success of its athletic teams. Men's sports include football, basketball, baseball, track, cross-country, swimming, soccer and tennis. Women's sports include basketball, volleyball, soccer, swimming, softball, tennis, track, and cross-country.

Students interested in competing on an inter-collegiate team should contact the Athletic Director at (909) 384-8638.

Also under the direction of the Athletic Department is the Pep Squad of cheerleaders and yell leaders. Tryouts are held annually in the spring and interested persons should contact the Athletic Director.

### Bookstore

The Bookstore, located on the lower level of the Campus Center, sells textbooks, a wide variety of supplies, sportswear, accessories, snacks and novelty items. Bookstore hours vary throughout the semester. Call (909) 384-4435 for additional information.

### Campus Child Development Center

The campus Child Development Center is a licensed facility designed to meet the developmental needs of children from nine months through five years. To participate, the child must have a parent or parents who are full-time students at SBVC. In addition, parents must attend a parent education class and participate in the Center three hours per week. For further eligibility and enrollment information, call (909) 384-4440.

### Career Center

The Career Center is located on the upper level of the Campus Center, Room 215. The Center houses several important services: off-campus placement (which includes referrals and on-campus interviewing), Federal Work Study, and the Choices CT program (to assist students with career exploration). Students may also do a job search via the Internet using CalJOBS or other websites. A large number of resources to assist students are available on careers, interviewing techniques, resume writing and job market projection. These include computer programs, videos, books, journals and other written materials. Helpful staff will get students started on their career exploration or job search. For additional information, call (909) 384-8674.

## Clubs/Organizations

A variety of clubs/organizations are available for SBVC students. Check with the Student Activities Office or with the Associated Student Office (both located on the main floor of the Campus Center) or call (909) 384-8690 for a complete list of active clubs and organizations.

## Counseling Center

The Counseling Center staff and faculty (Administration Building, Room 111) are available to assist students in making informed decisions about their academic, career and life goals. Counselors help students select the courses they need to meet requirements for general education, certificates, transfer, and graduation. The Counseling Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m., and on Friday from 8:00 a.m. to 4:00 p.m. Students may be seen on a walk-in basis (first-come, first-served) for 15 minutes, but are encouraged to make an appointment in advance to spend more time with a counselor. A variety of special programs are available through the Counseling Center, including:

- **Transfer services** to assist students who seek to transfer to any four-year college or university.
- **Personal counseling services** to meet the short-term needs of students with personal concerns.
- **Educational and career planning**, including development of a student education plan.
- **International student services** to meet the specialized enrollment and counseling needs of non-immigrant alien students.
- **Social referral services** to inform students of programs and resources both on- and off-campus, including emergency food, shelter, health and other related needs.

To make an appointment or for additional information, please call (909) 384-4404. *Students are encouraged to schedule an appointment with a counselor each semester.*

## Disabled Student Programs and Services

The department of Disabled Student Programs and Services (DSP&S) is designed to meet the individual needs of regularly enrolled, permanently and temporarily disabled students. Upon providing professional verification of a physical, learning, or mental disability, students may obtain a variety of services, including: disability management counseling; test taking accommodations; course materials in Braille, on tape, or in large print formats; the services of sign language interpreters and/or note-takers; tutoring services; and a variety of adapted equipment.

To obtain an accommodation for a disability, a student:

1. Must have a professionally verified disability. Professionals who are qualified to provide verification of a disability include—but are not limited to—physicians, psychologists, learning disabilities specialists, optometrists, and rehabilitation counselors.
2. May consult with a DSP&S faculty or staff member regarding the accommodation request.

3. May inform the instructor of the need for an academic adjustment or auxiliary aid. The student must allow the instructor a reasonable length of time to implement his/her accommodation request and make the necessary adjustments. Either the student or the instructor may choose to consult with a DSP&S faculty/staff member regarding verification or arrangements.

Students who need services related to a disability or who desire further information may either contact DSP&S at (909) 384-4443, or else visit the department directly (Campus Center, Room 101) to make an appointment for intake and advisement.

## Distributed Education

The office of Distributed Education coordinates the televised and computer-delivered courses available to students of San Bernardino Valley College and Crafton Hills College. Televised courses are broadcast on KVCR-TV, channel 24, and generally have five meetings on campus. KVCR is also available on cable systems and DirectTV (possibly on a different channel as selected by the independent provider). Online courses require access to a computer system connected to the Internet, and may have up to three meetings on campus. Fees and academic credits are the same as equivalent on-campus courses. The Distributed Education office is located in the District Publication Center at 631 S. Mount Vernon Ave., San Bernardino (north side of building). The office phone number is (909) 384-4325. The Internet site is <http://learnonline.sbccd.cc.ca.us.us/disted>.

## Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)

San Bernardino Community College District recognizes that, as a result of financial need, language differences, and academic difficulties, some students will need special assistance for college success. The EOPS program is a state funded effort that provides special services to full time community college students. Participants must meet financial and educational disadvantage criteria. After eligibility requirements are met, EOPS services include the following: specialized academic, career, and personal counseling, book service, tutoring, priority registration, transfer assistance, and special activities and workshops.

EOPS also offers CARE (Cooperative Agencies Resources for Education) to EOPS students who are single parents on TANF/CalWORKs with children under the age of fourteen. CARE services are in addition to what a student would receive as an EOPS student.

EOPS services are available at San Bernardino Valley College, Campus Center, Room 201 or call (909) 384-4412.

## Food Service/Snack Bar

During the fall and spring semesters, the Campus Snack Bar, located on the main floor of the Campus Center, is open Monday - Thursday, 7:30 a.m. - 8:30 p.m. and Friday 7:30 a.m. - 3:30 p.m. At other hours, food items can be obtained from the vending machines located in the North Dining Room in the Campus Center building as well as at other locations around campus.

During the fall and spring semesters, the college's award-winning Restaurant Management program operates an on-campus restaurant, The Sun Room. The Sun Room is open to faculty, staff and students on Mondays, Wednesdays and Fridays from 11:00 a.m. to 1:30 p.m., and offers a variety of sandwiches, salads and daily specials at a nominal cost.

## Learning Center

The Learning Center (Liberal Arts, Room 206) provides enrolled SBVC students with free access to personal computers, audio and video cassette players, and other multi-media equipment for use in class assignments and self-paced instruction. Students can also access the Internet through the Learning Center's computer laboratory. During the fall and spring semesters, the Learning Center is open Monday - Thursday, 8:00 a.m. - 9:45 p.m. and Friday - Saturday, 8:00 a.m. - 4:45 p.m. Call (909) 384-8804 for additional information.

## Library

The SBVC Library houses a collection of over 100,000 volumes, accessible through an online catalog which displays items in both the SBVC and the Crafton Hills College libraries. The catalog may be accessed through the Internet at <http://lr.valley.sbccd.cc.ca.us/libhome.htm>. There are 305 current print magazine subscriptions and an extensive backfile of magazine volumes. A 16-workstation computer network provides access to thousands of newspapers, magazines, journals, and other materials supporting research. In addition, enrolled students will be given a password—different each semester—enabling them to access the databases from their home computers. One or more copies of most textbooks used at SBVC are available for in-Library use through the "Textbook Bank." Librarians are available to assist students in the use of library resources, to help students find materials for term papers and other research assignments, and to orient classes to the Library and its services. Library cards are free and will be issued upon proof of attendance. During the fall and spring semesters, the Library is open Monday - Thursday, 7:55 a.m. - 10:00 p.m., and Friday - Saturday, 7:55 a.m. - 5:00 p.m. Call (909) 384-8841 for additional information.

## Scholarships and Awards

Scholarships are offered each year to students enrolled at San Bernardino Valley College. The scholarships are funded through businesses, associations and college organizations. Recipients are selected on the basis of academic achievement, character and other criteria including, in some cases, financial need. The Scholarships and Awards Office (Campus Center, Room 203-C)

administers the program in conjunction with the Scholarship and Honors Committee. Students who have completed 12 units at SBVC may apply for scholarships. Call (909) 384-8673 for additional information.

## STAR Program

The STAR Program (Liberal Arts, Room 204-E) provides specialized support to students who qualify (based on citizenship status, need for academic support, income, first-generation college student status, and physical or learning disability). Participants receive tutoring, academic workshops, personal and academic counseling, financial aid counseling and referral, and cultural enrichment activities. Call (909) 384-8605 for additional information.

## Student Health Center

The Student Health Center (Women's Gym, Room 9) is open Monday through Thursday from 8:00 a.m. to 9:00 p.m. and on Friday from 8:00 a.m. to 3:00 p.m. Summer hours and services vary. The Center offers first aid, emergency care, immunizations, and health screening for vision, hearing and blood pressure. Physicians are available for consultation, treatment, and referral. Women's clinic services include pap smear, pregnancy tests, and birth control. Personal counseling by licensed therapists is also available by appointment. There is no charge for office visits. Nominal fees are charged for pharmacy services, lab work, immunizations, and vision and hearing testing. Call (909) 384-4495 for additional information.

A Health and Accident fee paid at the time of registration supports the Health Center. The amount of this fee is posted in the *Schedule of Classes*. In addition to the health fee, International Students attending SBVC on a student visa must purchase a *Student's Accident and Sickness Medical Expense Plan* and provide a negative tuberculin skin test or a chest X-ray. Students are not charged the health fee if they qualify for one of the following exemptions:

- Apprentices attending college under an approved training program.
- Students attending college classes on high school campuses.
- Students enrolled only in community services classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination or organization (documentation required).
- Students who submit evidence that they are financially unable to pay the fees because of low income. This includes recipients of TANF benefits, the supplemental security income / state supplementary program, or a general assistance program. However, for students receiving a government grant, such as PELL Grants, the health fee will be included as part of the financial aid packet.

Those students who have none of their classes on a college campus, or who are registered only for Distributed Education classes, will pay only an accident insurance premium of \$1.50 per term. This insurance includes a \$50 deductible.

## Transfer Center

The Transfer Center (Administration Building, Room 112) is open to students planning to transfer to any four-year college or university. The center operates Monday - Thursday from 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 4:30 p.m. The Transfer Center highlights the following services each semester: campus tours, scholarship and financial aid information, various college workshops, community speakers, transfer orientation sessions, credit evaluations, monthly calendar of events, quarterly newsletter, career testing, a library of college catalogs, videos, and CD-ROMs, college applications, articulation agreements, college fairs, and a transfer/honor reception. Transfer materials may be requested from this office, and students may establish an appointment to see a four-year college or university representative. The Center also houses Project ASSIST, a computerized articulation system that provides information on comparable courses between SBVC and the other institutions. Kiosks allow students to access their current class schedule, four-year college web sites, their academic grades, the Internet, their email, and other pertinent transfer information. Call (909) 384-8941 for additional information.

## Tutorial Center

The Tutorial Center (Liberal Arts, Room 206) provides individual and small group tutoring sessions free of cost for enrolled college students. Tutoring is available in biology, chemistry, English, mathematics, psychology, Spanish, and a growing number of other subjects. Call (909) 384-8566 for additional information.

Self-paced computer-based courses in math, reading and ESL are also available. Call extension (909) 384-8566 for additional information.

## Veteran's Services

Veteran's Services (Administration Building, Room 109) provides assistance with paperwork and academic support to any veteran. For additional information, call (909) 384-8948.

## Workforce Development Office

CalWORKs is the welfare reform initiative that began in January 1998. As a result of this legislation, SBVC students who are on public assistance must now meet new school attendance and work requirements. Students on public assistance can seek support and guidance through the Workforce Development Office (Campus Center, Room 103-B) to assure that they are successful in their education and work-related activities while they remain in the CalWorks program. Services are available to assist with childcare, work-study, community service, job placement and educational goal attainment. For additional information, contact the Workforce Development Office at (909) 384-8670.

## Web Home Page / Internet Information

The college home page on the World Wide Web can be accessed at: <http://www.valleycollege.net>

## Writing Center

The Writing Center helps students at all levels and from all disciplines to improve their writing. The Center houses an experienced staff of writing consultants who are available for one-on-one writing conferences with students. In addition, the Center offers ESL conversation groups that meet weekly to explore language issues that challenge non-native speakers of English and schedules workshops throughout the year that focus on various aspects of the writing process. For more information, or to schedule an appointment with a writing consultant, visit the Writing Center in Liberal Arts Room 201, or call (909) 384-8244 for additional information.





## FINANCIAL AID PROGRAMS

If a student needs financial help to pay for the costs of attending San Bernardino Valley College, the Financial Aid Office (Campus Center, Room 211) offers assistance. While the primary responsibility for meeting college costs rests with the student and the student's family, the college recognizes that many students are not able to meet the full cost of a college education. Therefore, San Bernardino Valley College offers programs to provide assistance for students with documented need who might not otherwise be able to attend.

It is important that students apply for financial aid early. A minimum of six weeks is required to file the necessary documents and to process an application within the Financial Aid Office. Students may apply for financial aid at any time during the academic year. Financial aid awards, however, are limited to availability of funds and are awarded on a first-come, first-served basis with priority given to students with the greatest need who apply by the priority deadline.

The Financial Aid office can be reached by calling (909) 384-4400 ext. 4403.

### Eligibility Requirements

In order to receive financial assistance, a student must either possess a high school diploma (or its equivalent) or pass a standardized test. Students with professionally verified disabilities may request testing accommodations (for example, large print or Braille version of the test or additional time) by contacting Disabled Student Programs and Services at (909) 384-4443. In addition, a student receiving aid must have a stated educational objective and maintain satisfactory progress. California programs require recipients to be a resident of the State of California. Federal programs (grants and work) require recipients to be U.S. citizens or eligible non-citizens.

### Application Procedure

For most student aid programs described in this section, students must complete the *Free Application for Federal Student Aid (FAFSA)*. This form is available in the Financial Aid Office. Make sure San Bernardino Valley College is listed on your FAFSA. The Federal School Code for SBVC is 001272. These forms are available in the Financial Aid Office.

Applications for each new academic year are available in January. Financial aid is not continued from one year to the next. A student must apply for financial aid each school year. Deadlines for the various programs may vary; therefore, students are encouraged to visit the Financial Aid Office early each January for information.

### Financial Aid Programs

San Bernardino Valley College participates in the financial aid programs listed below. Additional information regarding each of the programs listed is available in the Financial Aid Office.

#### ***Board of Governors Enrollment Fee Waiver (BOG)***

This waiver is available to California residents to cover basic enrollment and health fees. Students must demonstrate financial need and complete the *Free Application for Federal Student Aid (FAFSA)* or *Board of Governors Enrollment Fee Waiver* application.

#### ***Cal Grant:***

The Cal Grant B program is for students from low-income families who meet all CalGrant eligibility requirements. The Cal Grant C program helps meet vocational training program costs for students from low and middle-income families. Selection is based on grades, vocational interests, and aptitude. Cal Grant C is not available to students who are pursuing a standard four-year college program. The deadline for all Cal Grant applications is March 2 for considered eligibility for the following academic year. Please be aware that a GPA verification form and a FAFSA must be completed prior to March 2 or September 2 to be considered for the Cal Grant programs. March 2 for considered eligibility for the following academic year.

**Federal Pell Grant Program:**

The Federal Pell Grant program provides federal grants up to a maximum of \$4,000 per year for students, depending upon the financial ability of the family and/or individual to contribute toward their cost of education (as determined by a federal formula).

**Federal Supplemental Education Opportunity Grant (FSEOG):**

The FSEOG program provides federal grants to a maximum of \$2,000 per year for students who qualify. The average grant at San Bernardino Valley College is \$500.

**Federal Work-Study:**

Federal Work-Study offers students the opportunity to earn a portion of their college expenses through part-time employment during the school year.

**Federal Stafford Loans:**

Subsidized Stafford Loans are awarded based on demonstrated financial need. The federal government pays the interest while a student is enrolled in school and for the first six months after the student graduates, leaves school or drops below half-time enrollment. The amount that can be borrowed depends upon the student's year in school (maximum 2<sup>nd</sup> year student at a community college), college costs and other aid being received. The maximum loan amount for first-year students is \$2,625 and \$3,500 for second-year students.

**Progress Requirement**

All students receiving financial aid are required to maintain satisfactory progress. Satisfactory progress will be monitored at the end of each spring semester for all Financial Aid students who apply for aid for the next school year. Detailed information on standards required to maintain satisfactory progress is available in the Financial Aid Office.

**Financial Aid Refund Policy**

San Bernardino Valley College will determine the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60 percent of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any unearned financial aid they received. At San Bernardino Valley College, a student's withdrawal date is: 1) the date the student officially notified the Admission Office of his or her intent to withdraw; or 2) the midpoint of the semester for a student who leaves without notifying the college; or 3) the student's last date of attendance at a documented academically related activity.

**Air Force ROTC**

Through arrangements with California State University, San Bernardino (CSUSB), the first two years of the Air Force ROTC program are available for all qualified students. Scholarship opportunities, which pay up to \$9,000 tuition per year plus books/fees and a \$150 monthly allowance, are available for minorities and students in certain technical majors. Students in the last two years of the program automatically qualify for \$3,500 per school year. Upon graduation, students continuing in Air Force ROTC must transfer to a four-year university in the Inland Empire (including CSUSB, University of California, Riverside, and the University of Redlands) and complete the junior and senior years of a bachelor's degree. Entry into the last two years of the program is competitive and is based on academic qualifications, scores on physical fitness tests, and performance in Air Force ROTC leadership training.

Successful completion of the Air Force ROTC program and a four-year bachelor's degree leads to a commission as a Second Lieutenant with subsequent active-duty service in the Air Force. Interested students may obtain more information by contacting the CSUSB Air Force ROTC unit at (909) 880-5442.





## CAMPUS SAFETY

### College Police and Safety Services

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the total college community and the property of San Bernardino Valley College. In accordance with this policy, SBVC maintains police and safety services 24 hours a day, 7 days a week.

- FOR NON-EMERGENCIES: Contact the College Police and Safety Services Office at (909) 384-4491. (For example, this would be where to call in order to locate or turn in lost articles or to relay concerns for personal safety on campus).
- TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY: Contact the College Police and Safety Services Office at (909)384-1222, or use any of the emergency telephones located in all campus buildings to connect directly to the College Police.

San Bernardino Valley College is required by the United States Department of Education to post and/or publish crime statistics. Crime statistics are available in the College Police and Safety Services Office.

### Parking Regulations

A parking permit or a daily pass is required to park in all college streets and lots. Semester and annual parking permits may be purchased through telephone registration, during arena registration, or at the College Police and Safety Services Office. Daily permits may be purchased through ticket vending machines in campus parking lots #6 and #7, and on College Drive. Individuals with disabilities must display a valid DMV Handicap Permit and a college parking permit to park in designated disabled parking spaces. The San Bernardino Community College District is not responsible for loss or damage to vehicles that are parked or stored on college property. Protect your vehicle and its contents by locking your car!

#### The fee for parking permits is as follows:

Annual (includes Fall, Spring and Summer)	\$35
One Semester (Fall or Spring)	\$20
Summer Session	\$15
Daily Pass	\$ 1

To be eligible for a refund of the parking permit fee: 1) all classes must be cancelled by the college and such cancellation must result in a student's withdrawal from the college; or 2) the student must withdraw from all classes PRIOR to the first day of instruction. The parking permit must be attached to the refund request. Refund request forms are available through the College Police & Safety Services Office (Campus Center, Rom 106).

Brochures are available in the College Police and Safety Services Office for additional information on parking rules and regulations.

### Substance Abuse

The San Bernardino Community College District strives to maintain a workplace free from the illegal use, possession or distribution of controlled substances, as defined in the Controlled Substances Act. Students, employees and visitors are subject to applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol. Disciplinary action may be imposed on a student for misconduct for the following infractions while attending college classes or college-sponsored events:

- The use, sale or possession of illegal drugs.
- The presence on campus of anyone under the influence of drugs or alcohol.
- The use or possession of alcoholic beverages on college property or at any college-sponsored event.

#### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance 21 U.S.C. 844 (a)

- **1st conviction:** Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
- **After 1 prior drug conviction:** At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.
- **After 2 or more prior drug convictions:** At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

**Special sentencing provisions for possession of crack cocaine:** Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both.

(a) first conviction and the amount of crack possessed exceeds 5 grams.

(b) second crack conviction and the amount of crack possessed exceeds 3 grams.

(c) third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

#### 21 U.S.C. § 853 (a) (2) and § 881 (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)

#### 21 U.S.C. § 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

#### 21 U.S.C. § 844 a

Civil fine of up to \$10,000 (pending adoption of final regulations).

#### 21 U.S.C. § 853 a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

#### 18 U.S.C. § 922 (g)

Ineligible to receive or purchase a firearm.

#### Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. **NOTE:** These are only **Federal** penalties and sanctions. Additional **State** penalties and sanctions may apply.

## Drugs

**Hallucinogens** are very unpredictable. On some occasions euphoria may result; on other occasions disorientation, depression, or panic may prevail. A reaction or "trip" can occur without warning weeks or months after taking the drug.

**Heroin/Narcotics** are opiates and are used to relieve pain. Narcotics are both physically and psychologically addictive.

**Marijuana**, when smoked or burned, breaks down into over 2,000 chemicals entering the body. Two or three marijuana "joints" per day can do as much damage to the body as a pack of cigarettes a day.

**Nicotine** is the active chemical found in tobacco. Its chief hazards are cancer of the lungs, larynx, and mouth. It is estimated that nicotine kills approximately 340,000 Americans every year.

**Sedatives/Barbiturates** cause motor activities and coordination to be hampered and brain functions to decrease. It is very dangerous, as well as unlawful, to drive while under the influence of any sedative.

**Amphetamines/Stimulants** often provide a feeling of euphoria initially. However, these feelings usually change to anxiety, depression, and fatigue - often quickly and without warning.

**Anabolic Steroids (artificial male hormones)** suppress the gonadotropic functions of the pituitary. Some side effects include: liver and kidney dysfunction, testicular atrophy, premature closure of bone growth plates, hair loss, and acne.

**Caffeine** is found in coffee, tea, cocoa, cola drinks, some aspirin and diet pills, and some non-prescription cough and cold remedies. High doses may cause nausea, diarrhea, sleeplessness, headache, nervousness, and trembling.

**Cocaine/Crack** is extremely physically and psychologically addictive. The effects of crack are especially intense, immediate, and potentially deadly. There is *no antidote* for cocaine or crack overdose.

**FOR ILLEGAL DRUGS, THERE IS NO SUCH THING AS RESPONSIBLE USE.**

### It's the Law!

A blood alcohol level of .08 = Driving Under the Influence. This means if you weigh 150 lbs, you'll reach the DUI (Driving Under the Influence) level after consuming three drinks or less in one hour.

## Alcohol & The Body

### MOUTH AND ESOPHAGUS

Alcohol irritates the delicate linings of the throat and esophagus; that's why it causes a burning sensation as it goes down.

### STOMACH AND INTESTINES

Alcohol also irritates the stomach's protective lining and can result in gastric or duodenal ulcers. In the small intestine, alcohol blocks absorption of substances such as thiamine, folic acid, xylose, fat, vitamin B1, vitamin B12, and amino acids.

### BLOODSTREAM

Ninety-five percent of the alcohol taken into the body is absorbed into the bloodstream through the lining of the stomach and duodenum. Alcohol causes a slowing of the circulation systems and deprives tissues of oxygen. Alcohol also slows the ability of white blood cells to engulf and destroy bacteria and the clotting ability of blood platelets.

### PANCREAS

Alcohol irritates the cells of the pancreas and can lead to acute hemorrhagic pancreatitis. Pancreatitis can destroy the pancreas and create a lack of insulin.

## LIVER

Alcohol inflames and destroys the cells of the liver. This condition prevents bile from being properly filtered through the liver. Jaundice develops, turning the whites of the eyes and the skin yellow.

## HEART

Alcohol causes inflammation of the heart muscle.

## BLADDER AND KIDNEYS

Alcohol inflames the lining of the bladder. In the kidneys, alcohol causes an increased loss of fluids through its irritating effect.

## SEX GLANDS

Swelling of the prostate gland caused by alcohol interferes with the ability of the male to perform sexually. It also interferes with the ability of the male and female to climax during intercourse.

## BRAIN

The most dramatic and noticed effect of alcohol is on the brain. It produces a lack of coordination, confusion, disorientation, stupor, amnesia, coma, and finally death.

## Referral Resources

### CAMPUS:

#### STUDENT HEALTH CENTER

Women's Gym 9 • (909) 384-4495  
Monday - Thursday • 8 a.m. - 10 p.m.

#### ALCOHOL & DRUG STUDIES PROGRAM • (909) 384-8583

#### CODEPENDENTS ANONYMOUS

Weekly meetings  
Contact Student Health Center for information.

#### COUNSELING

(909) 384-4404

### LOCAL:

#### OFFICE OF ALCOHOL & DRUG PROGRAMS TREATMENT CENTER

565 N. Mt. Vernon Ave., Suite 100  
San Bernardino, CA 92410, (909) 387-7677

#### ALCOHOLICS ANONYMOUS

1263 N. Mt. Vernon Ave.  
Colton, CA 92324, (909) 825-4700 / 825-9216

#### AL ANON (For Families)

1012 E. Cooley Dr., Suite J2  
Colton, CA 92324, (909) 824-1516

#### NARCOTICS ANONYMOUS

(818) 780-3951 or (909) 883-2519

#### TOLL FREE INFORMATION

1-800-222-LINK - California Self Help Center (for self help groups near you)  
1-800-322-3363 - The Resource Center  
1-800-356-9996 - Al-Anon  
1-800-527-5344 - American Council on Alcoholism Help Line  
1-800-COCAINE - Cocaine Hotline  
1-800-NCA-CALL - National Council on Alcoholism  
1-800-662-HELP - National Institute on Drug Abuse Hotline



## STUDENT RIGHTS AND RESPONSIBILITIES

### Academic Records

Students have a right to expect their academic records to be treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Specifically, they have:

1. *The right to inspect and review their education records within 45 days of the day the College receives a request for access.*

A student should submit to the Dean, Campus Gateway Division, a written request that identifies the record(s) he/she wishes to inspect. The Dean will make arrangements for access and will notify the student of the time and place where the record(s) may be inspected. If the records are not maintained by the Records Office, the Dean will advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the portions of their education records that they believe are inaccurate or misleading.*

Students should write to the Dean, Campus Gateway Division, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception that permits release of student records without written consent is disclosure to school officials with legitimate educational interests. A "school official" is defined as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a member of the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. *Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by San Bernardino Valley College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:*

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### Animals on Campus

The college does not permit staff or students to bring animals on campus, with the exception of "seeing eye" and "hearing ear" dogs and animals used for instructional purposes. At no time should dogs be left in vehicles.

## Cheating and Plagiarism

It is the belief at San Bernardino Valley College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of cheating or plagiarism that occur in the classroom. Cases of this nature may be heard by a grievance committee under the provisions of Board Policy 6090.

## Children on Campus and in the Classroom

All children (with the exception of high school juniors and seniors who have been admitted to the college) must be accompanied by an adult while on campus. Children are not allowed in the classroom under any conditions and are not to be left unattended in any campus facility.

## Complaints

Any complaint about a grade, an instructor, or course content should be made to the instructor involved, then to that instructor's Department Head, then to the Division Dean, and if necessary, to the Vice President of Instruction. See the description of the "Student Grievance Policy" in this catalog for a more formal procedure that is also an available option.

## Financial Obligations

Students who have an outstanding financial obligation will not be allowed to register for classes, receive grades, transcripts, diplomas or certificates, obtain enrollment verification or receive any other services normally afforded students in good standing. Examples of obligations falling under this policy include (but are not limited to) returned checks, unpaid loans, equipment breakage, and unpaid library fines. An item or service withheld shall be released when the student satisfactorily meets the financial obligation.

## Standards of Conduct

*In the Classroom:* Students are expected to take responsibility for helping to create a quality classroom environment. Students are expected to show:

1. **Respect for the instructor:** This would include arriving on time, staying for the entire class period, bringing assignments, textbooks and other appropriate materials to class, refraining from talking while the instructor or classmates are making a presentation, leaving cell phones and other electronic devices off during class periods, and using a moderate, mature and respectful tone when participating in group discussions.
2. **Respect for other students:** This would include using appropriate language in public areas and refraining from physically or verbally harassing others in any way.
3. **Academic honesty:** Lack of honesty in the classroom is considered a very serious offense. Any form of cheating on tests or assignments, turning in work that is not one's own (i.e. plagiarism), talking during tests, furnishing false

information to college personnel, or knowingly misrepresenting oneself to the college is grounds for disciplinary action. The consequences of cheating are severe and may include receiving a grade of "F" for the class or possible expulsion from the college.

An instructor has the right to remove a student from class any time he or she considers the student's actions to be interfering with a proper collegiate environment. The instructor may also refer the incident to the administration for disciplinary action as warranted.

*On the Campus:* Creating a proper campus environment is also very important for academic and individual success. The Board of Trustees of the San Bernardino Community College District has established district-wide standards of student conduct, which will be enforced at all times. These rules of conduct are particularly important in large common areas such as the cafeteria, bookstore, vending areas, campus quads, and other highly frequented areas.

## Grounds for Disciplinary Action

Student conduct must conform to district and college rules and regulations. Violations of such rules and regulations, for which students are subject to disciplinary action, include, but are not limited to, the following:

- Continued disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority or persistent abuse of college personnel.
- Dishonesty, such as cheating, plagiarizing or knowingly furnishing false information to the college or to college officials.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees.
- The use or possession of alcoholic beverages on college property or at any college sponsored event, or the presence on campus of anyone under the influence of alcohol.
- Assault, battery or any threat of force of violence upon a student, visitor to the campus, or college personnel.
- Willful misconduct which results in injury or death to a student, campus visitor or college personnel member, or cutting, defacing, or otherwise harming any real or personal property owned by the district.
- The use, sale or possession of illegal drugs or substance or any poison classified as such in § 4160, Schedule D of the Business and Professions Code, or the presence on campus of anyone under the influence of such drug substances.
- Forgery, alteration or misuse of college documents, records or identification.
- Violation of college regulations governing student organizations, the use of college facilities or the time, place and manner of public expression or distribution of materials.
- Unauthorized entry to facilities or unauthorized use of college supplies, equipment, and telephones.
- Possession or use of any firearm, explosive device, dangerous chemical or other deadly weapons while on college property or at college-sponsored activities.
- Driving of motorcycles and other off-road vehicles on college property other than the regular roads and parking lots.

- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Obstruction of pedestrian and/or vehicular traffic while on college property or at college-sponsored activities.

See Board Policy 6060 for additional information about student conduct.

## Types of Disciplinary Action

Disciplinary actions that are imposed by the college for the violation of its rules or the laws of the state of California include the following:

- **Reprimand** (a verbal or written recognition of a violation of good conduct which admonishes the offender to avoid future infractions).
- **Probation** (a disciplinary action which returns the offender to the college community on his or her promise of appropriate future behavior; may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges.)
- **Suspension** (exclusion from the college and college-sponsored activities for a specified time).
- **Expulsion** (exclusion from the college and all college-sponsored activities by the District Board of Trustees).

## Student Grievance Policy

It is the stated policy of the Board of Trustees of the San Bernardino Community College District that "the relationship between students and college personnel is of vital importance to the learning process." With this principle comes the recognition that there may be many divergent viewpoints and that a process by which these viewpoints can be aired and resolved must be established.

In accordance with Board Policy 6060, a student may initiate a grievance against a college employee for any of the following reasons:

- An act or threat of intimidation, harassment, discrimination or physical aggression.
- Any arbitrary action without proper regard to academic due process.
- Any violation of student rights.

No individual or group has the authority to change a grade assigned by an instructor unless persuasive evidence of instructor error, fraud, bad faith or incompetence is presented.

The San Bernardino Community College District has established a due process procedure that has as its goal the satisfactory resolution of the problem at the lowest possible level. The procedure has several levels:

<b>Level I</b>	<b>Informal Discussion</b>
<b>Level II</b>	<b>Review of Request for Student Grievance Committee Hearing</b>
<b>Level III</b>	<b>Student Grievance Committee Hearing</b>
<b>Level IV</b>	<b>Recommendation of Grievance Committee/Action by College President</b>

At the beginning of each school year, a standing panel is appointed from which one or more Student Grievance Hearing Committees may be appointed. The panel consists of five to fifteen faculty members, five to fifteen students and four to ten administrators/supervisors. The Hearing Committee will consist of a maximum of two faculty members, two students, and one administrator/supervisor to hear each grievance.

### Level I: Informal Discussion

A student who wishes to discuss a grievance relating to a condition or practice of the district/college, including but not limited to alleged unlawful discrimination, must first attempt to resolve the issue by contacting the instructor/administrator/supervisor of the class, service or office most closely related to the origin of the alleged problem. A student not satisfied with the outcome of that conference may next attempt to resolve the alleged problem by conferring with the immediate supervisor of the person with whom the initial conference was held. In most cases, this will be the Division Dean.

### Level II: Review of Request for Student Grievance Committee Hearing

If the alleged problem is still unresolved, the student may request a formal hearing. A request for a hearing shall be submitted in writing to the Vice President of Student Services. This written notice shall state the condition, practice or alleged act, injustice, or unlawful discrimination that is being grieved and, if possible, should include a proposed resolution to the problem.

Within three working days of receipt of the grievance notice, the Vice President of Student Services shall determine if the allegations were filed in a timely manner. If the grievance notice meets the above criterion, the Vice President of Student Services, within five working days, shall appoint a Student Grievance Hearing Committee following the guidelines of the "Standards of Student Conduct and Disciplinary Procedures."

The student and any college personnel involved in the allegations shall be notified of the time and place of the hearing in writing. The notice shall include the names of the Hearing Committee and all documentation relating to the allegation(s).

### Level III: Student Grievance Committee Hearing

The hearing shall convene within ten working days. Persons appearing before the committee have the right to be assisted by an advocate and/or legal counsel. The burden of proof rests upon the party bringing the charge. The committee renders a written report and a recommendation.

### Level IV: Recommendation by Student Grievance Committee/Action by College President

Within five working days following receipt of the report of the Hearing Committee Chairperson, the college President or designee shall provide a written notification to the student and to other parties directly involved in the issues as to the recommendation. In the case of a designee, the college President will advise all parties directly involved of the decision within five working days.

Note: If either party is not satisfied with the final college-level disposition of the grievance, he/she shall, through the District Chancellor's Office, appeal directly to the San Bernardino Community College District Board of Trustees within ten working days. Person's wishing to do so should contact: Chancellor's Office, San Bernardino Community College District, 114 S. Del Rosa Drive, San Bernardino, CA 92408.

## Ombudsperson

The President of the College appoints an Ombudsperson to assist students with their grievances. This person's responsibility is to help students resolve issues of concern. If an informal resolution is not obtained, the Ombudsperson will explain to the student the policies and procedures necessary to present a grievance to the campus Grievance Committee. The current Ombudsperson is Dr. Diane Pfahler, whose office is located in Liberal Arts 150, and who can be reached at (909) 384-8592. Students may also contact the Vice President of Student Services, Maria Elena Martinez, by calling (909) 384-8992.





## PART II - DEGREE, CERTIFICATE AND TRANSFER INFORMATION

Successful completion of approved programs at San Bernardino Valley College may lead to:

- Completion of lower division (freshman and sophomore) requirements for transfer to upper division (junior) standing at a four-year college or university.
- An *Associate of Arts* or *Associate of Science* degree.
- A *Certificate of Completion* in a specific occupational field.

Even though these objectives are listed separately, it is possible to achieve all three concurrently during the first two years of college. For example, it is possible to use the coursework completed for a certificate program as a major for an associate degree. Similarly, students completing lower division requirements for transfer to a four-year college or university will find it possible to meet the requirements for an associate degree from San Bernardino Valley College.

Students are encouraged to work with a counselor to develop a plan to help them meet their educational goals in a time-effective manner.

### Associate Degree (Graduation) Requirements

Graduates from San Bernardino Valley College (SBVC) receive an Associate of Arts degree or an Associate of Science degree. To earn an Associate degree, students must complete general education breadth requirements as specified in Option #1 or Option #2 below, as well as additional units of electives and/or lower division requirements for a major.

Students must file a Graduation Application in the Records Office by the deadlines listed below:

Fall graduation -	October 1
Spring graduation -	March 1
Summer graduation -	July 1

When printed deadlines fall on either Saturday or Sunday, the filing period will be extended to the Monday following the deadline date.

### Associate Degree: Option #1

The Option 1 associate degrees are general degrees designed for students who plan to attend a four-year college or university.

#### **Associate Degree Option 1a**

The general education breadth requirements are the same as the requirements for the *Intersegmental General Education Transfer Curriculum* (IGETC). Refer to page 32 of the catalog for the IGETC requirements. In the process of completing this coursework the student must fulfill these general requirements:

1. Complete a minimum of 60 semester units of college coursework, with at least 12 semester units in residence at SBVC.
2. Earn a letter grade of C or higher in each course.

#### **Associate Degree Option 1b**

The general education breadth requirements for this degree are the same as the requirements for the *California State University General Education Breadth Requirements* (CSU GE). Refer to page 34 of the catalog for the CSU GE requirements. In the process of completing this coursework the student must fulfill these general requirements:

1. Complete a minimum of 60 semester units of college coursework, with at least 12 semester units in residence at SBVC.
2. Earn at least a 2.0 grade point average for the CSU GE coursework. Earn a grade of C or better for each course in the Oral Communication, Written Communication, Critical Thinking and Mathematical/Quantitative Reasoning categories.

## Associate Degree: Option #2

This general Associate Degree is designed for students planning to seek immediate employment after graduation. The general education breadth requirements for this degree are listed below. In the process of completing this coursework, students must fulfill these general requirements:

1. Complete ACAD 100.
2. Complete a minimum of 60 semester units of college coursework, with at least 12 semester units in residence at SBVC.
3. Earn an overall grade point average of C (2.00) or higher.
4. Complete coursework for an Associate of Arts or an Associate of Science major as listed in Part III of the *San Bernardino Valley College Catalog*.
5. Demonstrate competency in English, mathematics and reading by satisfying the following criteria:
  - a. Competency in English as demonstrated by completion of ENGL 015 or ENGL 101 or ENGL 101H with a grade of C or higher.
  - b. Competency in mathematics as demonstrated by:
    - (1) Completion of MATH 090, BUSCAL 091, TECALC 097, or a higher level course in mathematics with a grade of C or higher, or
    - (2) Completion of a mathematics proficiency examination which is equivalent to a comprehensive final examination in MATH 090 with the equivalent to a grade of C or higher.
  - c. Competency in reading as demonstrated by:
    - (1) Completion of READING 970X3, 100, or 101 with a grade of C or higher, or
    - (2) Completion of all courses required to satisfy minimum graduation requirements in Categories I, II and III as listed below with an overall grade point average of 2.00 or higher.
6. Complete 24 to 26 of the 60 semester units needed for graduation from the five subject categories as listed below:

**Category I: Natural Science (minimum: 4 semester units if a laboratory is included; otherwise 6 semester units).** Courses in the following subjects carry credit for Natural Science:

ANTHRO 106  
 ASTRON (all courses)  
 BIOL (all courses)  
 CHEM (all courses)  
 FCS 162  
 GEOG 050, 110, 111, 114, 285  
 GEOL (all courses)  
 OCEAN (all courses)  
 PHYSIC (all courses)  
 PS 101

**Category II: Social and Behavioral Science (minimum: 6 semester units; the two courses must be from two different subject areas).** Courses in the following subjects carry credit for Social and Behavioral Sciences:

ANTHRO (all courses)  
 CD 105  
 ECON 100, 200, 201, 285  
 GEOG 102, 106, 120  
 HIST (all courses)  
 POLIT (all courses)  
 PSYCH 052, 100, 101, 102, 103, 104, 110, 111, 112, 113, 114, 116, 118, 285  
 SOC 100, 110, 130, 141, 285  
 SPEECH 135, 174, 176

**Category III: Humanities (minimum: 6 semester units; the two courses must be from different subject areas with no more than three semester units within the category of Applied Courses).** Courses in the following subjects carry credit for Humanities:

ANTHRO 109, 110  
 ARCH 145, 146, 150  
 ART 100, 102, 103, 105, 108, 109, 110, 111, 112, 285  
 ASL 109, 110, 111  
 COMM 100  
 DANCE 200, 203  
 ENGL 055, 063, 065, 151, 153, 155, 161, 163, 165, 167, 175, 232, 260, 261, 270, 271, 275, 280, 281, 285A, 285B, 285C  
 FRENCH 101, 102, 103, 104  
 HIST 135, 153, 160, 161, 170, 171  
 MUS 100, 101, 102, 104, 105, 106, 107, 121, 122, 285  
 PHIL (all courses)  
 RELIG (all courses)  
 SPAN 101, 102, 103, 104, 158, 285  
 SPEECH 110, 120  
 THART 100, 110, 115

**Humanities, Applied Courses (Maximum of 3 units):**

ARCH 151, 159  
 ART 120X4, 124X4, 126X4, 132X4, 145, 148, 149, 150, 158X4, 159X4, 161, 164X4, 175X4, 181, 182, 183, 212X4, 240X4, 270X4  
 MUS 103, 117X4, 126, 130, 133, 134, 136, 141X4, 150X4, 152X4, 154X4, 156X4, 158X4, 160X2, 162X4, 168X4, 170X4, 171X4, 174X4, 176X4, 178X4  
 THART 114X4, 120, 135, 160X4, 165, 222

**Category IV: Communication and Learning Skills (minimum: 6 semester units).**

1. English composition is required of all students. Courses meeting this requirement are ENGL 015 or 101 or 101H.
2. Students may select from the following courses to complete the other portion of the requirement:



BUSCAL 091, 200, 208  
 CD 140  
 COMM 107, 110, 113, 114  
 CSYS (all courses)  
 ECON 208  
 FRENCH 101, 102, 103  
 LIB 110  
 MIS (all courses)  
 MATH (all courses except MATH 942, 952 and TECALC 950)  
 OIS 115A, 173, 174A, 176, 179  
 PHIL 103  
 PSYCH 105  
 READ 970X3, 100, 101  
 SPAN 015, 016, 101, 102, 103, 119, 140, 158  
 SPEECH 100, 111, 125, 130, 140

**Category V: Physical and Health Education (minimum 2 semester units).** Courses in the following subjects carry credit for Physical and Health Education: (Note: A maximum of *four* semester units of Physical Education activity courses can apply for graduation requirements.)

BIOL 140  
 DANCE 101X2, 102X2, 103X4, 105X2, 106X4, 107X4, 114x4  
 FCS 062, 162  
 HEALTH (all courses)  
 PE-I (all courses)  
 PE-T (all activities)

Students are exempt from this requirement if they have completed any of the following programs of study at SBVC: Nursing, Psychiatric Technology, or POLICE 001 (Basic Law Enforcement Academy). Veterans of the armed forces may have met this requirement; consult with a counselor. PE 231 (First Aid and CPR) does not satisfy this graduation requirement.

#### Important Note:

The purpose of categorical subject requirements for graduation is to assure that the graduate will have adequate breadth outside of the area of specialization. For this reason, **NO COURSES IN ANY OF THE PRECEDING CATEGORIES MAY BE USED TO MEET MORE THAN ONE REQUIREMENT.** However, units in a student's subject major may be used to fulfill the requirements in Categories I through V above.

### Associate Degree Majors

San Bernardino Valley College offers associate degree majors in most departments listed in Part III of this catalog. Refer to the chart on page 40 for a complete list of associate degree majors. Refer to the particular department for course descriptions and a complete list of the courses required for that major.

A minimum of 18 units in associate degree-applicable coursework is required for a major in a subject discipline. The amount of flexibility a student has in selecting which courses will be used to meet these 18 units will vary from department to department, as described in Part III of this catalog.

The associate degree major in a specialized field or major is primarily intended for students who plan to enter an occupation after obtaining their two-year degree. Students preparing for the four-year baccalaureate degree normally do not begin to specialize or major until they leave San Bernardino Valley College. For these students, their lower division coursework will consist primarily of General Education Requirements and prerequisite courses that will lead to a major in their junior year. Thus a student planning to be a professional biologist or geologist is actually a pre-biology or pre-geology major during his/her first two years. Accordingly, these students should declare their associate degree major to be Liberal Arts, and should plan their lower division program on the basis of the requirements and recommendations of the four-year college or university to which they intend to transfer. Students are advised to consult the catalogs of the four-year schools they are interested in and to discuss specific requirements with their counselors.

### Graduation Catalog Rights

A student in continuous attendance at San Bernardino Valley College, (or one who does not have a break in attendance of over five years), may either meet the graduation requirements in effect at the time of his/her initial enrollment at the college or the requirements in effect at the time of his/her graduation. A student who has had a break in attendance of over five years must meet the graduation requirements in effect at the time of readmission to the college or those in effect at the time of his/her graduation.

### Graduation Requirement Exceptions

When a student has a deficiency in one or more of the areas required for graduation, he/she has the option of filing a *Petition for Academic Exception*, which is available in the Counseling Center (Administration 111). Each petition will be considered on the basis of its overall, individual merit by the Scholastic Standards Committee.

### Vocational Certificate Programs

San Bernardino Valley College offers certificates of occupational proficiency in many fields. Certificates enable the student to gain marketable skills relatively quickly and at less expense than would be required for an associate degree. Students working toward a certificate are not typically required to take advanced academic courses in such fields as philosophy, foreign languages or history. Nonetheless, they must have a sufficient background in arithmetic, reading and writing in order to complete their coursework and to succeed in the occupations they select. Refer to page 40 of this catalog for a complete list of certificates, and to the individual programs described in Part III for a complete list of the sequence and scope of courses required for each certificate. Students interested in enrolling in certificate programs should confer with a counselor and talk with representatives of the departments that offer the desired program. In some instances, courses completed in high school may be used to satisfy some of the requirements for a certificate. In addition, training programs such as military courses, apprenticeships or other training may be credited toward a certificate program.

At the beginning of the student's final semester, he/she should obtain a Graduation and/or Certificate Application either from the Records Office or the division office of his/her certificate program. This form should be submitted to the Department Chair for verification that all requirements for the certificate have been met with a grade of "C" or higher. The student will then submit the application to the Records Office for a final check by the deadline date for the semester in question. Those dates are as follows:

Fall	October 1
Spring	March 1
Summer	July 1

When printed deadlines fall either Saturday or Sunday, the filing period will be extended to the Monday following the deadline date.

Twelve units, or 50 percent of the coursework required for a certificate, whichever is the lesser, must be completed at San Bernardino Valley College. This residency requirement may be waived in the case of extenuating circumstances with the permission of the program coordinator or Department Chair. The certificate will be prepared by the Records office and will be available to the student by the start of each new semester following the semester of submission.

## Requirements for Transfer to Four-Year Colleges and Universities

San Bernardino Valley College offers a range of coursework to prepare students to transfer to four-year colleges and universities. All four-year colleges prescribe their own standards for course evaluation and admission. Since these criteria are likely to change annually, students planning to transfer should study the admission regulations and transfer conditions of the colleges to which they intend to transfer as early as possible in their college careers. To ensure that no time is lost in unnecessary coursework, students are advised to work closely with a counselor.

Students who had deficiencies in high school subjects or in grades needed for entrance to the four-year college or university of their choice may make these up while they are completing their community college coursework. The University of California gives full college credit for transferable community college courses used to remove high school grade or course deficiencies. This practice of allowing students to make up deficiencies is generally accepted by other colleges and universities as well.

## Intersegmental General Education Transfer Curriculum (IGETC)

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the University of California (UC) or the California State University (CSU) without the need to complete additional lower-division general education courses. The IGTC is not an admission requirement for transfer to UC or CSU, nor is it the only way to fulfill prior to transfer, the lower-division, general education requirements of UC or CSU. Students pursuing majors that require extensive lower-division preparation may not find the IGETC option to be advantageous. The requirements listed here,

must be entirely completed and certified in order to be accepted by CSU and UC. Students with Advanced Placement (AP) Examinations, which are recognized as equivalent to SBVC courses listed below, will obtain credit for IGETC. A minimum grade of "C" is required in each course.

### AREA 1 - English Communication.

CSU: Three (3) courses required, one from each group below.

UC: Two (2) courses required, one each from group A and B.

#### Group A: English Composition.

1 course, 3 semester units/4-5 quarter units. Select from:  
ENGL 101\*\*, 101H\*\*

#### Group B: Critical Thinking - English Composition.

1 course, 3 semester units/4-5 quarter units. Select from:  
ENGL 102

PHIL 102

#### Group C: Oral Communication (CSU only).

1 course, 3 semester units/4-5 quarter units.

SPEECH 100

### AREA 2 - Mathematical Concepts and Quantitative Reasoning

1 course, 3 semester units/4-5 quarter units. Select from:

MATH 102\*\*, 108, 115, 151, 250, 251, 252, 265, 266, 285

### AREA 3 - Art and Humanities

At least three (3) courses, with at least one from the Arts and one from the Humanities, 9 semester units/12-15 quarter units. Select from:

#### Arts:

ART 100, 102, 103\*\*, 105, 108, 109 (or ANTHRO 109), 110, 111, 112, 285

MUS 100, 101, 104, 105, 107, 108, 121, 122

THART 100

ENGL 151, 153, 155, 161, 163, 165, 167, 175 (or RELIG 175), 260, 261, 270, 271, 275, 280, 281, 285A, 285B, 285C

FRENCH 103, 104

HIST 100, 101, 107\*(same as ANTHRO 107), 124, 126, 135 (or RELIG 135), 137, 138, 139, 140, 145, 150, 153, 160, 161, 170, 171

MUS 285

PHIL 101, 105, 112, 119, 120, 285

RELIG 100, 101, 110 (same as ANTHRO 110), 135 (or HIST 135), 150, 175 (or ENGL 175), 176

SPAN 103, 104, 285

### AREA 4 - Social and Behavioral Sciences

At least three courses from at least two disciplines or an interdisciplinary sequence, 9 semester units/12-15 quarter units. Select from:

ANTHRO 100, 102, 106, 107\* (same as HIST 107), 110\* (same as RELIG 110)

ECON 100\*\*, 200, 201, 285

GEOG 102, 104, 106, 120

POLIT 100, 285

PSYCH 100, 101, 102, 103, 110, 111\*\*, 112\*\*, 113\*\*, 114, 116, 118, 285

SOC 100, 110, 141, 145, 285

SPEECH 174, 176

**AREA 5 - Physical and Biological Sciences**

Two (2) courses, one Physical Science course and one Biological course. At least one must include a laboratory. Laboratory classes are underlined, 7-9 semester units/9-12 quarter units. Select from:

**Physical Science:**

ASTRON 120\*\*, 123\*\*, 125\*\*  
 CHEM 101\*\*, 104\*\*, 110\*\*, 150, 151, 212, 213, 216  
 GEOG 110\*\*, 111\*\*, 114, 285\*\*  
 GEOL 100, 101\*\*, 111\*\*, 112, 122, 250  
 OCEAN 100\*\*, 101\*\*, 111\*\*  
 PHYSIC 101\*\*, 150A\*\*, 150B\*\*, 200\*\*, 201\*\*  
 PS 101\*\*

**Biological Science:**

BIOL 100\*\*, 102, 104, 108, 201, 202, 203, 240, 250\*\*, 251\*\*, 260\*\*, 261\*\*, 270

**Language Other Than English (UC Requirement Only)**

Proficiency equivalent to two (2) years of high school study in the same language: FRENCH 102, SPAN 102, and SPAN 158 are equivalent to two (2) years of high school study. Select from:

FRENCH 102

SPAN 102\*\*, 158\*\*

**CSU Graduation Requirements in U.S. History, Constitution and American Ideals**

(Not a part of IGETC; may be completed prior to transfer) Six (6) units, one (1) course from Group 1 and one (1) course from Group 2; courses used to meet this requirement may not be used to satisfy requirements for IGETC.

1: POLIT 100\*, 101\*

2: HIST 100\*, 101\*, 107\* (same as ANTHRO 107), 126\*, 135\* (same as RELIG 135), 137\*, 138\*, 139\*, 140\*

1. Courses designated with one asterisk (\*) may be counted in one area only.
2. Courses designated with a double asterisk (\*\*) indicate that transfer credit may be limited by UC and/or CSU. Please consult with a counselor for further information.
3. Students request official IGETC certification from the SBVC Records Office. For students who have completed coursework at multiple campuses, the campus of last attendance prior to transfer to UC or CSU will certify the IGETC. San Bernardino Valley College (SBVC) will certify coursework from other campuses according to the IGETC list of the originating campus. Official transcripts from high school and other colleges and universities must be on file at the SBVC Records Office.
4. Courses on this list are approved for Fall 2002 and beyond. SBVC courses not listed above may not be used for IGETC.

**The University of California**

The University of California has eight major campuses: Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, Santa Barbara, and Santa Cruz. With the exception of Berkeley, these campuses are on a quarter-unit basis. When converting semester units to quarter units, the number of semester units should be divided by two-thirds. When converting from quarter units to semester units, the number of quarter units should be multiplied by two-thirds.

Students who plan to transfer to the University of California may complete all of the required lower division courses at San Bernardino Valley College. While the UC campuses have similar general

breadth lower division requirements and will accept a maximum of 70 semester units (or 105 quarter units) of transfer work, there are some subject differences among the campuses. Consult the catalog of the desired UC campus to identify these differences.

It is also possible to transfer to a University of California campus upon completion of the Intersegmental General Education Transfer Curriculum (IGETC), as discussed in the preceding section of this catalog.

The admission cycle for the fall term of the University of California begins each year on November 1 of the preceding year. Each campus will accept for consideration all applications filed during the month of November. Since enrollment ceilings have been established at each campus, students may be accepted only at their second or third choice campus.

The requirements for admission to the University as a transfer student vary in accordance with the high school record of the applicant. A transfer student must meet one of the following:

1. A student who completed all of the University of California a-f subject requirements and met the eligibility index at the time of high school graduation may be admitted any time he/she has established an overall college grade point average of 2.00 or better.
2. A student who met the eligibility index but who did not complete one or more of the a-f required courses in high school may be admitted after he/she has:
  - a. Established an overall grade point average of 2.00 or better in another college or university; and
  - b. Completed appropriate college courses in the deficient high school subject requirement with a grade of C or better.
3. A student who did not meet the eligibility index, or a student who did not meet the eligibility index and who lacked required subjects, may be admitted when he/she has:
  - a. Established an overall grade point average of 2.40 or better in another college or university; and
  - b. Completed 56 semester units of college credit in courses accepted by the University for transfer; and
  - c. Completed the following:
    1. Appropriate college courses in the deficient high school subject with a grade of C or better; or
    2. One college course in mathematics; one in English; and one in either U.S. History, a laboratory science, or a foreign language, all with grades of C or better. The course in mathematics must assume a proficiency level at least equivalent to three years of high school mathematics (elementary and advanced algebra and geometry). All courses with the exception of mathematics must be transferable.

Two programs are available to smooth the transition from San Bernardino Valley College to a University of California campus:

**Transfer Admission Guarantee Program** is an agreement between the University of California, Riverside, and San Bernardino Valley College. Consult with the Transfer Center for details of this admissions agreement.

**Transfer Alliance Program (TAP)** is an agreement between the University of California, Los Angeles, and the Honors Program at San Bernardino Valley College. Consult with the Honors Program Coordinator or the Honors Program Counselor for details of this admissions agreement.

Catalogs for each of the UC campuses are available in the Transfer Center. Also in the Transfer Center are two booklets that provide a summary of the unique requirements of each University of California campus: *Introducing the University* and *Answers for Transfers*.

## The California State University

The California State University system consists of 22 campuses, ranging in location from San Diego to Humboldt. The admission cycle for the fall term of each year begins on November 1 of the preceding year. Eligible students may also be accepted during the winter and/or spring terms. Check with the Transfer Center to determine the acceptance dates for each CSU campus.

The California State University system has specific admission requirements for freshman standing. Eligibility is based on a combination of high school grade point average for the last three years of high school, exclusive of physical education and military science, and scores on the ACT or SAT tests.

Students who do not enter the California State University system as freshmen may enter with advanced standing under the following conditions:

- Students who would have been eligible for admission as freshmen may transfer at the end of any semester, provided they have maintained a C or better average in all work attempted.
- Students who would have been ineligible for admission as freshmen must complete a minimum of 56 transferable semester units of work with a 2.00 grade point average or better.

A maximum of 70 transfer-level semester units (or 105 quarter units) earned in a community college will be accepted for transfer.

Students transferring to the California State University should check both the general education and major requirements as early as possible by referring to the current catalogs for the colleges of their choice. A Guaranteed Admissions Program is available to smooth the transition between San Bernardino Valley College and California State University, San Bernardino. Consult with the Transfer Center for details on this agreement.

## California State University Regulations and General Education Breadth Requirements

San Bernardino Valley College may certify that a student has satisfied the minimum general education requirements of 39 lower division transfer units. Courses that are listed in more than one category may be used to certify only one requirement. (It is also possible to transfer to a California State University campus upon completion of the Intersegmental General Education Transfer Curriculum [IGETC], as discussed in the preceding section of this catalog.) The number of units which may be certified are as follows:

### Category A: Communication in the English Language and Critical Thinking.

9 semester units / 12 quarter units, one (1) course from each group. A minimum grade of C is required in each course.

**A.1 Oral Communication.** Select from:

SPEECH 100, 111, 130, 140

**A.2 Written Communication**

ENGL 101, 101H

**A.3 Critical Thinking.** Select from:

ENGL 102

PHIL 102, 103

SPEECH 125

### Category B: Physical Universe and its Life Forms

9 semester units / 12 quarter units. One course B1 Physical Science, one course from B2 Life Science, one course from B4 Mathematics / Quantitative Reasoning, and a laboratory course must be included. Laboratory courses are underlined.

#### B.1 Physical Science

ASTRON 120, 123

CHEM 101, 104, 110, 150, 151, 212, 213

GEOG 110, 114

GEOL 100, 101, 112, 122, 250, 251

OCEAN 100, 101

PHYSIC 101, 150A, 150B, 200, 201

PS 101

#### B.2 Life Science

ANTHRO 106

BIOL 100, 102, 104, 108, 123, 201, 202, 203, 240, 250, 251, 260, 261, 270

#### B.3 Laboratory Activity

ASTRON 123, 125

BIOL 100, 102, 201, 202, 203, 240, 250, 251, 260, 261, 270

CHEM 101, 104, 150, 151, 212, 213, 216

GEOG 111, 285

GEOL 100, 111

OCEAN 100, 111

PHYSIC 101, 150A, 150B, 200, 201

#### B.4 Mathematics/Quantitative Reasoning

A minimum grade of C is required.

BUSCAL 200, 208

ECON 208

MATH 102, 103, 108, 115, 151, 250, 251, 252, 265, 266, 285, 286

### Category C: Arts, Literature, Philosophy and Foreign Language

Minimum of 9 semester / 12 quarter units with at least one course in the Arts and one from Humanities.

#### C.1 Arts (Art, Dance, Music, Theatre)

ANTHRO 109 (same as ART 109)

ARCH 145, 146, 150

ART 100, 102, 103, 105, 108, 109 (same as ANTHRO 109), 110, 111,

112, 124x4, 126x4, 132x4, 164x4, 212x4, 285

DANCE 200, 203

MUS 100, 101, 102, 104, 105, 107, 121, 122, 285

THART 100

#### C.2 Humanities (Foreign Language, Literature, Philosophy)

ASL 109, 110, 111

ENGL 151, 153, 155, 161, 163, 165, 167, 175, 232, 260, 261, 270, 271, 275, 280, 281, 285A, 285B, 285C

FRENCH 101, 102, 103, 104

HIST 100, 101, 107, 124, 126, 135 (same as RELIG 135), 137, 138, 139, 140, 145, 150, 153, 160, 161, 170, 171

PHIL 101, 105, 112, 119, 120, 180, 285

RELIG 100, 101, 110 (same as ANTHRO 110), 135 ( same as HIST 135), 150, 175, 176, 180

SPAN 101, 102, 103, 104, 158, 285

**Category D: Social, Political and Economic Institutions and Behavior; Historical Background**

9-12 semester units.

**D.1 Anthropology and Archaeology**

ANTHRO 100, 102, 106, 107 (same as HIST 107), 109 (same as ART 109), 110 (same as RELIG 110)  
ART 109 (same as ANTHRO 109)

**D.2 Economics**

ECON 100, 200, 201, 285

**D.3 Ethnic Studies**

HIST 137, 138, 139, 140; SOC 141

**D.4 Gender Studies**

PSYCH 116; SOC 145; SPEECH 176

**D.5 Geography**

GEOG 102, 106, 120

**D.6 History**

HIST 100, 101, 107 (same as ANTHRO 107), 124, 126, 135 (same as RELIG 135), 137, 138, 139, 140, 145, 150, 153, 160, 161, 170, 171  
RELIG 135 (same as HIST 135)

**D.7 Interdisciplinary Social or Behavioral Science**

CD 105

SPEECH 174

**D.8 Political Science, Government, and Legal Institutions**

POLIT 100, 101, 200, 285

**D.9 Psychology**

PSYCH 100, 101, 102, 103, 110, 111, 112, 113, 114, 116, 118, 285

**D.0 Sociology and Criminology**

SOC 100, 110, 130, 141, 145, 285

**U.S. History and American Ideals Requirement:**

Graduation from the California State University requires U.S. History and American Political Institutions. Any combination of one selection from each of the following lists of history and politics courses will normally fulfill this requirement:

(1) HIST 100, 101, 107, 124, 126, 135, 137, 138, 139, 140

(2) POLIT 100, 101

**Category E: Lifelong Understanding and Self-Development**

3 or 4 semester units. Only one unit can be a Physical Education Activity course.

ACAD 100

BIOL 140

CD 101

FCS 162

GEOG 106

HEALTH 101, 102, 103

PSYCH 100, 102, 103, 104, 111, 113, 114, 116, 118

SPEECH 111

**Activity Courses (only one unit allowed toward Area E)**

DANCE 101x2, 102x4, 103x4, 105x2, 106x4, 107x4, 114x4,  
PE-I 103X4, 105X4, 107x4, 108X4, 110X4, 111x4, 115X4, 116x4,  
127X4, 138x4, 144x4, 148X4, 164x4, 168x4, 173x4, 184X4, 185X4,  
186X4, 187X4, 188X4, 189X4

PE-T 100x4, 104x4, 108x4, 116x4, 120x4, 124x4

1. Students with AP Examinations will receive appropriate CSU GE-Breadth credit according to the CSU Office of the Chancellor guidelines.
2. Students are encouraged to complete early Areas A and B4. CSU will not admit students until the grades are recorded for courses in Areas A and B4.
3. Upon transfer, students will be required to complete at least nine units of upper division courses at the CSU.

4. For CSU GE-Breadth certification purposes, students may use the catalog of entry or any catalog thereafter as long as continuous enrollment is maintained until transfer to CSU. CSU defines continuous enrollment as one semester or two quarters in each calendar year.
5. Students may request official certification of CSU GE-Breadth requirements at the SBVC Records Office.
6. Although SBVC will certify Areas A through E individually, the CSU encourages students to complete all areas prior to transfer. Upper division transfer students are required to complete a minimum of 30 units of CSU GE-Breadth courses with a minimum grade of C in each course.
7. Coursework from other colleges will be evaluated according to the CSU GE-Breadth pattern of those respective colleges. For out-of-state coursework, the SBVC Records Office will determine equivalency to SBVC courses. Official transcripts must be on file in the Records Office.
8. A single course may not be certified as meeting more than one category.
9. Some majors at the CSU have required general education courses and/or do not allow double-counting of courses toward major requirements. Students are encouraged to consult with a counselor and the catalog of the CSU to which they want to transfer.
10. The courses on this list are approved by the CSU Chancellor's office for Fall 2002 and beyond. **SBVC courses not on this list may not be used for CSU GE-Breadth requirements.**

**Requirements for Transfer to Independent California Colleges and Universities**

California's fully accredited independent colleges and universities provide a host of options at undergraduate, graduate and professional levels for students planning to continue their education beyond community college. Students who transfer to independent colleges often find that they are given academic credit for most, if not all, of their community college studies. Virtually all institutions give full credit for general education courses and usually for other courses designated for transfer by the community college.

Some colleges stipulate a certain number of completed units before considering students for transfer. Others will accept students at any time. The requirements are outlined in the respective college catalogs.

Listed on the following page are some of the independent colleges and universities a student may choose to attend. Additional information is available in the Transfer Center.

- American Academy of Dramatic Arts West
- Art Center College of Design
- Azusa Pacific University
- Biola University
- California Baptist University
- California College of Arts and Crafts
- California Institute of the Arts
- California Institute of Technology
- California Lutheran University
- Chapman University
- Claremont McKenna College
- Cogswell Polytechnical College
- College of Notre Dame
- Concordia University
- DeVRY Institute of Technology
- Dominican University of California
- Fresno Pacific University
- Golden Gate University
- Harvey Mudd College
- Holy Names College
- Hope International University
- Humphreys College
- John F. Kennedy University
- La Sierra University
- Loma Linda University
- Los Angeles College of Chiropractic
- Loyola Marymount University
- The Master's College
- Menlo College
- Mills College
- Mount St. Mary's College
- National University
- New College of California
- Occidental College
- Otis College of Art and Design
- Pacific Oaks College
- Pacific Union College
- Patten College
- Pepperdine University
- Pitzer College
- Point Loma Nazarene University
- Pomona College
- Samuel Merritt College
- San Francisco Art Institute
- San Francisco Conservatory of Music
- Santa Clara University
- St. Mary's College of California
- Scripps College
- Simpson College
- Southern California College of Optometry
- Stanford University
- Thomas Aquinas College
- United States International University
- University of Judaism
- University of La Verne
- University of the Pacific
- University of Redlands
- University of San Diego
- University of San Francisco
- University of Southern California
- University of West Los Angeles
- Vanguard University of Southern California
- Western University of Health Sciences
- Westmont College
- Whittier College
- Woodbury University

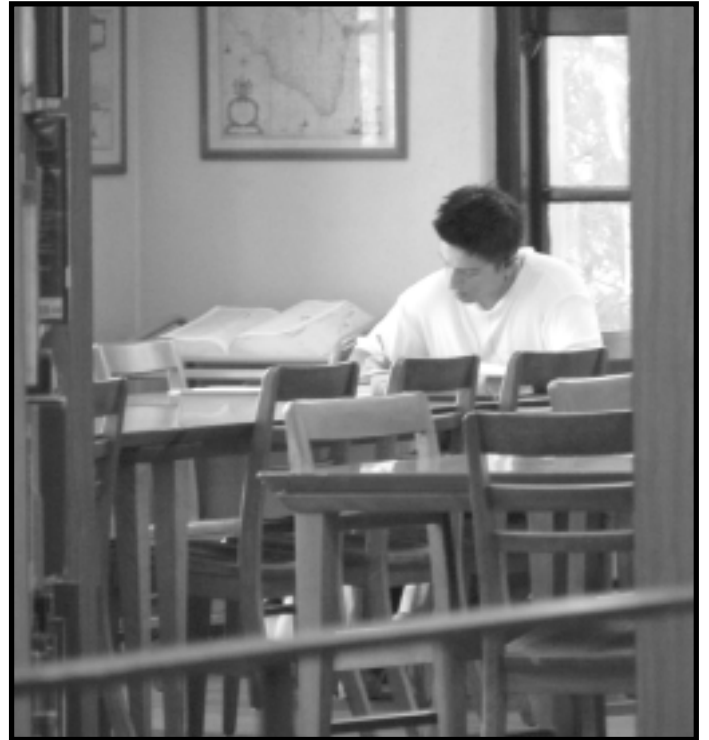
## The California Articulation Numer System (CAN)

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges and universities have determined that courses offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another campus. For example, CAN ECON 2 on one campus will be accepted as meeting the requirement of the designated CAN ECON 2 course on other participating community college or university campus.

The CAN numbering system is obviously useful for students attending more than one community college and is applied to many of the transferable, lower division courses students need as preparation for their intended major. Because these course requirements may change, however, and because courses are continually being redefined, qualified for or deleted from the CAN database, students should always check with their campus' counselors, articulation officer, or the transfer center director to determine how CAN-designated courses fit into their educational plans for transfer.

Students should consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on course agreements. The college staff will help students interpret this information.





DEGREE, CERTIFICATE AND TRANSFER INFORMATION

PROGRAM	DEGREE CERTIFICATE	PG	PROGRAM	DEGREE CERTIFICATE	PG
<b>ACCOUNTING</b> .....	AA	• 42	<b>GEOGRAPHIC INFORMATION SYSTEMS</b> .....	•	117
Bookkeeping .....		• 42	<b>GEOGRAPHY</b> .....	AS	119
Governmental and Non-Profit Accounting ..		• 42	<b>GEOLOGY</b> .....	AS	120
Tax Preparers .....		• 42	<b>HUMAN SERVICES</b> .....	AA	• 125
<b>ADMINISTRATION OF JUSTICE</b> .....	AA	• 45	Alcohol/Drug Studies .....		• 125
<b>AERONAUTICS</b> .....		46	Career Specialist .....		• 126
Airframe Maintenance Technician .....		• 48	Case Management .....		• 126
Airframe and Powerplant Technology .....	AS	47	Eating Disorders Studies .....		• 126
Aviation Maintenance Technician .....		• 47	<b>INSPECTION TECHNOLOGY</b> .....	AS	• 131
Engineering Technology .....	AS	47	<b>LIBERAL ARTS *</b> .....	AA	
Flight Operations .....		• 47	<b>LIBRARY TECHNOLOGY</b> .....	AA	• 133
Flight Operations and Management .....	AS	47	<b>MACHINIST TECHNOLOGY</b> .....	AS	• 135
Powerplant Maintenance Technician .....		• 48	Computer Numerical Control: CAD/CAM ....	AS	• 135
<b>AIR TRAVEL CAREERS</b> .....		51	Machinist Standard .....	AS	• 135
Flight .....	AS	• 51	Tool and Die .....	AS	• 135
Ground .....	AS	• 51	<b>MANAGEMENT INFORMATION SYSTEMS</b> ...	AA	• 137
Travel .....	AS	• 52	<b>MATHEMATICS</b> .....	AS	142
<b>ARCHITECTURE</b> .....	AA	56	<b>MUSIC</b> .....	AA	145
Architectural Drafting Technician .....		• 56	Electronic Music .....		• 146
Construction Engineering Technology .....		• 57	<b>NURSING</b> .....	AS	151
<b>ART</b> .....	AA	59	<b>OFFICE INFORMATION SYSTEMS</b> .....	AA	155
Graphic Design .....	AA	• 59	Administrative Assistant .....		• 156
Web and Multimedia Design .....		• 59	Clerical Assistant .....		• 156
<b>ASTRONOMY</b> .....	AS	169	Information Processing Specialist .....		• 156
<b>AUTOMOTIVE TECHNOLOGY</b> .....		64	Legal Administrative Assistant .....		• 156
Automatic Transmission .....	AS	• 64	Medical Administrative Assistant .....		• 156
Basic Automotive Body & Paint Technician	AS	• 64	<b>PARALEGAL STUDIES</b> .....	AA	160
Advanced Automotive Body & Paint			<b>PHARMACY TECHNOLOGY</b> .....	AS	• 162
Technician .....	AS	• 64	<b>PHYSICAL EDUCATION &amp; ATHLETICS</b> .....		165
Automotive Tune-up .....	AS	• 65	Athletic Training & Sports Medicine .....		• 165
Wheel Alignment and Brakes .....	AS	• 65	<b>PHYSICS</b> .....	AS	169
<b>BIOLOGY</b> .....	AS	70	<b>POLICE SCIENCE</b> .....		171
<b>BUSINESS ADMINISTRATION</b> .....	AA	• 73	Basic Law Enforcement .....		• 171
Retail Management .....		• 73	<b>PSYCHIATRIC TECHNOLOGY</b> .....	AS	• 180
<b>CHEMISTRY</b> .....	AS	77	<b>REAL ESTATE/ESCROW</b> .....		186
<b>CHILD DEVELOPMENT</b> .....	AA	78	Escrow .....	AA	• 187
Associate Teacher .....		• 79	Real Estate .....	AA	• 187
Family Child Care .....		• 80	<b>REFRIGERATION &amp; AIR CONDITIONING</b> ..	AS	• 189
Infant Development .....		• 80	<b>RESTAURANT MANAGEMENT</b> .....	AA	• 192
Master Teacher .....		• 79	Dining Room Service .....		• 192
Preschool .....		• 80	Food Preparation .....		• 192
School-Age .....		• 80	Food Service .....		• 192
Site Supervisor .....		• 80	<b>WATER SUPPLY ENGINEERING</b> .....	AS	• 201
Teacher .....		• 79	<b>WELDING</b> .....	AS	202
<b>COMMUNICATIONS/BROADCASTING</b> .....	AA	• 85	Consolidation Welding .....	AS	• 202
Radio Production and Operations .....		• 86	Flux Core Arc Welding (FWAC) .....	AS	• 203
Television Production and Operations .....		• 86	Gas Metal Arc Welding (GMAW) .....	AS	• 203
<b>COMPUTER SCIENCE</b> .....	AS	• 89	Gas Tungsten Arc Welding (GTAW) .....	AS	• 203
<b>COMPUTER SYSTEMS</b> .....	AA	• 91	General Welding .....	AS	• 203
<b>DIESEL</b> .....		98	Shielded Metal Arc Welding (SMAW) .....	AS	• 203
Heavy-Duty Diesel Technician .....		• 99	<b>*Students graduate with a major in Liberal Arts with 18 units of</b>		
<b>ELECTRICITY/ELECTRONICS</b> .....		101	<b>course work in Natural Sciences, Social and Behavioral Science,</b>		
Avionics .....	AS	• 101	<b>and Humanities as listed under Associate Degree:</b>		
Communication Engineering Technology ...	AS	• 101	<b>Option #2. The 18 units required for the Liberal Arts major are</b>		
Computer Engineering Technology .....	AS	• 101	<b>in addition to general education requirements.</b>		
Electric Power Technology .....	AS	• 101			
Electronics Technology .....	AS	• 101			
<b>FAMILY &amp; CONSUMER SCIENCE</b> .....	AS	111			
Dietetic Aide .....		• 112			
Dietetic Service Supervisor .....		• 112			
Dietetic Technician .....	AS	111			



## PART III - ANNOUNCEMENT OF COURSES

Each course entry in this catalog includes the course number, title, a brief description, the number of semester units, and the number of hours the course meets based on a 16-18 week semester. The course entries also include information about how the course credit applies to associate degrees and transfer to the California State University or University of California systems.

Courses numbered from 001 through 099 are generally applicable to certificate and associate degree programs. In some instances, these courses are also applicable to specific majors at some campuses of the California State Universities.

Courses numbered from 100 through 299 are generally applicable toward baccalaureate degrees conferred by universities.

Courses numbered from 900-999 are not applicable to associate degrees and do not transfer to four-year institutions.

Certain course entries include a symbol x and a number following the symbol, such as MUSIC 141x4. This symbol (x) indicates that this skill-based course may be taken for credit more than once; the number following the symbol (x) indicates the number of times the course may be taken for credit.

## ACADEMIC ADVANCEMENT

## ACADEMIC ADVANCEMENT

COORDINATOR:	Odette C. Salvaggio, Ph.D. (909) 384-8588
OTHER FACULTY:	Dan Angleo, M.H.R.O.D.
LIAISON COUNSELOR:	Cindy Parish, M.S. (909) 384-8977
OFFICE ASSISTANT:	Robyn Wicklund (909) 384-8588

ACAD 100 is required of all students taking 9 or more units a semester. This course must be completed within a student's first two semesters of course work. Students are exempt from this requirement if they have already earned 30 units or more of college credit or if they have already earned an associate or baccalaureate degree. Students on a career track within vocational disciplines that have articulated programs with four-year institutions may apply for exemption through the Department Chair and Division Dean of their area of study.

The rest of the courses offered through this department are designed to help students perform well in their other classes and at their place of employment.

ACAD 100  
STRATEGIES FOR COLLEGE SUCCESS 1 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Introduces student to college environment, educational opportunities, college services, academic procedures and policies, graduation and transfer requirements. College survival skills such as educational planning, goal-setting, learning styles, time management, and interpersonal skills are key components.

*Associate Degree Applicable  
Course credit transfers to CSU.*

ACAD 110  
TUTOR TRAINING 1 UNIT

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Completion of the courses to be tutored with a minimum grade of "B", departmental recommendation, or related experience.

**LECTURE:** .50 hour per week and

**LABORATORY:** 1.50 hours per week.

Techniques and strategies for effective academic peer tutoring in a community college setting. Emphasis on tutoring, study skill techniques and practical skills to use in a variety of tutoring situations. Completion of any college-level course to be tutored with a grade of B or better is required. Graded on Credit/No Credit basis only.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ACAD 600A-1x4  
SUPERVISED TUTORING Non-Credit

**PREREQUISITE:** None.

**LECTURE:** Hours will vary according to student need.

Students enrolling in this non-credit class will receive assistance in understanding course-specific content in areas in which they are having difficulty. Peer tutors will provide examples and supplementary instruction based on course texts and homework exercises. Enrollment in this class is limited to students who have been recommended by an instructor or counselor on the basis of an identified learning need. Call (909) 384-8566 for additional information about tutoring.

ACAD 900  
EMPLOYABILITY SKILLS 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

An introduction to the skills necessary to find and maintain a job; with emphasis on learning the appropriate skills to be successful on the job. Topics include information on desirable employee traits, on-the-job communication and the skills needed to conduct a successful job search. Graded on a Credit/No Credit basis only. *Not Applicable to Associate Degree*

ACAD 910x4  
VOCATIONAL BASIC SKILLS ENHANCEMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Offers a review and practice of basic skills materials in mathematics, reading, writing English as a second language, GED materials, and applied computational and verbal skills; a self-paced, open-entry computer-assisted review tailored to meet students' individual academic needs each time the class is taken. Graded on Credit/No Credit basis only.

*Not Applicable to Associate Degree*

## ACCOUNTING

DIVISION:	Business and Information Technology
DIVISION DEAN:	Margaret Ortiz, M.A.
DEPARTMENT HEAD:	Nickolas Zoumbos, M.S. Business 100D (909) 384-8912
OTHER FACULTY:	Janet Courts, M.A.
DIVISION SECRETARY:	Chris Williams
DIVISION OFFICE:	Business 101 (909) 384- 8908
LIAISON COUNSELORS:	Wilma Cochrane, M.A. (909) 384-8986

Accounting, as the language of business, is concerned with how businesses report their transactions and how they interpret the summaries of those transactions. Accountants record and summarize the economic events within a business. In addition, they interpret financial information and conduct solvency and profitability analyses to serve as a basis for sound business decisions.

Students planning to transfer to a four-year institution and major in accounting should consult with a counselor regarding the transfer process and lower division requirements.

### ACCOUNTING ASSOCIATE OF ARTS DEGREE

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).

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.

### ACCOUNTING CERTIFICATE

The Certificate in Accounting is designed to prepare students for employment in the fields of accounting or bookkeeping.

REQUIRED COURSES:	UNITS
ACCT 200 Principles of Accounting I (or ACCT 100 & 101)	4
ACCT 201 Principles of Accounting II	4
ACCT 204 Computer Accounting: Spreadsheets	1
ACCT 207 Integrated Accounting Software	2
BUSAD 100 Introduction to Business	3
BUSAD 210 Business Law	3
BUSCAL 208 Business and Economics Statistics	4
ECON 200 Principles of Economics (Macro)	3
ECON 201 Principles of Economics (Micro)	3
MATH 095 Intermediate Algebra	4
BUSCAL 091 Beginning Algebra for Business	4
or	
Math 090 Elementary Algebra	
Ten Units from the list of RECOMMENDED COURSES	10
<b>TOTAL UNITS</b>	<b>45</b>

RECOMMENDED COURSES:	UNITS
ACCT 015 Federal Income Tax Return Preparation	1.5
ACCT 130 Federal and State Revenue Tax Accounting	3
ACCT 090 Payroll Accounting	3
ACCT 202 Intermediate Accounting	3
ACCT 206 Cost Accounting	3
ACCT 235 Accounting for Government and Not-For-Profit Organizations I	4
BUSAD 203 Marketing Management	3
BUSCAL 200 Algebra and Finite Methods in Business	3
or	
MATH 102 Introduction to College Algebra	4
MIS 101 Introduction to Management Information Systems	3
OIS 070 Introduction to Disk Operating System (PC/MS DOS)	1.5
REALST 100 Real Estate Principles	3

### BOOKKEEPING CERTIFICATE

REQUIRED COURSES	UNITS
ACCT 010 Bookkeeping	3
or	
ACCT 100 Introduction to Accounting I	(4)
ACCT 090 Payroll Accounting	3
ACCT 204 Computer Accounting Spreadsheet	1
ACCT 207 Integrated Accounting Software	2
BUSCAL 050 Quantitative Methods in Business	3
OIS 142 Machine Calculations	3
<b>TOTAL UNITS</b>	<b>15-16</b>

### GOVERNMENTAL AND NON-PROFIT ACCOUNTING CERTIFICATE

The purpose of this certificate is to prepare students for a successful career in the public sector.

REQUIRED COURSES	UNITS
ACCT 235 Accounting for Government and Not-For-Profit Organizations I	4
ACCT 236 Accounting for Government and Not-For-Profit Organizations II	4
ACCT 237 Budgeting for Governments	4
ACCT 202 Intermediate Accounting	3
<b>TOTAL UNITS</b>	<b>15</b>

### TAX PREPARERS CERTIFICATE

REQUIRED COURSES	UNITS
ACCT 090 Payroll Accounting	3
ACCT 130 Federal and State Revenue Tax Accounting	3
ACCT 131 California Income Taxation	2
ACCT 132x4 Volunteer Income Tax Assistance I (VITA I)	2
ACCT 133x4 Volunteer Income Tax Assistance II (VITA II)	2
OIS 142 Machine Calculations	3
<b>TOTAL UNITS</b>	<b>15</b>

## COURSES OFFERED BY THE DEPARTMENT OF ACCOUNTING:

ACCT 010  
BOOKKEEPING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Fundamentals of bookkeeping, such as recording transactions in journals, posting to ledgers, preparation of the trial balance and use of controlling accounts and related schedules. Practice in opening, adjusting and closing various professional sets of books. Recommended for occupational students and for those who wish preparatory training before entering ACCT 200.

*Associate Degree Applicable*

ACCT 015  
FEDERAL INCOME TAX RETURN PREPARATION 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

Instruction in the preparation of the various forms of individual tax returns with the use of training materials prepared by the Internal Revenue Service.

*Associate Degree Applicable*

ACCT 090  
PAYROLL ACCOUNTING 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** ACCT 101 or ACCT 200.

**LECTURE:** 3 hours per week.

Accounting aspects of the Social Security Act, the California Unemployment Insurance Act and the California Worker's Compensation Insurance Act.

*Associate Degree Applicable*

ACCT 100  
INTRODUCTION TO ACCOUNTING I 3-4 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** BUSCAL 050 or ACCT 010.

**LECTURE:** 3-4 hours per week.

Exploration of the basic principles and practices of the financial accounting process for a sole proprietorship including the sources of financial information, journalizing and posting transactions, and preparing and analyzing financial statements for merchandise. Students completing ACCT 100 and ACCT 101 are eligible to enroll in ACCT 201.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

ACCT 101  
INTRODUCTION TO ACCOUNTING II 4 UNITS

**PREREQUISITE:** ACCT 100.

**LECTURE:** 4 hours per week.

Exploration of the basic principles and practices of the financial accounting process in a sole proprietorship including accounting for cash, posting receivables and payables, inventories, fixed assets and payroll. Students completing ACCT 100 and ACCT 101 are eligible to enroll in ACCT 201.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

ACCT 130  
FEDERAL AND STATE REVENUE TAX ACCOUNTING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Fundamentals of current revenue tax laws and regulations. Primary emphasis on theory and methods of preparation of Federal and State Income Tax returns for individuals. Actual forms are studied and returns are prepared.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ACCT 131  
CALIFORNIA INCOME TAXATION 2 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** ACCT 130; BUSCAL 050 or MATH 952; ACCT 010; ACCT 090; ACCT 100 or ACCT 200.

**LECTURE:** 2 hours per week.

Combining both theory and practical application, this course allows the student to research and analyze current California tax issues and to prepare tax returns and case studies. Students have the opportunity to study state tax law in a controlled setting under the supervision of a CPA, LL.M. or licensed tax preparer.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ACCT 132x4  
VITA: VOLUNTEER INCOME TAX ASSISTANCE I  
(VITA I) 2 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** BUSCAL 050 or MATH 952; ACCT 010; ACCT 090; ACCT 100 or ACCT 200.

**LECTURE:** 2 hours per week.

Combining both theory and practical application, this course allows the student to research and analyze current state and federal tax issues and to assist lower income and elderly citizens in the preparation of tax returns under the supervision of a CPA or licensed tax preparer. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ACCT 133x4  
VITA: VOLUNTEER INCOME TAX ASSISTANCE II  
(VITA II) 2 UNITS

**PREREQUISITE:** ACCT 132x4.

**LECTURE:** 1 hour per week and

**LABORATORY:** 3 hours per week.

A continuation of ACCT 132x4 (VITA I), this course allows the student to research and analyze current tax issues, to interview real taxpayers, and to prepare and electronically file real tax returns under the supervision of a CPA or licensed tax preparer. NOTE: VITA I & II must be taken consecutively in the same calendar year. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ACCT 200  
PRINCIPLES OF ACCOUNTING I 4 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** BUSCAL 050 or ACCT 010.

**LECTURE:** 4 hours per week.

Development of the basic principles and practices applicable to the general accounting process, primarily in a sole proprietorship including transaction analysis, statement preparation and analysis, internal control, payroll, revenue recognition, and user analysis of accounting information and systems.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

CAN: (California Articulation Number): BUS2

ACCT 201  
PRINCIPLES OF ACCOUNTING II 4 UNITS

**PREREQUISITES:** ACCT 200 or ACCT 100 and ACCT 101.

**LECTURE:** 4 hours per week.

Examination of the basic principles and practices of financial and managerial accounting relevant to partnerships and corporations. Application of these concepts in the fields of cost; income tax; department and branch accounting; income projections and decision making; and financial statement preparation and analysis.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN: (California Articulation Number): BUS4

ACCT 202  
INTERMEDIATE ACCOUNTING 3 UNITS

**PREREQUISITE:** ACCT 201.

**LECTURE:** 3 hours per week.

Adjustments, working papers, financial statements, cash and receivables, inventories, investments, plant assets, intangibles, liabilities, capital stock and retained earnings, statement analysis and application of funds.

Associate Degree Applicable

Course credit transfers to CSU.

ACCT 204  
COMPUTER ACCOUNTING: SPREADSHEETS 1 UNIT

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** ACCT 100 or ACCT 200 and MIS 101.

**LECTURE:** 0.5 hour per week and

**LABORATORY:** 1.5 hours per week.

Solution of accounting problems using personal computers and spreadsheet software including creating spreadsheets using formulas, macros, and graphics.

Associate Degree Applicable

Course credit transfers to CSU.

ACCT 206  
COST ACCOUNTING 3 UNITS

**PREREQUISITE:** ACCT 201.

**LECTURE:** 3 hours per week.

Objectives and procedures of accounting for manufacturing enterprises including job-order and process costing, accounting for manufacturing overhead, joint-product and by-product costing, cost budgeting, standard costs and cost reports.

Associate Degree Applicable

Course credit transfers to CSU.

ACCT 207  
INTEGRATED ACCOUNTING SOFTWARE 2 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** BUSCAL 050 or MATH 952;

ACCT 010; ACCT 090; ACCT 100 or ACCT 200.

**LECTURE:** 1.5 hours per week and

**LABORATORY:** 1.5 hours per week.

Provides a comprehensive overview of application software in the field of accounting. 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.

Associate Degree Applicable

Course credit transfers to CSU.

ACCT 222  
SPECIAL PROBLEMS IN ACCOUNTING I 1 UNIT

**PREREQUISITE:** ACCT 200.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and field work for selected students who are interested in furthering their knowledge of accounting on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU.

ACCT 223  
SPECIAL PROBLEMS IN ACCOUNTING II 2 UNITS

**PREREQUISITE:** ACCT 200.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and field work for selected students who are interested in furthering their knowledge of accounting on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU.

ACCT 235  
ACCOUNTING FOR GOVERNMENT AND NOT-FOR-PROFIT ORGANIZATIONS I 4 UNITS

**PREREQUISITE:** ACCT 201.

**LECTURE:** 4 hours per week.

Fund accounting as applied to governmental operations and non-profit institutions including problems of budgeting tax levies, appropriations and accounting for revenues and expenditures. Includes general funds, special revenue, bond sinking, working capital, special assessment, trust, agency, and utility.

Associate Degree Applicable

Course credit transfers to CSU.

ACCT 236  
ACCOUNTING FOR GOVERNMENT AND NOT-FOR-PROFIT ORGANIZATIONS II 4 UNITS

**PREREQUISITE:** ACCT 235.

**LECTURE:** 4 hours per week.

This course is intended to continue the topics introduced in ACCT 235. Emphasis is on budgeting operations and managerial control of budgets in nonprofit organizations such as school districts, health care facilities and charitable organizations.

Associate Degree Applicable

Course credit transfers to CSU.

ACCT 237  
BUDGETING FOR GOVERNMENTS 4 UNITS

**PREREQUISITE:** ACCT 235.

**LECTURE:** 4 hours per week.

An introduction to the concepts and practices of budgeting in the public sector at the federal, state and local government levels including how budgeting operates in the political arena as well as budgeting as a process of public administration.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ACCT 285  
HONORS IN ACCOUNTING 3 UNITS

**PREREQUISITE:** ACCT 200.

**LECTURE:** 3 hours per week.

Designed to develop thinking and analytical skills of business students through a variety of user based activities in the areas of accounting ethics, information systems design and controls, financial planning and statement analysis, budgeting, forecasting and decision making.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## ADMINISTRATION OF JUSTICE

DIVISION: Criminal Justice  
DIVISION DEAN: Gloria M. Fisher, J.D.  
DEPARTMENT HEAD: Frank Peterson, J.D.  
Liberal Arts 124  
(909) 384-8604

DIVISION SECRETARY: Sharen Chavira  
DIVISION OFFICE: Planetarium, 2nd Floor  
(909) 384-4431

LIAISON COUNSELOR: To Be Announced  
(909) 384-4404

The Administration of Justice discipline involves the study of the theory and practice of law, law enforcement, the courts, and corrections systems. Law enforcement specializes in police activities including effective investigation and patrol services to the public. The courts specialize in responsibilities to the public through the trial system. The corrections systems specialize in the punishment and incarceration process as well as rehabilitation of the offender. Private security services explore private protection through private agencies.

Administration of Justice offers a wide range of career opportunities. Students interested in careers as peace officers should refer to the Department of Police Science in this catalog. Students planning to transfer to a four-year institution and major in Administration of Justice should consult with a counselor regarding the transfer process and lower division requirements.

### ADMINISTRATION OF JUSTICE ASSOCIATE OF ARTS DEGREE

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

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.

## ADMINISTRATION OF JUSTICE CERTIFICATE

REQUIRED COURSES	UNITS
ADJUS 101 Introduction to Administration of Justice	3
ADJUS 102 Principles and Procedures of the Justice System	3
ADJUS 103 Concepts of Criminal Law	3
ADJUS 104 Legal Aspects of Evidence	3
ADJUS 105 Community Relations	3
SPAN 015 Conversational Spanish	3
SPEECH 100 Elements of Public Speaking	3
or	
SPEECH 111 Interpersonal Communication	(3)
ENGL 101 Freshman Composition	4
SOC 100 Introduction to Sociology	3
SOC 141 Race and Ethnic Relations	3
or	
HIST 137 Ethnic Minorities in United States History	(3)
Six units from the list of RECOMMENDED COURSES	6
<b>TOTAL UNITS</b>	<b>37</b>

RECOMMENDED COURSES:	UNITS
Any Political Science Course	3
ADJUS 106 Principles of Investigation	3
ADJUS 107 Concepts of Enforcement Services	3
ADJUS 108 Juvenile Procedures	3
ADJUS 109 Police Records and Report Writing	3
OIS 100 Beginning Keyboarding	3
PE 231 First Aid and CPR	3
PHIL 105 Introduction to Ethics	3

### COURSES OFFERED BY THE DEPARTMENT OF ADMINISTRATION OF JUSTICE:

ADJUS 101  
INTRODUCTION TO  
ADMINISTRATION OF JUSTICE 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The history and philosophy of administration of justice in the United States; recapitulation of the system; identifying the various sub-systems, role expectations and their inter-relationships; theories of crime, punishment, and rehabilitation, ethics, education and training for professionalism in the system.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): AJ2*

ADJUS 102  
PRINCIPLES AND PROCEDURES OF  
THE JUSTICE SYSTEM 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A study of the role and responsibilities of each segment within the Administration of Justice System, law enforcement, judicial, corrections. A past, present and future exposure to each sub-system, procedures from initial entry to final disposition and the relationship each segment maintains with its system members.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ADJUS 103  
 CONCEPTS OF CRIMINAL LAW 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 Historical development, philosophy of law and constitutional provisions, definitions, classification of crime and their application to the system of administration of justice, legal research, study of case law, methodology, and concepts of law as a social force.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
 CAN (California Articulation Number): AJ4

ADJUS 104  
 LEGAL ASPECTS OF EVIDENCE 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 Origin, development, philosophy and constitutional bases of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence; rules governing admissibility; judicial decisions interpreting individual rights; and case studies.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ADJUS 105  
 COMMUNITY RELATIONS 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 The roles of the administration of justice practitioners and their agencies. Emphasis on the professional image of the system of Justice Administration and the development of positive relationships with the public.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

ADJUS 106  
 PRINCIPLES OF INVESTIGATION 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 The study of basic principles of various types of investigations utilized in the justice system. Includes dealing with the public, techniques for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, and case preparation.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ADJUS 107  
 CONCEPTS OF ENFORCEMENT SERVICES 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 Exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis on patrol, traffic and public service responsibilities and their relationship to the administration of justice.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ADJUS 108  
 JUVENILE PROCEDURES 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 Organization, function and jurisdiction of juvenile agencies, processing and detention of juvenile case disposition, juvenile status and court procedures.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ADJUS 130  
 LEGAL ANALYSIS RESEARCH AND WRITING 3 UNITS  
**PREREQUISITE:** ADJUS 101.  
**LECTURE:** 3 hours per week.  
 Introduction to legal research by familiarizing the students with the many aids and legal volumes available to facilitate research and analysis of a legal problem together with guidance in legal writing. This course will be a valuable tool for paralegal persons and others in the courts.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ADJUS 198  
 ADMINISTRATION OF JUSTICE  
 WORK EXPERIENCE 1-4 UNITS  
**PREREQUISITE:** None.  
 Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Work Experience 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## AERONAUTICS

DIVISION:	Technical
DIVISION DEAN:	Thomas Bauman, M.S.C.
DEPARTMENT HEAD:	Dick Thompson, Ed.D. (909) 384-8269
OTHER FACULTY:	Kevin Kammer, A.A. Allen Moore, A.A.
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical 108 (909) 384-4451
LIAISON COUNSELOR:	George Fleming, M.S. (909) 384-8975

The aeronautics industry is presently experiencing a shortage of personnel in all aspects of aviation until 2010. Jobs are available locally, throughout the U.S. and globally.

The Aeronautics Department curriculum offers students several ways to qualify for employment in the aviation industry. Students may pursue either Associate of Science degrees or certificates in Flight Operations and Management or Airframe and Powerplant Technology. Students desiring specific ratings or licenses should consult with faculty in the Aeronautics Department and/or the Federal Aviation Administration.

Students planning to transfer to a four-year institution and major in aeronautics should consult with a counselor regarding the transfer process and lower division requirements.

## AERONAUTICS ASSOCIATE OF SCIENCE DEGREE

The Aeronautics Department offers three areas of specialization for the Associate of Science degree: (1) Airframe and Powerplant Technology, (2) Engineering Technology, and (3) Flight Operations and Management. To graduate with a specialization in these areas, students must complete all requirements plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

## 1. AIRFRAME AND POWERPLANT TECHNOLOGY

Each of the following courses must be completed with a grade of C or higher.

REQUIRED COURSES:	UNITS
AERO 100 Airframe and Power Plant General Curriculum - Calculations/Publications	5
AERO 101 Airframe and Power Plant General Curriculum - Servicing/Materials	5
AERO 102 Airframe Maintenance Lecture - Structures	6
AERO 103 Airframe Maintenance Lecture - Systems & Components	6
AERO 104 Power Plant Maintenance Lecture - Reciprocating Engine Overhaul	6
AERO 105 Power Plant Maintenance Lecture - Accessory Overhaul	6
AERO 106 Airframe and Power Plant General Laboratory - Calculations/Publications	2
AERO 107 Airframe and Power Plant General Laboratory - Servicing/Materials	2
AERO 108 Airframe Maintenance Laboratory - Structures	5
AERO 109 Airframe Maintenance Laboratory - Systems & Components	5
AERO 110 Power Plant Maintenance Laboratory - Reciprocating Engine Overhaul	5
AERO 111 Power Plant Maintenance Laboratory - Accessory Overhaul	5
<b>TOTAL UNITS</b>	<b>58</b>

## 2. ENGINEERING TECHNOLOGY

REQUIRED COURSES:	UNITS
AERO 121 Aviation Fundamentals	3
AERO 124 Aircraft Power Plants	3
AERO 126 Aircraft Structures	3
ENGG 125 Engineering Drawing	2
ENGG 131 Machine Shop for Engineers	2
ENGG 132 Advanced Machine Shop for Engineers	2
ENGL 101 Freshman Composition	4
GEOG 114 Weather and Climate	3
MATH 102 Introduction to College Algebra	4
MATH 103 Plane Trigonometry	4
MATH 151 Prealgebra	4
MATH 250 Single Variable Calculus I	4
PHYSICS 150A Physics for the Life Sciences I	4
PHYSICS 150B Physics for the Life Sciences II	4
SPEECH 100 Elements of Public Speaking	3
<b>TOTAL UNITS</b>	<b>49</b>

## 3. FLIGHT OPERATIONS AND MANAGEMENT

REQUIRED COURSES:	UNITS
AERO 121 Aviation Fundamentals	3
*AERO 122A F.A.A. Private Pilot Ground School	6
AERO 124 Aircraft Power Plants	3
AERO 125 Flight Safety	2
AERO 126 Aircraft Structures	3
AERO 134 Civil Aviation Management and Laws	3
AERO 140A Instrument Ground School and Flight Simulators	4
AERO 144 Aviation Weather	3
BUSAD 100 Introduction to Business	3
MATH (See advisor for appropriate level)	3-4
PHYSICS 101 Basic Physics	4
<b>TOTAL UNITS</b>	<b>37-38</b>

\*Will be waived if students have taken equivalent course.

## AERONAUTICS CERTIFICATES

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.

## 1. AVIATION MAINTENANCE TECHNICIAN

This certificate program is designed to qualify students for the airframe and powerplant certificate issued by the Federal Aviation Administration. The written examinations are administered by the Federal Aviation Administration through computer testing centers. The practical portion of the certificate is administered here at San Bernardino Valley College. The total program requires 1,900 hours of lecture and laboratory. This maintenance technician certificate enables the holder to perform 100 hour and annual inspections on aircraft ranging from small aircraft used in general aviation through jets utilized by commercial airlines.

REQUIRED COURSES:	UNITS
AERO 100 Airframe and Power Plant General Curriculum - Calculations/Publications	5
AERO 101 Airframe and Power Plant General Curriculum - Servicing/Materials	5
AERO 102 Airframe Maintenance Lecture - Structures	6
AERO 103 Airframe Maintenance Lecture - Systems and Components	6
AERO 104 Power Plant Maintenance Lecture - Reciprocating Engine Overhaul	6
AERO 105 Power Plant Maintenance Lecture - Accessory Overhaul	6
AERO 106 Airframe and Power Plant General Laboratory - Calculations/Publications	2
AERO 107 Airframe and Power Plant General Laboratory - Servicing/Materials	2
AERO 108 Airframe Maintenance Laboratory - Structures	5
AERO 109 Airframe Maintenance Laboratory - Systems and Components	5
AERO 110 Power Plant Maintenance Laboratory - Reciprocating Engine Overhaul	5
AERO 111 Power Plant Maintenance Laboratory - Accessory Overhaul	5
<b>TOTAL UNITS</b>	<b>58</b>

## 2. FLIGHT OPERATIONS

The certificate program in Flight Operations is designed for students interested in careers as a pilot in general aviation, commercial aviation, or military aviation. This certificate prepares students for immediate employment or for transfer to other colleges, and includes Federal Aviation Administration approved curricula in basic ground school, advanced ground school, and instrument ground school. Through the San Bernardino Valley College Flying Club, students have the opportunity to gain additional flight experience at a nominal cost as they prepare for the private pilot, commercial pilot, or instrument pilot ratings.

REQUIRED COURSES:	UNITS
AERO 121 Aviation Fundamentals	3
*AERO 122A F.A.A. Private Pilot Ground School	6
AERO 124 Aircraft Power Plants	3
AERO 125 Flight Safety	2
AERO 126 Aircraft Structures	3
AERO 140A Instrument Ground School and Flight Simulators	4
AERO 144 Aviation Weather	3
<b>TOTAL UNITS</b>	<b>24</b>

\*Will be waived if students have taken equivalent course.

3. POWERPLANT MAINTENANCE TECHNICIAN

This certificate program is designed to qualify students for the powerplant certificate issued by the Federal Aviation Administration. The written examinations are administered by the Federal Aviation Administration through computer testing centers. The practical portion of the certificate is administered here at San Bernardino Valley College. The total program requires 1150 hours of lecture and laboratory. This maintenance technician certificate enables the holder to perform 100 hour and annual inspections on aircraft ranging from small aircraft used in general aviation through jets utilized by commercial airlines.

REQUIRED COURSES:	UNITS
AERO 100 Airframe and Powerplant General Curriculum- Calculations/Publications	5
AERO 101 airframe and Powerplant General Curriculum- Servicing/Materials	5
AERO 104 Powerplant Maintenance Lecture- Reciprocating Engine Overhaul	6
AERO 105 Powerplant Maintenance Lecture- Accessory Overhaul	6
AERO 106 Airframe and Powerplant General Laboratory- Calculations/Publications	2
AERO 107 Airframe and Powerplant General Laboratory- Servicing/Materials	2
AERO 110 Powerplant Maintenance Laboratory- Reciprocating Engine Overhaul	5
AERO 111 Powerplant Maintenance Laboratory- Accessory Overhaul	5
<b>TOTAL UNITS</b>	<b>36</b>

4. AIRFRAME MAINTENANCE TECHNICIAN

This certificate program is designed to qualify students for the airframe certificate issued by the Federal Aviation administration. The written examinations are administered by the Federal Aviation administration through computer testing centers. The practical portion of the certificate is administered here at San Bernardino Valley College. The total program requires 1,150 hours of lecture and laboratory. This maintenance technician certificate enables the holder to perform 100 hour and annual inspections on aircraft ranging from small aircraft used in general aviation through jets utilized by commercial airlines.

REQUIRED COURSES:	UNITS
AERO 100 Airframe and Powerplant General Curriculum- Calculations/Publications	5
AERO 101 airframe and Powerplant General Curriculum- Servicing/Materials	5
AERO 102 Airframe Maintenance Lecture- Structures	6
AERO 103 Airframe Maintenance Lecture- Systems and Components	6
AERO 106 Airframe and Powerplant General Laboratory- Calculations/Publications	2
AERO 107 Airframe and Powerplant General Laboratory- Servicing/Materials	2
AERO 108 Airframe Maintenance Laboratory- Structures	5
AERO 109 Airframe Maintenance Laboratory- Systems and Components	5
<b>TOTAL UNITS</b>	<b>36</b>

COURSES OFFERED BY THE DEPARTMENT OF AERONAUTICS:

AERO 011  
 POWER PLANT MAINTENANCE REVIEW 6 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 6 hours per week.*  
 A comprehensive review of the power plant curriculum in preparation for the F.A.A. written examination.  
*Associate Degree Applicable*

AERO 013  
 AIRFRAME MAINTENANCE REVIEW 6 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 6 hours per week.*  
 A comprehensive review of the aircraft airframe and general curriculum in preparation for the F.A.A. written examination.  
*Associate Degree Applicable*

AERO 015  
 BASIC FUNDAMENTALS OF AIRCRAFT COMPOSITE STRUCTURES 2 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 2 hours per week.*  
 An introduction to aircraft composite structures including the manufacturing, uniqueness and strength and repair methods.  
*Associate Degree Applicable*

AERO 100  
 AIRFRAME AND POWER PLANT GENERAL CURRICULUM - CALCULATIONS/PUBLICATIONS 5 UNITS  
*PREREQUISITE: None.*  
*COREQUISITES: AERO 106 and either AERO 102 and AERO 108 or AERO 104 and AERO 110.*  
*LECTURE: 5 hours per week.*  
 Federal Aviation Administration approved curriculum that provides training for all general requirements in maintenance mandated by the F.A.A. Focus on the applications of mathematics, physics, and electricity in aeronautics; how to interpret and use aircraft drawings; fluid lines and fittings; and strategies for testing various aircraft materials and processes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AERO 101  
 AIRFRAME AND POWER PLANT GENERAL CURRICULUM- SERVICING/MATERIALS 5 UNITS  
*PREREQUISITE: None.*  
*COREQUISITES: AERO 107 and either AERO 103 and AERO 109 or AERO 105 and AERO 111.*  
*LECTURE: 5 hours per week.*  
 Federal Aviation Administration approved curriculum that provides training for all general requirements in maintenance mandated by the F.A.A. Focus on cleaning and corrosion control; ground operation and servicing; maintenance publications, forms and records; mechanic privileges and limitations, and solutions to common weight and balance problems.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*



**AERO 102**  
**AIRFRAME MAINTENANCE LECTURE - STRUCTURES**  
**6 UNITS**

**PREREQUISITES/COREQUISITES: AERO 100 and AERO 106.**

**COREQUISITE: AERO 108.**

**LECTURE: 6 hours per week.**

Federal Aviation Administration approved curriculum which provides training in airframe structures and airframe systems and components. Satisfactory completion of AERO 102 and AERO 103, in conjunction with the corresponding laboratory courses, qualifies students to take the F.A.A. examination for airframe certification. Focus on shop safety; aircraft covering; aircraft finishing; theory of flight; assembly and rigging; structural repair; aircraft inspection; and aircraft fuel systems.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**AERO 103**  
**AIRFRAME MAINTENANCE LECTURE - SYSTEMS**  
**AND COMPONENTS**  
**6 UNITS**

**PREREQUISITES/COREQUISITES: AERO 101 and AERO 107.**

**COREQUISITE: AERO 109.**

**LECTURE: 6 hours per week.**

Federal Aviation Administration approved curriculum which provides training in airframe structures and airframe systems and components. Satisfactory completion of AERO 102 and AERO 103, in conjunction with the corresponding laboratory courses, qualifies students to take the F.A.A. examination for airframe certification. Focus on aircraft welding; electrical circuits; and basic aircraft systems for power, landing, brakes, warning, instrumentation, auto-pilot, cabin atmosphere control, ice and rain control, fire protection and communications.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**AERO 104**  
**POWER PLANT MAINTENANCE LECTURE -**  
**RECIPROCATING ENGINE OVERHAUL**  
**6 UNITS**

**PREREQUISITES/COREQUISITES: AERO 100 and AERO 106.**

**COREQUISITE: AERO 110.**

**LECTURE: 6 hours per week.**

Federal Aviation Administration approved curriculum which provides training in power plant theory and maintenance. Satisfactory completion of AERO 104 and AERO 105, in conjunction with the corresponding laboratory courses, qualifies students to take the F.A.A. examination for the power plant certification. Includes reciprocating engines, turbine engines, and engine inspections.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**AERO 105**  
**POWER PLANT MAINTENANCE LECTURE - ACCESSORY**  
**OVERHAUL**  
**6 UNITS**

**PREREQUISITES/COREQUISITES: AERO 101 and AERO 107.**

**COREQUISITE: AERO 111.**

**LECTURE: 6 hours per week.**

Federal Aviation Administration approved curriculum which provides training in power plant systems and components. Satisfactory completion of AERO 104 and AERO 105, in conjunction with the corresponding laboratory courses, qualifies students to take the F.A.A. examination for the power plant certification. Includes basic systems for instrumentation, fire protection, electrical, lubrication, ignition, fuel and fuel metering, induction, cooling, exhaust, and propellers.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**AERO 106**  
**AIRFRAME AND POWER PLANT GENERAL LABORATORY**  
**- CALCULATIONS/PUBLICATIONS**  
**2 UNITS**

**PREREQUISITE: None.**

**COREQUISITES: AERO 100 and either AERO 102 and AERO 108 or AERO 104 and AERO 110.**

**LABORATORY: 6 hours per week.**

Practical shop work companion to AERO 100 to provide the hands-on experience mandated by the F.A.A. Focus on the applications of mathematics, physics, and electricity in aeronautics; how to interpret and use aircraft drawings; fluid lines and fittings; and strategies for testing various aircraft materials and processes.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**AERO 107**  
**AIRFRAME AND POWER PLANT GENERAL**  
**LABORATORY - SERVICING/MATERIALS**  
**2 UNITS**

**PREREQUISITE: None.**

**COREQUISITES: AERO 101 and either AERO 103 and AERO 109 or AERO 105 and AERO 111.**

**LABORATORY: 6 hours per week.**

Practical shop work companion to AERO 101 to provide the hands-on experience mandated by the F.A.A. Focus on cleaning and corrosion control; ground operation and servicing; maintenance publications, forms and records; mechanic privileges and limitations, and solutions to common weight and balance problems.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**AERO 108**  
**AIRFRAME MAINTENANCE LABORATORY -**  
**STRUCTURES**  
**5 UNITS**

**PREREQUISITES/COREQUISITES: AERO 100 and AERO 106.**

**COREQUISITE: AERO 102.**

**LABORATORY: 15 hours per week.**

Laboratory section of Federal Aviation Administration approved curriculum which provides training in airframe structures and airframe systems and components. This laboratory is a required corequisite to AERO 102 and focuses on shop safety; aircraft covering; aircraft finishing; theory of flight; assembly and rigging; structural repair; aircraft inspection; and aircraft fuel systems.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**AERO 109**  
**AIRFRAME MAINTENANCE LABORATORY -**  
**SYSTEMS AND COMPONENTS**  
**5 UNITS**

**PREREQUISITES/COREQUISITES: AERO 101 and AERO 107.**

**COREQUISITE: AERO 103.**

**LABORATORY: 15 hours per week.**

Laboratory section of Federal Aviation Administration approved curriculum which provides training in airframe structures and airframe systems and components. This laboratory is a required corequisite to AERO 103 and focuses on aircraft welding; electrical circuits; and basic aircraft systems for power, landing, brakes, warning, instrumentation, auto-pilot, cabin atmosphere control, ice and rain control, fire protection and communications.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 110  
POWER PLANT MAINTENANCE LABORATORY -  
RECIPROCATING ENGINE OVERHAUL 5 UNITS  
**PREREQUISITES/COREQUISITES:** AERO 100 and AERO 106.  
**COREQUISITE:** AERO 104.

**LABORATORY:** 15 hours per week.

Laboratory section of Federal Aviation Administration approved curriculum which provides training in power plant theory and maintenance. This laboratory is a required corequisite to AERO 104 and includes reciprocating engines, turbine engines, and engine inspections.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 111  
POWER PLANT MAINTENANCE LABORATORY -  
ACCESSORY OVERHAUL 5 UNITS  
**PREREQUISITES/COREQUISITES:** AERO 101 and AERO 107.  
**COREQUISITE:** AERO 105.

**LABORATORY:** 15 hours per week.

Laboratory section of Federal Aviation Administration approved curriculum which provides training in power plant systems and components. This laboratory is a required corequisite to AERO 105 and includes basic systems for instrumentation, fire protection, electrical, lubrication, ignition, fuel and fuel metering, induction, cooling, exhaust, and propellers.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 121  
AVIATION FUNDAMENTALS 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the basic principles of aeronautics, aircraft structure and operations. An orientation to the aviation industry including space, rocketry and aeronautical occupations. The history of aviation is presented with an outlook for the future of the aviation and aerospace industries.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 122B  
F.A.A. PRIVATE PILOT GROUND SCHOOL 6 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 6 hours per week.

Complete preparation for the F.A.A. private pilot written examination including aerodynamics, weight and balance, flight computer, navigation, meteorology and federal air regulations.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 124  
AIRCRAFT POWER PLANTS 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Designed to familiarize the aviator or prospective pilot with the operating principles and construction highlights of both reciprocating and jet aircraft engines. Enables the professional flier to operate and maintain the power plants of most modern as well as vintage aircraft.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 125  
FLIGHT SAFETY 2 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

An in-depth study of flight safety including flight safety records, aircraft accident prevention, casual cause factors, agencies and organizations contributing to flight safety, pilot and command responsibilities, liability and litigation.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 126  
AIRCRAFT STRUCTURES 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The fundamentals of aircraft design and construction including the types of construction; reasons for variances in construction from aircraft to aircraft; manufacturing processes for each type of aircraft and the basic working principles of major aircraft systems.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 131B  
PRIVATE AND COMMERCIAL PILOT  
GROUND SCHOOL 6 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 6 hours per week.

A review of the private pilot F.A.A. ground school and preparation for the F.A.A. private or commercial pilot examination. Topics include weight and balance and flight computers. The final is the F.A.A. written examination.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 134  
CIVIL AVIATION MANAGEMENT AND LAWS 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The history of civil aviation in the United States including federal legislation on civil aviation; international treaties and agreements relevant to civil aviation; and regulations pertaining to the management of airports and airplane companies.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 140B  
INSTRUMENT GROUND SCHOOL AND FLIGHT  
SIMULATORS 4 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

An instrument ground school which provides academic and practical training in the fundamentals of instrument flying. Includes aerodynamic factors, flight instruments and techniques, electronic navigational aids, flight planning, communication, air traffic control, and procedures such as departures, enroute, arrival, approach, missed approach, and emergencies. The subject matter is reinforced by flying the various procedures in the flight simulators. This is an excellent refresher course for students who currently possess an Instrument Rating or an Airline Transport Rating. **COMPLETION OF BASIC F.A.A. GROUND SCHOOL OR ENROLLMENT IN GROUND SCHOOL OR COMMERCIAL AERONAUTICAL COURSES IS REQUIRED.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

AERO 144  
 AVIATION WEATHER 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

The aspects of weather as they relate to aircraft operation and flight safety. Includes basic and hazardous weather and interpretation of weather reports, forecasts, charts and maps.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AERO 198  
 AERONAUTICS WORK EXPERIENCE 1-4 UNITS  
**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Work Experience 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## AIR TRAVEL

DIVISION: Technical  
 DIVISION DEAN: Thomas Bauman, M.S.C.  
 DEPARTMENT HEAD: Dick Thompson, Ed.D.  
 (909) 384-8269  
 OTHER FACULTY: Kevin Kammer, A.A.  
 Allen Moore, A.A.  
 DIVISION SECRETARY: Patsy Martinez  
 (909) 384-8902  
 DIVISION OFFICE: Technical 108  
 (909) 384-4451  
 LIAISON COUNSELOR: George Fleming, M.S.  
 (909) 384-8975

### AIR TRAVEL CAREERS

The Air Travel Careers curriculum prepares students for the competitive customer service careers in the airline and travel industry. Classes include career survey, hiring requirements, communication skills, appearance/image standards, oral interviewing techniques, written employment skills, airline, airport and travel terminology and codes plus airline reservation systems.

A specialization in Air Travel Careers prepares students for work in every sector of the airline and travel industry such as flight attendant, reservationist, gate agent, customer/passenger service agent, ramp agent, sales and management plus a variety of other positions.

### AIR TRAVEL CAREERS ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in one of the Air Travel Careers majors, students must complete all the requirements for the appropriate certificate with a grade of C or better plus the general breadth requirements for the associate degree (minimum total = 60 units).

### AIR TRAVEL CAREERS CERTIFICATES

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.

There are three Air Travel Career Certificates: (1) Air Travel Careers - Flight, (2) Air Travel Careers - Ground, and (3) Airline Travel Careers - Travel. Each of these certificates requires the core courses, plus specialized courses.

CORE REQUIRED COURSES:		UNITS
AIRTVL 101	Survey of Travel Careers	1.5
AIRTVL 103	Image, Attitude, and Appearance	1.5
AIRTVL 104	Terminology, Codes, and Operations	1.5
AIRTVL 105	Written Employment Skills	1.5
AIRTVL 106	Oral Interviewing Skills for Employment	1.5
AIRTVL 107	Cultural Awareness	1.5
AIRTVL 108	Service: Ground and In-flight	1.5
AIRTVL 109	Safety: Ground and In-flight	1.5
AIRTVL 110	Travel Reservation System I	1.0
AIRTVL 111	Travel Reservation System II	1.0
AIRTVL 197	Internship Seminar/Work Experience	3.0
PE 231	First Aid and Medical Self-Help	3.0

Three courses from the following list of Travel Geography are required for certification:		4.5
AIRTVL 112	Travel Geography - United States	(1.5)
AIRTVL 113	Travel Geography - The Americas	(1.5)
AIRTVL 114	Travel Geography - Pacific Rim	(1.5)
AIRTVL 115	Travel Geography - Southern Europe	(1.5)
AIRTVL 116	Travel Geography - Northern Europe	(1.5)
AIRTVL 117	Travel Geography - Eastern Europe	(1.5)
AIRTVL 118	Travel Geography - Africa	(1.5)
AIRTVL 120	Travel Geography - Resort Destinations	(1.5)

**TOTAL UNITS for Air Travel Careers Core Requirements 24.5**

### SUGGESTED ELECTIVES

AERO 121	Aviation Fundamentals	3.0
AERO 134	Civil Aviation Management and Laws	3.0
BUSAD 100	Introduction to Business	3.0
ENGL 101	Freshman Composition	4.0
OIS 100	Beginning Keyboarding	3.0
SPEECH 100	Elements of Public Speaking	3.0

### 1. Air Travel Careers - Flight

This certificate prepares students for work as flight attendants, reservationists, ticket agents, travel agents, gate agents, customer/passenger service agents, ramp agents plus a variety of other positions.

REQUIRED COURSES:	UNITS
<b>Air Travel Careers Core Requirements</b>	<b>24.5</b>
AIRTVL 102 Flight Attendant Survey	1.5

Total Units for Air Travel Careers - Flight Specialized Courses 1.5

**Total Units For Air Travel Careers - Flight Certificate 26.0**

### 2. Air Travel Careers - Ground

This certificate prepares students for work as ground support for the aviation industry such as reservationists, ticket agents, travel agents, gate agents, customer/passenger service agents, ramp agents plus a variety of other positions.

REQUIRED COURSES:	UNITS
<b>Air Travel Careers Core Requirements</b>	<b>24.5</b>

**Total Units For Air Travel Careers - Ground Certificate 24.5**

3. Air Travel Careers - Travel

This certificate prepares students for work as ticket agents, travel agents, reservationists, gate agents, customer/passenger service agents, ramp agents, sales and management plus a variety of other positions.

REQUIRED COURSES:	UNITS
<b>Air Travel Careers Core Requirements</b>	<b>24.5</b>
AIRTVL 130 Air Fares and Ticketing I: Domestic	3.0
AIRTVL 131 Air Fares and Ticketing II: International	3.0
AIRTVL 132 Introduction to Cruises, Tours, Ground Transportation and Accommodations	3.0
AIRTVL 133 Travel Agency Sales and Business Management	1.5
<b>Total Units for Air Travel Careers - Travel Specialized Courses</b>	<b>10.5</b>
<b><u>Total Units For Air Travel Careers - Travel Certificate</u></b>	<b><u>35.0</u></b>

COURSES OFFERED BY THE DEPARTMENT OF AIR TRAVEL:

AIRTVL 101  
 SURVEY OF TRAVEL CAREERS 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
 Introduction to travel careers employment opportunities, qualifications, salary, and benefits. Includes an overview of employment in airports, hospitality industries, travel agencies, and aviation support businesses, and on airlines, trains, cruises, and tours.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 102  
 FLIGHT ATTENDANT SURVEY 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
 Introduction to flight attendant and in-flight service team qualifications, employment opportunities, responsibilities, lifestyles, salaries and benefits.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 103  
 IMAGE, ATTITUDE AND APPEARANCE 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
 Overview of the appearance, image, attitude, lifestyle decisions, goals, etiquette and wellness standards established by major United States airlines. Includes techniques to build confidence, professionalism, and business skills to secure successful employment in airline travel careers.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 104  
 TERMINOLOGY, CODES AND OPERATIONS 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
 Survey of terminology unique to the airline travel industry, such as airline codes, airport and city codes, schedules, Official Airline Guide, federal agencies, airport operations, history, airline deregulation, mergers and acquisitions.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 105  
 WRITTEN EMPLOYMENT SKILLS 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
 Prepares students with written skills required for employment such as drafting a resume, application, business letters, self-evaluation, marketing plan, personal register of employment data, employment testing, and document on employee/labor organizations and affirmative action.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 106  
 ORAL EMPLOYMENT INTERVIEW SKILLS 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
 Prepares students for employment interviews through role playing and feedback on responding to interview questions. Student interviews are videotaped and critiqued, providing students with opportunities to see the image they project during mock interviews.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 107  
 CULTURAL AWARENESS 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
 Introduction to the history and belief systems of various world cultures with a focus on etiquette, gestures, body language, eating/drinking practices, business and social behavior.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 108  
 SERVICE: GROUND AND IN-FLIGHT 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
 Survey of service techniques for ground and in-flight operations including the identification and pronunciation of foods and beverages, airline equipment to provide quality food/beverage service, and the development of a personal serving style.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 109  
 SAFETY: GROUND AND IN-FLIGHT 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
 Survey of safety and security procedures for the travel industry including ground and in-flight equipment, passenger psychology, airport security, federal regulations and safety precautions.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 110  
TRAVEL RESERVATION SYSTEM I 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** .75 hour per week and  
**LABORATORY:** .75 hour per week.

Introduction to computer travel industry reservation and ticketing systems, with extensive practice in entering simulated reservations.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 111  
TRAVEL RESERVATION SYSTEM II 1 UNIT

**PREREQUISITE:** AIRTVL 110.

**LECTURE:** .75 hour per week and  
**LABORATORY:** .75 hour per week.

A second-level course in computer travel industry reservation and ticketing systems, with extensive role-playing practice in procedures required for reservations, follow-up confirmations, and effective customer service.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 112  
TRAVEL GEOGRAPHY - UNITED STATES 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

A travel-industry view of the United States including information on such items as regional accents and dialects, shopping, historical and recreational tourist destinations, regional culture, and ethnic diversity to maximize the travel experience in the United States.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 113  
TRAVEL GEOGRAPHY - THE AMERICAS 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

A travel-industry view of the Americas including information on such items as culture, currency, language, shopping and tourist destinations in Canada, Mexico, the Caribbean, Central America, and South America.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 114  
TRAVEL GEOGRAPHY - PACIFIC RIM 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

A travel-industry view of the Pacific Rim including information on such items as regional accents and dialects, currency, shopping, historical and recreational tourist destinations, regional culture, ethnic diversity, and customs requirements to maximize the travel experience in Australia, New Zealand, Japan, South Korea, Hong Kong, China, Taiwan, Thailand, Philippines, Tahiti, Samoa, Fiji, Singapore, Malaysia, Indonesia, and Indochina.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 115  
TRAVEL GEOGRAPHY - SOUTHERN EUROPE 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

A travel-industry view of Southern Europe including information on such items as culture, currency, language, shopping, tourist destinations and regional cultures in Greece, Spain, Portugal, Italy, Austria, Germany, Switzerland, and France.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 116  
TRAVEL GEOGRAPHY - NORTHERN EUROPE 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

A travel-industry view of Northern Europe including information on such items as customs requirements, currency, language and dialects, shopping, historical and recreational tourist destinations, regional culture, and ethnic diversity to maximize the travel experience in Scandinavia, the British Isles, and the Low Countries.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 117  
TRAVEL GEOGRAPHY - EASTERN EUROPE 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

A travel-industry view of Eastern Europe including information on such items as culture, currency, language, shopping, tourist destinations and regional cultures in Russia, Czechoslovakia, Hungary, Poland, the Yugoslav republics, Romania, and Albania.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 118  
TRAVEL GEOGRAPHY - AFRICA 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

A travel-industry view of Africa including information on such items as customs, entry requirements, currency, language and dialects, shopping, historical and recreation tourist destinations and regional cultures in Africa.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 120  
TRAVEL GEOGRAPHY - RESORT DESTINATIONS 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

A travel-industry view of resort destinations in and near the United States. Includes information on such items as local cruises and their corresponding itineraries, culture, currency, language, shopping, historical and recreational tourist destinations, ethnic diversity, and regional culture to maximize the travel experience in the Caribbean, the Bahamas, Bermuda, the Mexican Riviera, the Yucatan Peninsula, and the state of Hawaii.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 130  
AIR FARES AND TICKETING I: DOMESTIC 3 UNITS

**PREREQUISITE/COREQUISITE:** AIRTVL 110.

**LECTURE:** 3 hours per week.

This course provides an introduction into domestic airline fares, fare construction ticketing, route construction and corresponding rules. Included in the course will be instruction on correctly writing an airline ticket and an understanding of industry accountable documents and their use. The course is designed for those interested in becoming employed in the air travel industry as an airline ticket agent, travel agent, tour agent or airline reservationist.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 131  
AIR FARES AND TICKETING II: INTERNATIONAL 3 UNITS

**PREREQUISITES/COREQUISITES:** AIRTVL 111 and AIRTVL 130.

**LECTURE:** 3 hours per week.

This course provides an introduction into international airline fares, fare construction, ticketing, route construction and corresponding rules. Also covered will be international taxes, refunds and exchanges both domestic and international. This course is designed for those interested in becoming employed in the air travel industry as an airline ticket agent, travel agent, tour agent or airline reservationist.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 132  
INTRODUCTION TO CRUISES, TOURS, GROUND TRANSPORTATION AND ACCOMMODATIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course provides an introduction into cruising, rail travel, tours and accommodations for students entering the travel agency / airline industry. Each module will include information on products available to the public: destinations, itineraries, and services offered, cost of product, value comparison and the corresponding target market for the products.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 133  
TRAVEL AGENCY SALES AND BUSINESS MANAGEMENT 1.50 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.50 hours per week.

This course provides the travel student the information and knowledge required to successfully manage and operate a travel agency. Students will become familiar with sales and marketing technology, communication and money management. The course is designed to meet the industry standards of the Institute of Certified Travel Agents (ICTA). Each student will have the opportunity to earn a "Travel Career Development Test Certificate" awarded by the ICTA, which is recognized by travel industry employers nationwide.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 197  
INTERNSHIP SEMINAR/WORK EXPERIENCE 3 UNITS

**PREREQUISITE:** AIRTVL 104 and AIRTVL 110 or equivalent skills verified through occupational experience in a travel agency, other training institution, military or airlines.

**LECTURE:** 16 hours per week and 120 hours of non-paid work or 150 hours of paid work.

A lecture-based foundation for students' work experience in the field. Supervised training in the form of social skills, and application of information about airline and travel industries.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

AIRTVL 198  
AIR TRAVEL CAREERS WORK EXPERIENCE 1-4 UNITS  
**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Work Experience 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## ALCOHOL/DRUG STUDIES

See courses within the HUMAN SERVICES DEPARTMENT

## AMERICAN SIGN LANGUAGE

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippy, M.F.A.
DEPARTMENT HEAD:	Susan Spagna, Ph.D. North Hall 204 (909) 384-8543
OTHER FACULTY:	Antonio Duarte, M.A. Nori Mejia, M.A. Jeff Schmidt, M.A.
DIVISION SECRETARIES:	Kelly Adcock North Hall 240 (909) 384- 8906 To Be Announced Liberal Arts 217 (909) 384-8633
LIAISON COUNSELOR:	Juan Zepeda, M.S.C. (909) 384-8976

## AMERICAN SIGN LANGUAGE

ASL 109  
BEGINNING AMERICAN SIGN LANGUAGE 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the basic vocabulary and grammar of American Sign Language including a review of characteristics of the deaf community. Emphasis on receptive skills. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

ASL 110  
INTERMEDIATE AMERICAN SIGN LANGUAGE 3 UNITS

**PREREQUISITE:** ASL 109.

**LECTURE:** 3 hours per week.

This second-level course in American Sign Language continues with the development of conversational skills with emphasis on both receptive and expressive abilities. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

ASL 111  
ADVANCED AMERICAN SIGN LANGUAGE 3 UNITS

**PREREQUISITE:** ASL 110.

**LECTURE:** 3 hours per week.

The continuing study of American Sign Language with emphasis on idiomatic constructions, expressive skills in conversation, and further study of deaf cultural issues. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## ANATOMY

See courses within the BIOLOGY DEPARTMENT

## ANTHROPOLOGY

DIVISION: Social Science and Organizational Development

DIVISION DEAN: Troy Sheffield, Ed.D.

DEPARTMENT HEAD: Janet Pielke Brennecke, M.A.

FACULTY: Gary Olson, M.A.

DIVISION SECRETARY: Laura Cross

DIVISION OFFICE: Liberal Arts Building, Room 122  
(909) 384-8603

LIAISON COUNSELOR: Laura Gomez-Guillen, M.A.  
(909) 384-8979

Anthropology is the study of humanity in all times and places. As such, it has the broadest scope of any of the social sciences.

The Anthropology Department includes basic introductory courses in cultural and physical anthropology as well as archaeology. In addition, courses are offered which focus on selected areas, such as religion, art, and North American Indians.

With the goal of understanding people in all parts of the world, anthropology is useful to anyone living or working in a multicultural environment, such as the business world, health sciences, or any other profession which involves working with people from diverse backgrounds. The courses within this department are designed to provide students with survival skills for the global community in which we live, a community in which all of the world's people are interdependent. Students planning to transfer to a four-year institution and major in anthropology should consult with a counselor regarding the transfer process and lower division requirements.

### COURSES OFFERED BY THE DEPARTMENT OF ANTHROPOLOGY:

ANTHRO 100  
INTRODUCTION TO ARCHEOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The study of material remains, usually from the past, to describe and explain human behavior. Includes the methods, objectives, and history of archeology; a survey of the biological and cultural development of humanity as revealed by archaeological discoveries from around the world; and the contribution of archeology to an understanding of the present and the future.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ANTHRO 102  
CULTURAL ANTHROPOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The focus is on human behavior, studied through the approaches of archaeology, linguistics, and ethnology. Selected topics cover the range of cultural phenomena including material culture, social organization, and religion. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ANTH 4*

ANTHRO 106  
PHYSICAL ANTHROPOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The systematic study of humans as biological organisms including the origin and antiquity of humanity, our place in nature, modern biological diversity including race, and the future prospects for the human species. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ANTH 2*

ANTHRO 107  
THE UNITED STATES AND  
THE NORTH AMERICAN INDIANS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A systematic survey of North American Indian groups, from their prehistoric roots to the present. Includes their place in American history, U.S. Government policies and regulation, and future prospects for North American Indians. This course is also offered as HIST 107.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ANTHRO 109  
TRIBAL AND ETHNIC ART 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A world-wide survey of the artistic achievement of past and present tribal peoples with an emphasis on the meaning of art in each society. Art works are surveyed through films, slides, field trips and examination of actual art works and include cultures of North American Indians, ancient America, the Pacific, Africa and Australia. This course is also offered as ART 109.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ANTHRO 110  
TRIBAL AND ETHNIC RELIGIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A comparative study of supernaturalism in tribal 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 belief systems of selected tribal peoples. This course is also offered as RELIG 110.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ANTHRO 222**  
**SPECIAL PROBLEMS IN ANTHROPOLOGY I** 1 UNIT  
**PREREQUISITE/COREQUISITE: ANTHRO 100**  
*or ANTHRO 102 or ANTHRO 106.*

**INDEPENDENT STUDY: 3 hours per week.**

An opportunity for selected students with some background in anthropology to pursue special research problems in the field. Topics are selected on an individual basis, and may include practical experience in archaeological excavation or museum work. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**ANTHRO 223**  
**SPECIAL PROBLEMS IN ANTHROPOLOGY II** 2 UNITS  
**PREREQUISITE/COREQUISITE: ANTHRO 100**  
*or ANTHRO 102 or ANTHRO 106.*

**INDEPENDENT STUDY: 6 hours per week.**

An opportunity for selected students with some background in anthropology to pursue special research problems in the field. Topics are selected on an individual basis, and may include practical experience in archaeological excavation or museum work. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

## ARCHITECTURE

**DIVISION:** Science and Math  
**DIVISION DEAN:** W. William Hughes, Ph.D.  
**DEPARTMENT HEAD:** Susan Bangasser  
 Chemistry 118  
 (909) 384-8650  
**DIVISION SECRETARY:** Rose Garcia  
**DIVISION OFFICE:** Chemistry 121  
 (909) 384-8645  
**LIAISON COUNSELOR:** Diana Rodriguez, M.A.  
 (909) 384-8950  
 (909) 384-8234

The Architecture curriculum is designed to provide students with the following understanding and skills:

- 1) Verbal and graphic methods of communication;
- 2) An understanding of the social and environmental problems in the United States and other countries;
- 3) Creative solutions to existing and future problems in the United States and other countries; and
- 4) How to implement new ideas in a reasonable time frame.

The areas of study include how to develop a better quality of life through efficient housing, new building material development, new construction methods, new work methods, solar and wind

power, efficient use of resources, and a reduction of waste in materials and time. A learning-by-doing approach is stressed in preparation for the job market or transfer to a university for further study in architecture, architectural engineering, city planning, or landscape architecture. Students planning to transfer to a four-year institution and major in one of these fields should consult with a counselor regarding the transfer process and lower division requirements.

## ARCHITECTURE ASSOCIATE OF ARTS DEGREE

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ARCH 150 Introduction to Architectural Design I	3
ARCH 151 Introduction to Architectural Design II	3
ARCH 159 Architectural Freehand Drawing	1
ARCH 160 Architectural Drawing	4
ARCH 165 Architectural Illustration	4
ARCH 200 Basic Design I	4
ARCH 201 Basic Design II	4
ARCH 230 Architectural Practice I	3
ARCH 231 Architectural Practice II	3
Nine units from the list of RECOMMENDED COURSES	9
<b>TOTAL UNITS</b>	<b>38</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
ARCH 145 History of Architecture I	3
ARCH 146 History of Architecture II	3
ARCH 170 Architectural Building Construction Systems	4
MATH 151 Precalculus	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
MATH 252 Multivariable Calculus	5

## ARCHITECTURE CERTIFICATES

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.

### 1. ARCHITECTURAL DRAFTING TECHNICIAN CERTIFICATE

The Architectural Drafting Technician Certificate is designed to prepare students for entry-level work in the architectural field doing architectural drafting and detailing, rendering, sketching, and simple computations. Students would most likely work for a licensed architect, structural engineer, mechanical engineer or for local, state, and federal governmental agencies or urban planning commissions.



<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ARCH 130 Materials of Architectural Construction	3
ARCH 150 Introduction to Architectural Design I	3
ARCH 151 Introduction to Architectural Design II	3
ARCH 159 Architectural Freehand Drawing	1
ARCH 160 Architectural Drawing	4
ARCH 165 Architectural Illustration	4
ARCH 200 Basic Design I	4
ARCH 201 Basic Design II	4
ARCH 230 Architectural Practice I	3
ARCH 231 Architectural Practice II	3
TECALC 097 Technical Calculations	(4)
or	
MATH 102 Introduction to College Algebra	4
<b>TOTAL UNITS</b>	<b>36</b>

**2. CONSTRUCTION ENGINEERING TECHNOLOGY CERTIFICATE**

The Construction Engineering Technology Certificate is designed to prepare students for the building fields and the architectural design fields.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ARCH 130 Materials of Construction	3
ARCH 144 Introduction to Architectural Computer-Aided Drafting (CAD)	3
ARCH 150 Introduction to Architectural Design I	3
ARCH 159 Architectural Freehand Drawing	1
ARCH 160 Architectural Drawing	4
ARCH 170 Architectural Building Construction Systems	4
ARCH 230 Architectural Practice I	3
ARCH 231 Architectural Practice II	3
MATH 103 Plane Trigonometry	4
<b>TOTAL UNITS</b>	<b>28</b>

**COURSES OFFERED BY THE DEPARTMENT OF ARCHITECTURE:**

**ARCH 130 MATERIALS OF ARCHITECTURAL CONSTRUCTION 3 UNITS**  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Sources, properties and production of the common materials used in construction, such as steel, iron, non-ferrous metals and their alloys, concrete, brick and wood.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ARCH 141 INTRODUCTION TO ARCHITECTURAL COMPUTER AIDED DRAFTING (CAD) 3 UNITS**  
**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

This course introduces students to the theories and principles of computer aided design/drafting and to its principal applications in the field of architecture (generating, evaluating, modeling, drafting, and rendering design solutions).

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ARCH 145 HISTORY OF ARCHITECTURE I 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A comparative study of architecture and architects from a variety of cultures with emphasis on the people, locations, structures, materials, and methods of construction. Includes prehistoric monolithic, Crete, Greece, Pre-Italian, Roman, English Medieval, and Gothic cultures.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**ARCH 146 HISTORY OF ARCHITECTURE II 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A comparative study of architecture and architects from a variety of cultures with emphasis on the people, locations, structures, materials, and methods of construction. Includes early colonial settlements in the United States, Mayan, Native American, the Industrial Revolution, and modern cultures.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**ARCH 150 INTRODUCTION TO ARCHITECTURAL DESIGN I 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to architecture and the design process with emphasis on reason and principles for the development of creativity.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ARCH 151 INTRODUCTION TO ARCHITECTURAL DESIGN II 3 UNITS**

**PREREQUISITE:** ARCH 150.

**LECTURE:** 1 hour per week and  
**LABORATORY:** 5 hours per week.

Development of skills in basic composition and basic design as applied to architecture. A series of projects introduce line, color, form, materials, and promote awareness of environment.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**ARCH 159 ARCHITECTURAL FREEHAND DRAWING 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

Development of skills in rapid free-hand sketching with several medium with emphasis on the skills required to record and communicate architectural concepts.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ARCH 160 ARCHITECTURAL DRAWING 4 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and  
**LABORATORY:** 8 hours per week.

Basic architectural techniques and skills used in graphic communication including orthographic, isometric developments, descriptive geometry, perspective (perspective shades, shadows, reflections), and basic model building.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

ARCH 165  
ARCHITECTURAL ILLUSTRATION 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 8 hours per week.

Development of skills required to produce graphic illustrations used in the architectural profession including black and white, color, photographic, and video methods.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ARCH 170  
ARCHITECTURAL BUILDING CONSTRUCTION SYSTEMS 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 6 hours per week.

Construction project course to give students knowledge and experience in building construction as it relates to architecture.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ARCH 180  
FUNDAMENTALS OF STRUCTURAL DESIGN 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Provides an overview of the variety of forces acting upon building structural systems. Covers topics relative to the strength, mechanical principles and design of concrete, wood, steel and other building materials as they are used in foundations, floors, walls, columns and roofs.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ARCH 200  
BASIC DESIGN I 4 UNITS

**PREREQUISITE:** ARCH 151.

**LECTURE:** 1 hour per week and

**LABORATORY:** 8 hours per week.

Development of creative design skills and problem solving as required in the architectural profession including the study and solution of elementary problems involving the natural and social environment and basic model building.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

ARCH 201  
BASIC DESIGN II 4 UNITS

**PREREQUISITE:** ARCH 200.

**LECTURE:** 1 hour per week and

**LABORATORY:** 8 hours per week.

Development of creative design skills and problem solving as required in the architectural profession including advanced problems in space relationships, structures, and human requirements and advanced model building.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

ARCH 230  
ARCHITECTURAL PRACTICE I 3 UNITS

**PREREQUISITES:** ARCH 130 and ARCH 160.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

Methods used in the architectural profession for the preparation of preliminary studies, construction drawings, detail drawings and building code applications including complete construction drawings of light wood frame and heavy timber construction.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ARCH 231  
ARCHITECTURAL PRACTICE II 3 UNITS

**PREREQUISITE:** ARCH 230.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

Methods used in the architectural profession for the preparation of preliminary studies, construction drawings, detail drawings and building code applications including complete construction drawings for steel frame and concrete construction.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## ART

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippey, M.F.A.
DEPARTMENT HEAD:	Mary Sue Andersen, M.F.A.
DEPARTMENT OFFICE:	Art Gallery (909) 384-8939
OTHER FACULTY:	Gary Calote, M.A. James Stewart, M.F.A. Susan Williams, M.F.A.
DIVISION SECRETARIES:	Kelly Adcock North Hall 240 (909) 384-8906 To Be Announced Liberal Arts 217 (909) 384-8633
LIAISON COUNSELOR:	Richard Long, M.A. (909) 384-8972

The study of art involves both an appreciation of the cultural heritage of art and the development of skills. Consequently, the Art Department offers courses in art history as well as studio courses in drawing, design, ceramics, painting, film-making, sculpture, and glassblowing.

In addition to an associate degree in fine arts, the department offers a certificate in commercial art, designed for students seeking employment in the design, advertising, and entertainment fields.

A baccalaureate degree in art qualifies students for employment in the fine arts, industry, and education. Students planning to transfer to a four-year institution and major in art should consult with a counselor regarding the transfer process and lower division requirements.

Many of the courses in this department are activity courses that may be taken more than once. These courses are indicated by (x) following the three-digit course number; the number following the (x) indicates the number of times the course may be repeated.

## ART ASSOCIATE OF ARTS DEGREES

## 1. ART

To graduate with a specialization in Art, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units). The art courses chosen should reflect the individual student's interests.

REQUIRED COURSES:	UNITS
ART 100 Art History: The Stone Age to the Middle Ages	3
ART 102 Art History: The Renaissance	3
ART 120x4 Basic Design	3
Or	
ART 175x4 Sculpture	(3)
Or	
ART 212x4 Ceramics	(3)
ART 124x4 Drawing	3
ART 126x4 Painting	3
Or	
ART 132x4 Life Drawing	(3)
ART 148 Beginning Computer Graphics	3
ART 164x4 Creative Filmmaking	3
<b>TOTAL UNITS</b>	<b>21</b>

## 2. GRAPHIC DESIGN

REQUIRED COURSES:	UNITS
ART 100 Art History: The Stone Age to the Middle Ages	3
ART 102 Art History: The Renaissance	3
ART 120x4 Basic Design	3
ART 124x4 Drawing	3
ART 145 Graphic Design	3
ART 148 Beginning Computer Graphics	3
ART 158x4 Basic Photography	3
Three units from the list of RECOMMENDED COURSES	3
<b>TOTAL UNITS</b>	<b>24</b>

RECOMMENDED COURSES:	UNITS
ART 109 Tribal and Ethnic Art	3
ART 120x4 Basic Drawing	3
ART 126x4 Painting	3
ART 132x4 Life Drawing	3
ART 149 Intermediate Computer Graphics	3
ART 150 Advanced Computer Graphics	3
ART 164x4 Creative Filmmaking	3
ART 180 Beginning Computer Animation	3

## GRAPHIC DESIGN 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.

REQUIRED COURSES:	UNITS
ENGL 015 Preparation for College Writing	4
Or	
ENGL 101 Freshman Composition	(4)
ART 100 Art History: The Stone Age to the Middle Ages	3
Or	
ART 102 Art History: The Renaissance to the 20th Century	(3)
Or	

ART 105 History of 20th Century Art	(3)
ART 120x4 Basic Design	3
ART 145 Graphic Design	3
ART 148 Beginning Computer Graphics	3
ART 149 Intermediate Computer Graphics	3
ART 161 Digital Photography	3
ART 185 Intermediate Web and Multimedia Design	3
<b>TOTAL UNITS</b>	<b>25</b>

## WEB AND MULTIMEDIA DESIGN 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.

REQUIRED COURSES:	UNITS
ENGL 015 Preparation for College Writing	4
Or	
ENGL 101 Freshman Composition	(4)
ART 100 Art History: The Stone Age to the Middle Ages	3
Or	
ART 102 Art History: The Renaissance to the 20th Century	(3)
Or	
ART 105 History of 20th Century Art	(3)
ART 120x4 Basic Design	3
ART 148 Beginning Computer Graphics	3
ART 161 Digital Photography	3
ART 180 Beginning Computer Animation	3
ART 185 Intermediate Web and Multimedia Design	3
ART 185 Intermediate Web and Multimedia Design	3
<b>TOTAL UNITS</b>	<b>25</b>

*\*Pending approval from the California Community College Chancellor's Office.*

## COURSES OFFERED BY THE DEPARTMENT OF ART :

ART 095x4 MULTI-MEDIA PRESENTATIONS	1 UNIT
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**PREREQUISITE:** None.

**LECTURE:** .50 hour per week and

**LABORATORY:** 1 hour per week.

An introductory, how-to course designed to facilitate creation of multi-media presentations using combinations of text, scanned photographic imagery, video, and sound. Includes design concepts, technical skills, and analysis of content for producing complete ideas clearly.

*Associate Degree Applicable*

ART 100 ART HISTORY: THE STONE AGE TO THE MIDDLE AGES	3 UNITS
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**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of Western art from the Stone Age to the Middle Ages including the art of Egypt, Greece, and the Aegean; and Etruscan, Roman, early Christian, Byzantine, Islamic, early Medieval, Romanesque and Gothic art.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART 2*

ART 102  
ART HISTORY: THE RENAISSANCE TO THE  
20TH CENTURY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of Western art from the Renaissance to the 20th Century including 15th and 16th century Italian art; Renaissance and Baroque art; the Rococo movement; Romanticism; Realism; Impressionism; Cubism; Surrealism; and other styles of the 19th and 20th centuries.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART 4*

ART 103  
ART APPRECIATION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A multicultural exploration of the form and content of two- and three-dimensional art. Topics include: function of art in a society; the artists' language; techniques employed in creating painting, sculpture and other media; overview of the history of art.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

ART 105  
HISTORY OF 20TH CENTURY ART 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Survey of Western modern art from 1900 to the present including cubism, fauvism, futurism, totalitarianism, constructivism; impressionism; surrealism; post-impressionism; pop art; and architectural movements of the 20th century.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ART 108  
MEXICAN ART HISTORY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Survey of Mexican art from Precolumbian times through the 20th century muralists.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ART 109  
TRIBAL AND ETHNIC ART 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A world-wide survey of the artistic achievement of past and present tribal peoples with an emphasis on the meaning of art in each society. Art works are surveyed through films, slides, field trips and examination of actual art works. Includes cultures of North American Indians, ancient America, the Pacific, Africa and Australia. This course is also offered as ANTHRO 109.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ART 110  
HISTORY OF AMERICAN CINEMA 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The history of movies from the 1890's to the present, dealing with cinema as a unique economic, industrial, aesthetic, and cultural institution. Includes the experience of movie-going, cinematic story-telling, the roles played by the studio system and film genres in the creation of entertainment films which also serve as a portrait of national identity - industrialized mass culture which evolved over the past century.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ART 111  
STUDIES IN FILM APPRECIATION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A study of script, directing, editing and other aspects of film making, aimed at providing a critical awareness of film technique and construction, and an understanding of what a successful film must possess.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ART 112  
HISTORY AND APPRECIATION OF PHOTOGRAPHY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An overview of the history and technological developments of the medium of photography from the 19th Century to present time. Includes an examination of the prominent aesthetic trends and their evolution into contemporary styles of expression, emphasizing the development of critical and appreciative abilities.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ART 120x4  
BASIC DESIGN 1.5-3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 - 2 hours per week and

**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of the elements and principles of both two- and three-dimensional design. Focus is on the exploration of the concepts, tools, and techniques intrinsic to visual communication including color theory and the use of color to manipulate the illusion of space in a two-dimensional plane. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ART 124x4  
DRAWING 1.5-3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 - 2 hours per week and

**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of the analysis and investigation of form, space, and concept using a variety of materials, such as charcoal, ink, pencil, tempera, collage, and mixed media. Includes the theory and analysis of perspective in two- and three-dimensional compositions, such as the various means of representing three-dimensional forms in space through aerial and linear perspective. Content and creativity are emphasized as students' skills develop. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART 8*

ART 126x4  
PAINTING 1.5-3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 - 2 hours per week and

**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of the fundamentals of painting including techniques of composition, color mixing, spatial relationships, and imagery. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART 10*

ART 132x4  
LIFE DRAWING 1.5-3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 - 2 hours per week and

**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of anatomy in figure drawing and an examination of the creative uses of human figures in art. Includes basic studies in contour, proportion, gesture, volume, and the functional qualities of the human form and the graphic interpretations of human figures with charcoal, pencil, pastel, colored pencil, paint, and mixed media. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART24*

ART 145  
GRAPHIC DESIGN 3 UNITS

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Focus on the technical skills necessary to enter the graphic design field and the impact of artwork on different audiences. Including the development of a personal style, increased facility with graphic software and analysis of content for a client's strategies and goals. Through reading and discussion, students will learn how to analyze, design, discuss and present work in a professional manner. (Formerly ART 145X4).

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 148  
BEGINNING COMPUTER GRAPHICS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Focuses on desktop publishing and photographic digital imaging. Skills such as layout, page design and scanning and photographic are practiced. (Formerly ART 150X4).

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 149  
INTERMEDIATE COMPUTER GRAPHICS 3 UNITS

**PREREQUISITE:** ART 148.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Focus is on photographic digital imaging and manipulation. Skills such as scanning, photographic correction and combining photographic images are practiced. Projects will involve creating computer-generated images, integrating type, and inserting objects and a variety of materials into photographs. (Formerly ART 150X4).

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 150  
ADVANCED COMPUTER GRAPHICS 3 UNITS

**PREREQUISITE:** ART 149.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Focuses on layout, imaging and illustration skills. Methods of presentation portfolios will be examined. Skills such as optimizing finished artwork for print media and for screen presentation will be practiced. (Formerly ART 150X4).

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 152  
DESKTOP WORKSHOP 2 UNITS

**PREREQUISITE:** 3 units of ART 150x4 or any OIS 115 course.

**LABORATORY:** 6 hours per week.

A laboratory course on Macintosh computers including practice with a variety of layout software to design and produce brochures, menus, and magazines.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ART 158x4  
BASIC PHOTOGRAPHY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

A basic course in photography designed for both art majors and non-art majors, including photographic terminology such as composition, tonality, color relationships and elements of balance; hands-on experience with cameras and studio equipment; analyses of great photographs; the development of visual literacy; and the development of an understanding of photography's relationship to the world of visual imagery. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ART 159x4  
 ADVANCED PHOTOGRAPHY 3 UNITS  
**PREREQUISITE:** ART 158x4.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

A progressive course designed for art majors and others with a serious interest in photography. Students learn to use appropriate techniques and materials to replace stereotypical photographs with authentic black and white or color images, drawing from the integration of students' emotions and intellect; develop an awareness of the creative process to define a personal direction and steps in solving problems; and how to evaluate the impact of photographic works on the viewer in different contexts, such as visual, historical, social, and cultural. This course may be taken four times.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ART 161  
 DIGITAL PHOTOGRAPHY 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focuses on visual communication and producing expressive images. Skills included are correcting and enhancing images using computers. This course is designed both for Art Department certificate majors and the general public. Students will supply their own film or digital camera and output media supplies.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

ART 164x4  
 CREATIVE FILMMAKING 1.5-3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 1 - 2 hours per week and  
**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of the fundamentals of filmmaking including researching and writing treatments; drawing storyboards; producing films in 8mm, video, and 16mm formats; titling; and editing. Students work in crews and participate in all facets of filmmaking, such as operating camera and sound equipment; directing; set building; lighting; and casting. This course may be taken four times.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

ART 175x4  
 SCULPTURE 1.5-3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 1 - 2 hours per week and  
**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of the fundamentals of sculpture with a focus on techniques of three-dimensional composition, spatial relationships, and imagery. Includes armature building, plaster mold making, and experiments with various materials, such as clay, wood, plaster, and styrofoam. This course may be taken four times.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
 CAN (California Articulation Number): ART12

ART 180  
 BEGINNING COMPUTER ANIMATION 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** ART 148.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focuses on computer animation, rendering and modeling. The introduction semester emphasizes the construction of space environments and objects in motion. Included are the principles and skills for building objects in a landscape, and changing environmental over time, such as clouds, atmospheric conditions and reflections.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ART 181  
 INTERMEDIATE COMPUTER ANIMATION 3 UNITS  
**PREREQUISITE:** ART 180.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focus on computer animation, rendering and modeling. Included are such skills as complex construction of 3-dimensional models and complex movement control of multiple moving parts.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ART 182  
 BEGINNING DIGITAL VIDEO EDITING 3 UNITS  
**PREREQUISITE:** ART 181.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focuses on rendering animated movies. Instruction emphasizes combining and integrating animations with still images and created footage. Students will work with video editing and special effects software to create QuickTime movies.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ART 183  
 INTERMEDIATE DIGITAL VIDEO EDITING 3 UNITS  
**PREREQUISITE:** ART 182.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focuses on making multi-layer video compositions. Included are such skills as motion control and time-varying special effects.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ART 185  
 BEGINNING WEB AND MULTIMEDIA DESIGN 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** ART 148.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focus on elements of Web page and CD-ROM production. The course will emphasize preparing material and designing for interactive projects. Practical and theoretical understanding of problems relating to digital technologies will be stressed.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ART 186  
INTERMEDIATE WEB AND MULTIMEDIA DESIGN 3 UNITS

**PREREQUISITE:** ART 185.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Focus is on web page and web site design and production skills such as animation, image maps, JavaScript and frames. Emphasis will be given to design concept, as well as an understanding of structure and impact web media.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 187  
ADVANCED WEB AND MULTIMEDIA DESIGN 3 UNITS

**PREREQUISITE:** ART 186.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Focus is on the elements of CD-ROM design and production. Practical experience in using programs such as MacroMedia Director, sound editing, and animation software will be emphasized. Conceptualization, research and the design of large projects will be stressed.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 188  
PORTFOLIO WEB AND MULTIMEDIA DESIGN 3 UNITS

**PREREQUISITE:** ART 187.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Focus is on multimedia project planning and design production. This course emphasizes planning, research and client communications skills as preparation for designing and executing a multimedia project.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 198  
ART WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 212x4  
CERAMICS 1.5 - 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 - 2 hours per week and

**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of the fundamentals of ceramics including hand-building techniques, use of the potter's wheel, and methods of decorating and glazing. Students produce cylinders, bottles, vases, bowls, plates, lids, and vessels with handles, such as mugs, pitchers, and tea pots. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART6*

ART 222  
SPECIAL PROBLEMS IN ART 1 UNIT

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and/or studio work for selected students who are interested in furthering their knowledge of art on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

ART 223  
SPECIAL PROBLEMS IN ART II 2 UNITS

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and/or studio work for selected students who are interested in furthering their knowledge of art on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

ART 240x4  
GLASSBLOWING 1.5-3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 - 2 hours per week and

**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of glass working techniques including designing and producing vessel and sculptural forms in hot glass. Emphasis on exploration of color, hot applications, team work, repeatable forms, sandblasting, cold working/fabrications, and non-conventional methods. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 270x4  
DESIGN IN GLASS 1.5-3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 - 2 hours per week and

**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of glass-working techniques including designing and producing functional, decorative, and sculptural forms in kiln-fired glass; composition in two dimensions using fusion/lamination of colored glass elements; shallow relief slumping; three-dimensional relief using molds; and solid glass casting, such as pate de verre, lost wax, and sand casting. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ART 285  
HONORS IN ART 3 UNITS  
**PREREQUISITE:** Complete ART 102 or ART 120x4 or ART 124x4  
or ART 126x4 with an A or B, or

**COREQUISITE:** Art 102 or ART 120x4 or ART 124x4 or ART 126x4  
and an overall GPA of 3.0 or higher.

**LECTURE:** 3 hours per week.

A study of contemporary movements in art and the way these ideas are manifest in the work of artists. Includes an overview of the major innovations of Modernism and how those led to Post-modernist concerns, such as deconstructionism, appropriationism, and semiotics, as well as the impact of language, politics, and the mass media on contemporary art.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## ASTRONOMY

See the Department of PHYSICS/ASTRONOMY

## AUTOMOTIVE TECHNOLOGY

DIVISION:	Technical
DIVISION DEAN:	Thomas Bauman, M.S.C.
DEPARTMENT HEAD:	Mark Williams, B.S. (909) 384-8571
OTHER FACULTY:	Guy M. Hinrichs, Sr., A.A. Richard Jaramillo, A.A. Donald Wilson
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical 108 (909) 384-4451
LIAISON COUNSELOR:	George Fleming, M.S. (909) 384-8975

The Automotive Department offers courses designed to provide the skills and knowledge required for immediate employment as well as for students with a personal interest in automotive technology.

The course of study in automotive technology may lead to an Associate of Science Degree or a vocational certificate.

### AUTOMOTIVE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Automotive Technology, students must complete the following required courses for one of the following certificates plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

### AUTOMOTIVE TECHNOLOGY CERTIFICATES

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.

#### 1. AUTOMATIC TRANSMISSION CERTIFICATE

This certificate program is designed for entry-level employment as an automatic transmission specialist.

REQUIRED COURSES:	UNITS
AUTO 075x4 Hydraulic and Automatic Transmissions: Chrysler 3-Speed and Overdrive	6
AUTO 076x4 Hydraulic and Automatic Transmissions: Ford C-5 and Overdrive Automatic Units	6
AUTO 090x3 Engine Repair	6
TECALC 950 Shop Calculations	3
AUTO 059x3 Automotive Electrical & Electronic Laboratory 3 and	
AUTO 061x3 Automotive Electrical & Electronic Systems	3
or	
AUTO 058x3 Automotive Electricity Laboratory	(3)
and	
AUTO 060x3 Automotive Electricity	(3)
<b>TOTAL UNITS</b>	<b>45</b>

*\*Effective SP03*

#### 2. BASIC AUTOMOTIVE BODY AND PAINT TECHNICIAN

This certificate program is designed to provide students with the knowledge and skills necessary for entry-level employment as an auto body repair apprentice, an auto 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 038x3 Basic Auto Body	9
AUTO 039x3 Secondary Auto Body	9
AUTO 048x3 Intermediate Auto Body	9
AUTO 055 Advanced Auto Body	5
TECALC 950 Shop Calculations	3
<b>TOTAL UNITS</b>	<b>35</b>

*\*Effective SP03*

*Auto 038x3 may be waived through the Articulation 2+2+2 program with prior agreement with the Auto Body and Refinishing instructor.*

#### 3. ADVANCED AUTOMOTIVE BODY AND PAINT TECHNICIAN

This certificate program is designed to provide students with the knowledge and skills necessary for employment as an auto body repair apprentice and an auto painter apprentice beyond the Basic Automotive Body and Paint Technician Certificate. This certificate prepares students for Automotive Service Excellent (ASE) certification, and related areas of an automotive dealership or shop, such as an assistant to a chassis, front end and brake specialist, as well as a frame repair technician and parts counter clerk.

REQUIRED COURSES:	UNITS
AUTO 038x3 Basic Auto Body	9
AUTO 039x3 Secondary Auto Body	9
AUTO 048x3 Intermediate Auto Body	9
AUTO 055 Advanced Auto Body	5
AUTO 056x3 Automotive Air Conditioning	4



**Must complete one subject from each category:**

**Category #1**

AUTO 052 Automotive Suspension and Steering 4

**Category #2**

AUTO 059x3 Automotive Electrical & Electronic Laboratory 3  
and

AUTO 061x3 Automotive Electrical & Electronic Systems 3  
or

AUTO 058x3 Automotive Electricity Laboratory (3)  
and

AUTO 060x3 Automotive Electricity (3)

**Category #3**

TECALC 950 Shop Calculations 3

**TOTAL UNITS 49**

*\*Effective SP03*

*Auto 038X3 may be waived through the Articulation 2+2+2 program with prior agreement with the Auto Body and Refinishing instructor.*

**4. AUTOMOTIVE TECHNICIAN CERTIFICATE**

This certificate program is designed to qualify students for entry-level employment as automotive technician's helpers (tune-up) or assistant automotive service technicians (tune-up). Successful completion of the certificate program will qualify the student for assignments such as new car get-ready technician or for minor tune-up in a service station.

**REQUIRED COURSES:**

**UNITS**

AUTO 058x3 Automotive Electricity Laboratory 3

AUTO 059x3 Automotive Electrical & Electronic Laboratory 3

AUTO 060x3 Automotive Electricity 3

AUTO 061x3 Automotive Electrical & Electronic Systems 3

AUTO 070x4 Automotive Ignitions Systems Laboratory 3

AUTO 071x4 Automotive Fuel Systems Laboratory 3

AUTO 072x4 Automotive Ignitions Systems 3

AUTO 073x4 Automotive Fuel Systems 3

AUTO 075x4 Hydraulic and Automatic Transmissions:  
Chrysler 3-Speed and Overdrive 6

AUTO 076x4 Hydraulic and Automatic Transmissions:  
Ford C-5 and Overdrive Automatic Units 6

AUTO 090x3 Engine Repair 6

TECALC 950 Shop Calculations 3

**TOTAL UNITS 45**

*PREREQUISITES: Two years of general vocational automotive work in a high school, trade or service school are required as well as satisfactory completion of tests covering automotive engine fundamentals administered by the automotive department.*

*\*Effective SP03*

**5. AUTOMOTIVE TUNE-UP CERTIFICATE**

This certificate program is designed to qualify students for entry-level employment as automotive technician's helpers (tune-up) or assistant automotive-service technicians (tune-up). Successful completion of the certificate program qualifies students for work such as new car get-ready technician or for minor tune-up in a service station.

**REQUIRED COURSES:**

**UNITS**

AUTO 058x3 Automotive Electricity Laboratory 3

AUTO 060x3 Automotive Electricity 3

AUTO 067x3 Automotive Smog Controls 4

AUTO 070x4 Automotive Ignitions Systems Laboratory 3

AUTO 071x4 Automotive Fuel Systems Laboratory 3

AUTO 072x4 Automotive Ignitions Systems 3

AUTO 073x4 Automotive Fuel Systems 3

AUTO 090x3 Engine Repair 6

TECALC 950 Shop Calculations 3

**TOTAL UNITS 31**

*\*Effective SP03*

**6. DIESEL TECHNICIAN CERTIFICATE**

The Diesel Technician Certificate Program is designed to qualify students for entry-level employment or as a diesel mechanic helper in a diesel engine overhaul and maintenance shop. Additional experience and on-the-job training would be required to become a fully qualified Diesel Engine Mechanic or repair person. Effective Fall 2002.

**REQUIRED COURSES:**

**UNITS**

AUTO 032x3 Diesel Engines 4

AUTO 033x3 Diesel Engines 4

AUTO 058x3 Automotive Electricity Laboratory 3

AUTO 059x3 Automotive Electrical & Electronic  
Laboratory 3

AUTO 060x3 Automotive Electricity 3

AUTO 061x3 Automotive Electrical & Electronic Systems 3

AUTO 075x4 Hydraulic and Automatic Transmissions:  
Chrysler 3-Speed and Overdrive 6

AUTO 076x4 Hydraulic and Automatic Transmissions:  
Ford C-5 and Overdrive Automatic Units 6

TECALC 950 Arithmetic 3

WELD 077x4 Continuous Wire Welding 1

**TOTAL UNITS 36**

*\*Effective through FA02 only*

**7. WHEEL ALIGNMENT AND BRAKES CERTIFICATE**

This program is designed to qualify students for entry-level employment as a wheel alignment and brake specialist.

**REQUIRED COURSES:**

**UNITS**

AUTO 050 Automotive Brakes 4

AUTO 051 Advanced Automotive Brakes 4

AUTO 052 Advanced Suspension and Steering 4

AUTO 053 Advanced Automotive Suspension and Steering 4

AUTO 059x3 Automotive Electrical & Electronic Laboratory 3

AUTO 061x3 Automotive Electrical & Electronic Systems 3

AUTO 084x4 General Automotive Technology 4

TECALC 950 Shop Calculations 3

**TOTAL UNITS 29**

*\*Effective SP03*

**COURSES OFFERED BY THE DEPARTMENT OF AUTOMOTIVE TECHNOLOGY:**

AUTO 032x3  
DIESEL ENGINES 4 UNITS

*PREREQUISITE: None.*

*LECTURE: 3 hours per week and*

*LABORATORY: 3 hours per week.*

Practical shop work in the repair, operation and maintenance of light duty automotive diesel engines, fuel and injection systems, pumps, nozzles, governors, general trouble-shooting and diagnostic testing. This course may be taken three times.

*Associate Degree Applicable*

AUTO 038x3  
BASIC AUTO BODY 9 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 4 hours per week and  
**LABORATORY:** 15 hours per week.

Theory and practical experience in auto collision damage repair and shop safety, with a focus on automotive construction, hand and power tools, laws and regulations, oxy-acetylene welding and brazing. This course may be taken three times.

*Associate Degree Applicable*

AUTO 039x3  
SECONDARY AUTO BODY 9 UNITS

**PREREQUISITE:** AUTO 038x3.  
**LECTURE:** 4 hours per week and  
**LABORATORY:** 15 hours per week.

Theory and practical experience in auto collision repair and shop safety, with a focus on MIG welding, (minor damage repair), painting equipment and refinishing materials, E.P.A. and S.C.A.Q.M.D. requirements. This course may be taken three times.

*Associate Degree Applicable*

AUTO 044x3  
AUTOMOTIVE BODY REPAIRING AND REFINISHING 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 4 hours per week.

Theory and practical experience in auto collision damage repair and shop safety, with a focus on automotive construction; hand and power tools; laws and regulations, surface preparation, masking, basic spray painting on complete vehicles, and detailing with an introduction to oxyacetylene welding and brazing. This course may be taken three times.

*Associate Degree Applicable*

AUTO 048x3  
INTERMEDIATE AUTO BODY 9 UNITS

**PREREQUISITE:** AUTO 039x3.  
**LECTURE:** 4 hours per week and  
**LABORATORY:** 15 hours per week.

Theory and practical experience in minor uni-body frame repair and small parts replacement and single stage refinishing. This course may be taken three times.

*Associate Degree Applicable*

AUTO 049  
SHOP MANAGEMENT AND ESTIMATING 4 UNITS

**PREREQUISITE:** AUTO 038x3 or equivalent experience.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 6 hours per week.

Theory and practical experience in shop management, estimating, inventory control and sales techniques.

*Associate Degree Applicable*

AUTO 050x3  
WHEEL ALIGNMENT AND BRAKES 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Theory and practical experience in the use of wheel alignment, wheel balancing, and brake reconditioning equipment, including procedures for adjusting and servicing of steering systems and brakes. This course may be used in preparation for the Automotive Service Excellence National Test (ASE). This course may be taken three times.

*Associate Degree Applicable*

AUTO 051x3  
ADVANCED WHEEL ALIGNMENT AND BRAKES 4 UNITS

**PREREQUISITE:** AUTO 050x3.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Advanced trouble diagnosis and repair on power steering gear boxes, rack and pinion systems, computer controlled steering systems, and anti-lock brakes. Including procedures for diagnosing and repairing these systems. This course may be used in preparation for the Automotive Service Excellence National Test (ASE). This course may be taken three times.

*Associate Degree Applicable*

AUTO 052x3  
BRAKES, SUSPENSION AND WHEEL ALIGNMENT 6 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 9 hours per week.

Theory and hands-on experience in the repair and maintenance of brakes, suspension, steering, and wheel alignment systems. Including brake system overview, front and rear suspension, wheel alignment, wheel and tire diagnosis, and miscellaneous service. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. This course may be taken three times.

*Associate Degree Applicable*

AUTO 053x3  
ADVANCED BRAKES, SUSPENSION AND WHEEL ALIGNMENT 6 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** AUTO 052x3.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 9 hours per week.

This course is designed for students and current technicians to advance and update their knowledge and skills in automotive brakes (standard and anti-lock) systems, suspension, and wheel alignment. Including but not limited to disc, drum, hydraulics, power boosters, conventional and computerized alignment. Suspension systems including long /short arm and McPherson strut. Steering and recirculating ball type. Emphasis on diagnosing trouble-shooting, repairing, replacing, and adjusting. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. This course may be taken three times.

*Associate Degree Applicable*

AUTO 055  
ADVANCED AUTO BODY 5 UNITS

**PREREQUISITE:** AUTO 039x3.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 12 hours per week.

Theory and practical experience in plastic welding, SMC (sheet molded compounds), fiberglass and lead applications, urethane bumper repair and refinishing, headlight adjustment, spot repairing/blending, polishing and detailing, pre-delivery servicing, fine-line masking and pinstriping.

*Associate Degree Applicable*

AUTO 056x3  
AUTOMOTIVE AIR CONDITIONING 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Development of the fundamentals of automotive air conditioning from basic air conditioning operation to automotive temperature control. To develop theory and experience in automotive air conditioning to component repair and current technical development. This course may be taken three times.

*Associate Degree Applicable*

AUTO 058x3  
AUTOMOTIVE ELECTRICITY LABORATORY 3 UNITS

**PREREQUISITE:** None.  
**COREQUISITE:** AUTO 060x3.  
**LABORATORY:** 9 hours per week.

Practical work in the operation and repair of batteries, starters, generators, alternators, and voltage regulators. Includes trouble diagnosis and the use of test equipment. This course may be taken three times.

*Associate Degree Applicable*

AUTO 059x3  
AUTOMOTIVE ELECTRICAL AND ELECTRONIC LABORATORY 3 UNITS

**PREREQUISITE:** None.  
**COREQUISITE:** AUTO 061x3.  
**LABORATORY:** 9 hours per week.

Practical work on automotive electrical systems, including meter usage, wiring diagrams, soldering, circuit repair, instrument panel and accessories diagnosis and repair, and body computer diagnosis and repair. This course may be taken three times.

*Associate Degree Applicable*

AUTO 060x3  
AUTOMOTIVE ELECTRICITY 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Principles of electricity, batteries, starters, generators, alternators, and voltage regulators. Fundamentals of procedures used in repair, testing, and trouble diagnosis. This course may be taken three times.

*Associate Degree Applicable*

AUTO 061x3  
AUTOMOTIVE ELECTRICAL AND ELECTRONIC SYSTEMS 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Principles of electricity, semiconductors and solid-state electronics, electrical test instruments, wiring diagrams, wiring repair methods, instrument panel and gauges, lighting systems, miscellaneous accessories, and computer operations. This course may be taken three times.

*Associate Degree Applicable*

AUTO 064  
AUTOMOTIVE ELECTRICAL SYSTEMS I 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Introduction to the automotive electrical system, including electron theory and an overview of electronic control units. Course includes practical, hands-on work with electrical meters as well as the operation, trouble diagnosis, and servicing of batteries and alternators.

*Associate Degree Applicable*

AUTO 065  
AUTOMOTIVE ELECTRICAL SYSTEMS II 4 UNITS

**PREREQUISITE:** AUTO 064.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Advanced study of the automotive electrical system including the operation, trouble diagnosis, and servicing of ignition systems, electronic carbureted fuel systems, fuel injection systems, and lighting circuits.

*Associate Degree Applicable*

AUTO 067x3  
AUTOMOTIVE SMOG CONTROLS 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

This class is an 80-hour Clean Air Car Course (CAC). It is designed to prepare students to take the Bureau of Automotive Repair Smog Check Licensing Exam. **ONE YEAR OF TRADE EXPERIENCE IN EMISSIONS/TUNE-UP OR EQUIVALENT FORMAL EDUCATION REQUIRED.** This course may be taken three times.

*Associate Degree Applicable*

AUTO 068x3  
AUTOMOTIVE CARBURETION, IGNITION AND TUNE-UP 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Theory and hands-on experience of ignition, carburetion, and emissions systems including basic computer operation and diagnostics. This course may be taken three times.

*Associate Degree Applicable*

AUTO 069x3  
AUTOMOTIVE CARBURETION AND IGNITION 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

The diagnosis and repair of carburetion and ignition systems of late-model engines. This course may be taken three times.

*Associate Degree Applicable*

AUTO 070x4  
AUTOMOTIVE IGNITION SYSTEMS LABORATORY 3 UNITS

**PREREQUISITE:** None.  
**COREQUISITE:** AUTO 072x4.  
**LABORATORY:** 9 hours per week.

Practical work in the operation and tune-up of automotive gasoline engines and ignition systems including use of diagnostic equipment. This course may be taken four times.

*Associate Degree Applicable*

AUTO 071x4  
AUTOMOTIVE FUEL SYSTEMS LABORATORY 3 UNITS

**PREREQUISITE:** None.  
**COREQUISITE:** AUTO 073x4.  
**LABORATORY:** 9 hours per week.

Practical work in the operation and tune-up of automotive gasoline engines. Includes carburetor repair, electronic fuel injection, use of associated test equipment, and introduction to emission control. This course may be taken four times.

*Associate Degree Applicable*

AUTO 072x4  
AUTOMOTIVE IGNITION SYSTEMS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Theory of basic engine operation and automotive ignition systems. Includes point-type, electronic, distributorless, and computer controlled ignition systems. Also includes principle of oscilloscope operation. This course may be taken four times.

*Associate Degree Applicable*

AUTO 073x4  
AUTOMOTIVE FUEL SYSTEMS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Theory of basic engine operation and automotive fuel systems. Includes fuel pumps, carburetors, electronic fuel injection, and computer controlled fuel injection. Also includes principles of four-gas infrared exhaust gas analyzers and basic emission control systems. This course may be taken four times.

*Associate Degree Applicable*

AUTO 075x4  
HYDRAULIC AND AUTOMATIC TRANSMISSIONS:  
CHRYSLER 3 SPEED AND OVERDRIVE 2-6 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1-3 hours per week and

**LABORATORY:** 3-9 hours per week.

Theory and practical work on various types of Chrysler automatic and torque conversion systems as applied to automotive transmissions and other power units. Includes both automotive and light truck transmissions. This course may be taken four times.

*Associate Degree Applicable*

AUTO 076x4  
HYDRAULIC AND AUTOMATIC TRANSMISSIONS:  
FORD C-5 AND OVERDRIVE AUTOMATIC UNITS 2-6 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1-3 hours per week and

**LABORATORY:** 3-9 hours per week.

Theory and practical work on various types of Ford automatic and torque conversion systems as applied to automotive transmissions and other power units. Includes both automotive and light truck transmissions. This course may be taken four times.

*Associate Degree Applicable*

AUTO 079x4  
HYDRAULIC AND AUTOMATIC UNITS:  
GM REAR WHEEL DRIVE 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Theory and practical shop work on GM rear wheel drive automatic transmissions. This course may be taken four times.

*Associate Degree Applicable*

AUTO 080x4  
HYDRAULIC AND AUTOMATIC UNITS:  
GM FRONT WHEEL DRIVE 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Theory and practical shop work on GM front wheel drive automatic transmissions. This course may be taken four times.

*Associate Degree Applicable*

AUTO 084x4  
GENERAL AUTOMOTIVE TECHNOLOGY 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

General theory, principles and service procedures relating to an introduction to automotive maintenance with emphasis on component identification, basic functions, minor maintenance and service. This course may be taken four times.

*Associate Degree Applicable*

AUTO 088  
AIR-COOLED AND SMALL ENGINES 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Practical experience in the repair and maintenance of small air-cooled and outboard engines, including engine overhaul, testing and troubleshooting. These courses may be taken three times each.

*Associate Degree Applicable*

AUTO 089x3  
AIR-COOLED AND SMALL ENGINES 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Practical experience in the repair and maintenance of small air-cooled and outboard engines, including engine overhaul, testing and troubleshooting. These courses may be taken three times each.

*Associate Degree Applicable*

AUTO 090x4  
ENGINES LABORATORY 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** AUTO 091.

**LABORATORY:** 9 hours per week.

The laboratory companion to AUTO 091 with focus on the repair and maintenance of compact, liquid and air-cooled outboard, import, and motorcycle engines, including engine overhaul, testing and troubleshooting. This course may be taken four times.

*Associate Degree Applicable*

AUTO 198  
AUTOMOTIVE-DIESEL TECHNOLOGY  
WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

AUTOIN 010  
BASIC CUSTOM AUTO INTERIORS 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Basic information and practical experience in design, creation and installation of complete custom and hot rod automotive interiors. Includes instruction in safe work practices, using trimmers, hand and power tools and common covering materials. Cut, sew and fit techniques are stressed.

*Associate Degree Applicable*

AUTOIN 011x3  
BASIC CUSTOM AUTO INTERIORS LABORATORY 1 UNIT

**PREREQUISITE:** AUTOIN 010.

**LABORATORY:** 3 hours per week.

Basic practical experience in design, creation and installation of complete custom and hot rod automotive interiors. Includes instruction in safe work practices, using trimmers, hand and power tools and common covering materials. Cut, sew and fit techniques are stressed.

*Associate Degree Applicable*

AUTOIN 012  
ADVANCED CUSTOM AUTO INTERIORS 4 UNITS

**PREREQUISITE:** AUTOIN 010.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Information and practical experience in design, creation and installation of complex custom and hot rod automotive interiors. Instruction builds on prior basic skills in safe work practices, pattern making, using trimmers, working with hand and power tools and applying common covering materials.

*Associate Degree Applicable*

AUTOIN 013x3  
ADVANCED CUSTOM AUTO INTERIORS LABORATORY 1 UNIT

**PREREQUISITE:** AUTOIN 012.

**LABORATORY:** 3 hours per week.

Practical experience in design, creation and installation of complex custom and hot rod automotive interiors. Instruction builds on prior basic skills in safe work practices, pattern making, using trimmers, working with hand and power tools and applying common covering materials. Cut, sew and fit techniques on elaborate designs are stressed.

*Associate Degree Applicable*

AUTORS 010  
BASIC VEHICLE RESTORATION 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Theory and practical experience in restoring a vehicle to appropriate and safe running conditions which includes instruction in safe work practices, disassembly, cleaning, refinishing of vehicle parts. Design and construction of frame and chassis components will be covered. Body repair and welding will also be included.

*Associate Degree Applicable*

AUTORS 011x3  
BASIC VEHICLE RESTORATION LABORATORY 1 UNIT

**PREREQUISITE:** AUTORS 010.

**LABORATORY:** 3 hours per week.

Practical experience in restoring a vehicle to appropriate and safe running condition. Includes instruction in safe work practices, disassembly, cleaning, refinishing of vehicle parts. Design and construction of frame and chassis components will be covered.

*Associate Degree Applicable*

AUTOST 010  
BEGINNING STREET ROD CONSTRUCTION 4 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** AUTO 084x4 or AUTORS 010.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Theory and practical experience in building a street rod vehicle, includes instruction in safe work practices, design and construction of frame and chassis systems and components. Body repair, paint preparation, refinishing and welding are also included.

*Associate Degree Applicable*

AUTOST 011x3  
STREET ROD CONSTRUCTION LABORATORY 1 UNIT

**PREREQUISITE:** AUTOST 010.

**LABORATORY:** 3 hours per week.

Practical experience in building a street rod vehicle. Includes instruction in safe work practices, design and construction of frame and chassis systems and components. Body repair, paint, preparation, refinishing and welding are also included.

*Associate Degree Applicable*

## AVIATION

See courses within the AERONAUTICS DEPARTMENT

## BIOLOGY

DIVISION:	Science and Math
DIVISION DEAN:	W. William Hughes, Ph.D.
DEPARTMENT HEAD:	David Bastedo, M.S. Life Science 207 (909) 384-8564
OTHER FACULTY:	Carol Cook, M.S. Glenn Drewes, M.A. Darlene Gamboa, Ph.D. Cin Greyraven, M.S. Mark Ikeda, M.S. Ken Michaelis, M.A. John Olson, M.S.
DIVISION SECRETARY:	Rose Garcia
DIVISION OFFICE:	Chemistry 121 (909) 384-8645
LIAISON COUNSELOR:	Diana Rodriguez, M.A. (909) 384-8950 (909) 384-8234

The courses offered in the Biology Department are designed to meet the demands of science and non-science majors. For non-majors, the department's goal is to educate students so they can make informed choices about key environmental and personal issues. Public awakening to environmental issues emphasizes the increasing need to appreciate various life forms, their interactions with each other, and the human impact on our finite resources. This public is increasingly asked to make decisions on issues concerning the environment and to make choices about personal habits in their daily lives that effect the earth and future generations.

For majors, the courses provide a strong background in the biological sciences for students transferring to four-year institutions who are interested in careers such as teaching, biological research, or the health sciences. Students planning to transfer to a four-year institution and major in biology or a related field should consult with a counselor regarding the transfer process and lower division requirements.

## ASSOCIATE OF SCIENCE DEGREE

An Associate of Science degree with a specialization in the Biological Sciences can be earned by completing the following required courses in addition to fulfilling the breadth requirements for the associate degree (minimum 60 semester units).

REQUIRED COURSES:	UNITS
BIOL 201 Cell and Molecular Biology	4
CHEM 212 Organic Chemistry	4
Twelve units from the list of RECOMMENDED COURSES	12
<b>TOTAL UNITS</b>	<b>20</b>

RECOMMENDED COURSES:	UNITS
BIOL 104 Human Ecology	3
BIOL 202 Organismal Biology and Ecology	4
BIOL 240 General Botany	4
BIOL 250 Human Anatomy and Physiology I	4
BIOL 251 Human Anatomy and Physiology II	4
BIOL 260 Human Anatomy	4
BIOL 261 Human Physiology	4
BIOL 270 General Microbiology	5

## COURSES OFFERED BY THE DEPARTMENT OF BIOLOGY:

BIOL 050  
ANATOMY AND PHYSIOLOGY 4 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 4 hours per week.

Introduction to the elementary principles of human anatomy and physiology. The course is specifically designed for non-majors and students entering the Psychiatric Technology Certificate Program.

*Associate Degree Applicable*

BIOL 100  
GENERAL BIOLOGY 4 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Introductory course for non-majors emphasizing basic biological concepts and scientific processes. Topics include origins and comparative characteristics of living organisms, reproduction, metabolism, evolution, and ecological interactions.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

BIOL 102  
HUMAN BIOLOGY 4 UNITS

**PREREQUISITE:** None

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

An introduction to biological principles for students interested in allied health careers, emphasizing science as a process and the molecular and cellular basis for the functions of the human body. Topics include the structure and function of important biological molecules, cell anatomy and physiology, human tissue types, cellular energy pathways, genome replication and expression, and reproductive and developmental processes.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

BIOL 104  
HUMAN ECOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Discussion of the ecological consequences of human resource use and population growth. Emphasis is on the earth's life support systems and current environmental problems threatening human health and species survival.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

BIOL 108  
EVOLUTION: MOLECULES TO MAMMALS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An investigation of the origins and development of life on earth including major lines of evidence for evolution (biogeography, paleontology, and comparative anatomy and physiology); sources of genetic variation; and mechanisms of natural selection and adaptation.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

BIOL 123  
ECOLOGY AND ENVIRONMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Survey of the basic concepts of ecology including energy flow in ecosystems, predation, symbiosis, population biology, local biological communities, the human population explosion, and environmental topics including air and water pollution, nuclear reactors, pesticides, and solid waste. Legal, political, and economic solutions to problems are considered.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

BIOL 140  
BIOLOGY OF SEXUALLY TRANSMITTED DISEASES 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

The pathogenesis, biology, treatment and diagnosis of prominent sexually transmitted diseases including the impact of current biotechnology in vaccine development, experimental treatments, and improved diagnostics and screening. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 30 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**BIOL 201**  
**CELL AND MOLECULAR BIOLOGY** 4 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week and*

**LABORATORY:** *3 hours per week.*

A one-semester introduction to cellular and molecular aspects of biology. Experimental design concepts and application are included in the laboratory section. This course is designed primarily for the pre-professional and biology major as well as for other students interested in an in-depth study of biology.

*Associate Degree Applicable*

*Course credit transfers to CSU, and UC.*

*CAN (California Articulation Number): BIOL2*

**BIOL 202**  
**ORGANISMAL BIOLOGY AND ECOLOGY** 4 UNITS

**PREREQUISITE:** *BIOL 100 or BIOL 201.*

**LECTURE:** *3 hours per week and*

**LABORATORY:** *3 hours per week.*

A one-semester introduction to the ecological and organismal aspects of biology. This course is designed primarily for the pre-professional and biology major as well as for other students interested in an in-depth study of biology. This course requires participation in and completion of a field project.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**BIOL 203**  
**BIOLOGY OF ANIMALS: INVERTEBRATES** 4 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week and*

**LABORATORY:** *3 hours per week.*

Survey of the structure, function and phylogeny of the invertebrates, followed by a brief introduction to the vertebrate classes.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**BIOL 220**  
**LABORATORY PREPARATION IN BIOLOGY** 1 UNIT

**PREREQUISITE:** *BIOL 100 or BIOL 201.*

**LABORATORY:** *3 hours per week.*

Practical laboratory techniques designed to acquaint students with methods of collection and preparation of common materials used in the biology laboratory. Students are required to devote three hours per week to the laboratory throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**BIOL 221**  
**LABORATORY PREPARATION IN BIOLOGY** 2 UNITS

**PREREQUISITE:** *BIOL 100 or BIOL 201.*

**LABORATORY:** *6 hours per week.*

Practical laboratory techniques designed to acquaint students with methods of collection and preparation of common materials used in the biology laboratory. Students are required to devote six hours per week to the laboratory throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**BIOL 222**  
**INDEPENDENT STUDY IN BIOLOGY** 1-3 UNITS

**PREREQUISITE:** *None.*

**INDEPENDENT STUDY:** *3-9 hours per week.*

Assigned problems involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of biology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

**BIOL 240**  
**GENERAL BOTANY** 4 UNITS

**PREREQUISITE:** *BIOL 100 or BIOL 201.*

**LECTURE:** *3 hours per week and*

**LABORATORY:** *3 hours per week.*

A survey of plant biology with an emphasis on the structure, function and development of vascular plants, plant classifications, evolution, and general ecology.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): BIOL6*

**BIOL 250**  
**HUMAN ANATOMY AND PHYSIOLOGY I** 4 UNITS

**PREREQUISITE:** *None.*

**DEPARTMENTAL ADVISORY:** *A high-school course in chemistry.*

**LECTURE:** *3 hours per week and*

**LABORATORY:** *3 hours per week.*

BIOL 250 is the first semester of a two-semester presentation of anatomy and physiology. Introductory topics include cytology, histology, and basic and organic chemistry. Includes the structure, function, and homeostatic interrelationships of the following organ systems: integumentary, skeletal, cardio-vascular, lymphatic, immune, and respiratory.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**BIOL 251**  
**HUMAN ANATOMY AND PHYSIOLOGY II** 4 UNITS

**PREREQUISITE:** *BIOL 250.*

**LECTURE:** *3 hours per week and*

**LABORATORY:** *3 hours per week.*

BIOL 251 is the second semester of a two-semester presentation of anatomy and physiology. Topics include the urinary system, nerve and muscle physiology, muscular system, nervous system, endocrine regulation, digestion, metabolism and reproduction. Emphasis is on body homeostasis, human musculature, and gross anatomy, using the cat as a dissection model.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

BIOL 255  
INDEPENDENT STUDY IN ANATOMY AND PHYSIOLOGY  
1-3 UNITS

**PREREQUISITE:** BIOL 250 or BIOL 260.

**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned projects involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of anatomy and physiology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BIOL 256  
LABORATORY PREPARATION IN ANATOMY AND  
PHYSIOLOGY 2 UNITS

**PREREQUISITE:** BIOL 250 or BIOL 260.

**LABORATORY:** 6 hours per week.

Practical laboratory techniques designed to acquaint students with the methods of preserving and preparing anatomic materials used in the anatomy laboratory. Students are required to devote six hours per week to the laboratory throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BIOL 260  
HUMAN ANATOMY 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

This is a comprehensive laboratory course in human anatomy. It is organized to explore the body regionally and systemically. It is primarily oriented toward gross anatomy with extensive dissection of the cat. Histological and cellular anatomy are included as they apply to various structures.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

BIOL 261  
HUMAN PHYSIOLOGY 4 UNITS

**PREREQUISITES:** BIOL 260 and CHEM 101.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Introductory study of the vital processes and functions of the human body. Emphasis is on control mechanisms, maintenance of homeostasis and selected examples of pathophysiology of the major organ systems. Includes a laboratory which involves observations, physiological recordings, and analysis of body functions.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

BIOL 270  
MICROBIOLOGY 5 UNITS  
**PREREQUISITES:** BIOL 250 or BIOL 261 or BIOL 201 or BIOL 102; and CHEM 101.

**DEPARTMENTAL ADVISORY:** Reading skills at the 12th grade level and ENGL 101 entry-level writing skills.

**LECTURE:** 3 hours per week and

**LABORATORY:** 6 hours per week.

A formal introduction to the fundamental principles of microbiology. Attention is given to the morphology, control, metabolism and genetics of microorganisms. Emphasis is placed on the pathogenesis immunity to infectious diseases.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): BIOL14*

BIOL 275  
INDEPENDENT STUDY IN MICROBIOLOGY 1-3 UNITS

**PREREQUISITE:** BIOL 270.

**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned problems involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of microbiology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BIOL 276  
LABORATORY PREPARATION IN MICROBIOLOGY 2 UNITS  
**PREREQUISITE:** BIOL 270.

**LABORATORY:** 6 hours per week.

Practical laboratory techniques designed to acquaint students with the methods of preserving and preparing materials used in the microbiology laboratory. Students are required to devote six hours per week to the laboratory throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## BOTANY

See courses within the Department of BIOLOGY

## BUILDING INSPECTION TECHNOLOGY

See the Department of INSPECTION TECHNOLOGY



## BUSINESS ADMINISTRATION

DIVISION:	Business and Information Technology
DIVISION DEAN:	Margaret Ortiz, M.A.
DEPARTMENT HEAD:	Vernon Stauble, Ph.D. Business 200C (909) 384-8915
OTHER FACULTY:	Daniel T. Angelo, M.H.R.O.D. Donald Schall, J.D. Chris Williams
DIVISION SECRETARY:	Chris Williams
DIVISION OFFICE:	Business 101 (909) 384-8908
LIAISON COUNSELOR:	Wilma Cochrane, M.A. (909) 384-8986

The Business Administration Department offers courses in the fundamentals of business organization and management as well as in marketing and business law.

For non-business majors, these courses offer a general view of the world of business and finance. For business majors, these courses provide a solid foundation in preparation for transfer to a four-year institution. Students planning to transfer to a four-year institution and major in business administration or a related field should consult with a counselor regarding the transfer process and lower division requirements.

### BUSINESS ADMINISTRATION ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES:	UNITS
ACCT 200 Principles of Accounting I	4
ACCT 201 Principles of Accounting II	4
BUSAD 103 Marketing Principles	3
BUSAD 210 Business Law	3
ECON 200 Principles of Economics (Macro)	3
ECON 201 Principles of Economics (Micro)	3
MIS 101 Introduction to Management Information Systems	3
<b>TOTAL UNITS</b>	<b>23</b>

### BUSINESS ADMINISTRATION 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.

REQUIRED COURSES:	UNITS
BUSAD 100 Introduction to Business	3
BUSAD 103 Marketing Principles	3
BUSCAL 050 Quantitative Methods in Business	3
MIS 101 Introduction to Management Information Systems	3
ACCT 100 Introduction to Accounting I	4
or	
BUSAD 108 Personal Finance	(3)
or	
ECON 100 Introduction to Economics	(3)
OIS 144 Business English	3
or	
ENGLISH 015 Preparation for College Writing	(4)
or	
ENGLISH 101 Freshman Composition	(4)
SPEECH 100 Elements of Public Speaking	3
ELECTIVES - choose from the list of RECOMMENDED COURSES	6
<b>TOTAL UNITS</b>	<b>28</b>

RECOMMENDED COURSES:	UNITS
BUSAD 105 Small Business Management	3
BUSAD 106 Principles of Selling	3
BUSAD 110 Human Resources Management	3
BUSAD 121 International Business	3
BUSAD 153 Introduction to Supervision	3
BUSAD 198 Business Administration Work Experience	3
BUSAD 200 Business Management	3
BUSAD 203 Marketing Management	3

### RETAIL MANAGEMENT CERTIFICATE

The Retail Management Program is designed to give students a foundation for a career in the retail management field. Some of the activities involved in retailing are selection and buying of merchandise, marketing, product displays, selling, inventory control, customer relations, and pricing. The student usually enters the retailing field as a clerk or cashier and advances to assistant manager, manager, and upper management.

**There is no required sequence of courses, but it is recommended that students structure their schedule to move through three general levels of training and experiences.** In the foundational courses the students gain exposure to foundational courses in writing, speaking, math applications, and computer literacy. The second component of course offering covers specific business and management content. Lastly, the advanced topics include the retail specific courses and human relations topics.

<u>Foundational Courses</u>	UNITS
BUSAD 207 Business Communication	3
BUSCAL 050 Quantitative Methods in Business	3
MIS 101 Introduction to Management Information Systems	3
<b>Choose one of the following</b>	
SPEECH 100 Elements of Public Speaking	3
SPEECH 111 Interpersonal Communication	(3)
SPEECH 140 Small Group Discussion	(3)
<b>Intermediate Courses</b>	
<b>Choose one of the following</b>	
ACCT 010 Bookkeeping	3
ACCT 100 Introduction to Accounting I	(4)
ACCT 200 Principles of Accounting	(4)
BUSAD 103 Marketing Principles	3
BUSAD 200 Business Management	3

<u>Advanced Courses</u>	UNITS
BUSAD 110 Human Resource Management	3
BUSAD 112 Principles of Retailing	3
BUSAD 151 Human Relations	3
<b>TOTAL UNITS</b>	<b>30-31</b>

*\*Pending approval from the California Community College Chancellor's Office*

COURSES OFFERED BY THE  
DEPARTMENT OF BUSINESS ADMINISTRATION:

BUSAD 080-099  
SPECIAL SEMINARS IN BUSINESS .25-3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 4 hours per semester per .25 unit.

Seminars on selected topics in the field of business developed to address current issues. Seminars vary from .25 to 3.0 units and will be offered as requests are made in the business community.

*Associate Degree Applicable*

BUSAD 100  
INTRODUCTION TO BUSINESS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

For business majors and non-business majors who desire some knowledge of the fundamentals of business. Includes the basic vocabulary of business terms and a review of the structure, organization, and operating procedures of business enterprises.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

BUSAD 103  
MARKETING PRINCIPLES 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Principles and methods of marketing as practiced by all successfully managed business firms. Course is management-oriented, covering demand analysis, forecasting, product development, price determination, distribution channels, material handling, advertising and personal selling.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 105  
SMALL BUSINESS MANAGEMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

For business majors and non-business majors who desire a greater knowledge of the fundamentals specifically related to the opening and operating of a small business firm. Designed to provide a working knowledge of the pitfalls associated with small business operations and how to recognize and solve these problems before they happen.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 106  
PRINCIPLES OF SELLING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Problems of analyzing the sales talk, making an adequate approach, meeting objections and excuses and techniques of closing the sale, and the psychology involved in selling services, goods, ideas, and one's own personality.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 108  
PERSONAL FINANCE 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Preparation for managing personal finances including budgeting, borrowing, insurance, investments and home ownership. This course is also offered as FCS 108.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 109  
ADVERTISING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Principles, purposes and practices of advertising, analysis of the channels of trade, the importance of the correct appeal, style, trademarks, headlines, typography, color, layout, ethics and other problems involved in effective advertising. No artistic abilities required.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 110  
HUMAN RESOURCE MANAGEMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of objectives, functions and practices in the management of employee relations, and the impact of employee relations on the effective achievement of the organization's goals.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 112  
PRINCIPLES OF RETAILING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The role of retailing in serving the needs of the community with analysis of consumer needs, store locations, financial requirements and legal processes of starting a retail operation. Planning for store layout, merchandise mix, vendor negotiation, pricing, displaying, advertising, selling and controlling of merchandise.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 115  
OFFICE MANAGEMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of office organization, functions, and management styles including methods used to select and train office personnel; office layout and work flow; selection and care of equipment and supplies; and methods designed to streamline office systems and procedures, such as automation and data processing.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 117  
PUBLIC RELATIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of the public relations field including the need for public relations in both profit and non-profit organizations. Includes the analysis of public opinion and methods of improving public relations with employees, shareholders, dealers, suppliers, consumers, community and government.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 121  
INTERNATIONAL BUSINESS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** BUSAD 100.

**LECTURE:** 3 hours per week.

An analysis of international trade and economic development in modern times, with an examination of business practices and emerging trends in overseas markets. Case studies illustrate methods and strategies for international operations.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 151  
HUMAN RELATIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A theoretical and practical approach to the impact of human dynamics in the workplace including business applications of sociological scripting and values clarification; the application of management principles to both formal and informal networks within an organization; and the employer/employee needs and motivation in work and organizational relationships.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 153  
INTRODUCTION TO SUPERVISION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This survey course introduces the major responsibilities of supervisory personnel with an emphasis on the importance of understanding employees' needs and motivations.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 154  
LABOR MANAGEMENT RELATIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to labor-management relations including the history of the labor movement, union contracts and current labor issues. Emphasis on the importance of viewing each issue from both the labor and management perspectives.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 198  
BUSINESS ADMINISTRATION WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment designed to enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 200  
BUSINESS MANAGEMENT 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** BUSAD 100.

**LECTURE:** 3 hours per week.

Designed for business majors, this course examines the primary dimensions of the management process including planning, organizing, decision-making and controlling organizational activity.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 203  
MARKETING MANAGEMENT 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** BUSAD 103.

**LECTURE:** 3 hours per week.

A review of various marketing management practices including analysis of alternative principles and methods of effective marketing management and the development of decision-making with management simulation exercises.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 205  
BUSINESS AND SOCIETY 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** BUSAD 100.

**LECTURE:** 3 hours per week.

A review of the relationship between the American business system and society including historical milestones, the impact of current social forces on business, and the moral and ethical responsibilities of business.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

BUSAD 207  
BUSINESS COMMUNICATION 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** OIS 144.

**LECTURE:** 3 hours per week.

Studies the principles and role of business communication and the need for communication skills in a global marketplace. Emphasizes written communications such as standard and persuasive business letters, memorandums, and informational as well as analytical reports. Studies effective proposals, resumes, and other employment-related documents. Develops planning, organizing, and outlining skills, as well as editing proficiency. Evaluates grammar skills and improves writing style.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 210  
BUSINESS LAW I 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the development of common law and the functioning of the Judicial Branch. Exploration of the principles of law as applicable to contracts in general and to contracts for the sale of goods under the Uniform Commercial Code.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

BUSAD 211  
BUSINESS LAW II 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** BUSAD 210.

**LECTURE:** 3 hours per week.

An introduction to the formation, operation and dissolution of corporations and partnerships including the impact of government regulations and consumer protection law on business; agency employment law; the rules for the use of commercial paper; and how to form secured transactions.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

BUSAD 222  
SPECIAL PROBLEMS IN BUSINESS I 1 UNIT

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of business on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSAD 223  
SPECIAL PROBLEMS IN BUSINESS II 2 UNITS

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of business on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## BUSINESS CALCULATIONS

DIVISION:	Business and Information Technology
DIVISION DEAN:	Margaret Ortiz, M.A.
DEPARTMENT HEAD:	Nickolas Zoumbos, M.S. Business 100D (909) 384-8912
DIVISION SECRETARY:	Chris Williams
DIVISION OFFICE:	Business 101 (909) 384-8908
LIAISON COUNSELOR:	Wilma Cochrane, M.A. (909) 384-8986

Courses in Business Calculations are designed to present the fundamentals of mathematics within the context of the field of business. These courses are an important complement to courses in accounting, economics and business.

### COURSES OFFERED BY THE DEPARTMENT OF BUSINESS CALCULATIONS:

BUSCAL 050  
QUANTITATIVE METHODS IN BUSINESS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** MATH 952.

**LECTURE:** 3 hours per week.

This introductory course includes business applications of fractions, decimals, and percents; the use of pocket calculator to solve business applications, such as markups, payroll, discounts, simple interest, compound interest, consumer loans; and an introduction to solving one-variable linear equations.

*Associate Degree Applicable*

BUSCAL 091  
BEGINNING ALGEBRA FOR BUSINESS 4 UNITS

**PREREQUISITE:** MATH 952 or BUSCAL 050.

**LECTURE:** 4 hours per week.

Review of operations on integers and properties of real numbers including solving linear equations and inequalities; ratio, proportion and percent, and the applications of these operations; exponents and polynomials; factoring; an introduction to quadratic equations; rational expressions; graphing linear equations; and applications in business such as markdowns, simple and compound interest, break-even analysis, and supply and demand.

*Associate Degree Applicable*

BUSCAL 200  
ALGEBRA AND FINITE METHODS IN BUSINESS 3 UNITS

**PREREQUISITE:** MATH 095.

**LECTURE:** 3 hours per week.

A course in college algebra including the study of sets and set operations, integral and rational exponents, radicals, quadratic equations, linear equations and systems of equations, linear inequalities and systems of inequalities, logarithms, sequences and series, functions. Applications of these in business including simple and compound interest, supply and demand, market equilibrium, and break-even analysis, and optimization and maximization.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

BUSCAL 208  
BUSINESS AND ECONOMICS STATISTICS 4 UNITS

**PREREQUISITE:** MATH 095.

**LECTURE:** 4 hours per week.

A review of statistical methods commonly used in business and economics including measures of central tendency; measures of dispersion and skewness; probability concepts and distributions; statistical inferences; parametric and non-parametric hypothesis testing; index numbers time series analysis, simple regression, and correlation analysis. This course is also offered as ECON 208.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

## CHEMISTRY

DIVISION:	Science and Math
DIVISION DEAN:	W. William Hughes, Ph.D.
DEPARTMENT HEAD:	Susan Bangasser, Ph.D.; Chemistry 118 (909) 384-8650
OTHER FACULTY:	Judy Okamura, Ph.D. Dennis Scott, M.S. John Stanskas, Ph.D.
DIVISION SECRETARY:	Rose Garcia
DIVISION OFFICE:	Chemistry 121 (909) 384-8645
LIAISON COUNSELOR:	Diana Rodriguez, M.A. (909) 384-8950 (909) 384-8234

The Chemistry program is designed to meet the diverse needs of students served by the community college: (a) students majoring in chemistry or related sciences, (b) students majoring in one of the health sciences, and (c) students fulfilling the general education science requirement.

Courses in the Chemistry Department are taught with a strong emphasis on the laboratory. In the advanced classes, students receive hands-on experience with a wide variety of instruments. Students planning to transfer to a four-year institution and major in chemistry should consult with a counselor regarding the transfer process and lower division requirements.

## CHEMISTRY ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
CHEM 150 General Chemistry I	5
CHEM 151 General Chemistry II	5
CHEM 212 Organic Chemistry I	4
CHEM 213 Organic Chemistry II	4
<b>TOTAL UNITS</b>	<b>22</b>

RECOMMENDED COURSES:	UNITS
MATH 090 Elementary Algebra	4
MATH 102 Introduction to College Algebra	4
MATH 103 Plane Trigonometry	4
MATH 151 Precalculus	4
MATH 250 Single Variable Calculus I	4
PHYSIC 150A Physics for the Life Sciences I	5
PHYSIC 150B Physics for the Life Sciences II	5

## COURSES OFFERED BY THE DEPARTMENT OF CHEMISTRY:

CHEM 085  
ALGEBRA REVIEW WORKSHOP FOR CHEMISTRY .5 UNIT

**PREREQUISITE: MATH 090.**

**COREQUISITE: CHEM 101.**

**LECTURE: .50 hour per week.**

An algebra review workshop for students in CHEM 101 with an emphasis on how to use mathematics and algebra to solve chemistry problems. Graded on Credit/No Credit basis only.

*Associate Degree Applicable*

CHEM 101  
INTRODUCTORY CHEMISTRY 4 UNITS

**PREREQUISITE: MATH 090.**

**LECTURE: 3 hours per week and**

**LABORATORY: 3 hours per week.**

A study of the physical and chemical properties of common elements and compounds, the metric system, measurement, atomic structure, the periodic table, chemical equations, gasses, solutions, ionization, and an introduction to organic and biochemistry.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

*CAN (California Articulation Number): CHEM6*

CHEM 104  
INTRODUCTION TO ORGANIC CHEMISTRY AND  
BIOCHEMISTRY 4 UNITS

**PREREQUISITE: CHEM 101.**

**LECTURE: 3 hours per week and**

**LABORATORY: 3 hours per week.**

An introduction to the structure, bonding and typical chemical properties of the different classes of organic compounds and biomolecules.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

CHEM 110  
CONSUMER AND ENVIRONMENTAL CHEMISTRY 3 UNITS

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A study of the role of chemistry in society that fulfills a general education requirement. These topics are included: physical and chemical properties of common elements and compounds, gases, reactions, atomic structure, simple organic and biochemical compounds, causes and possible solutions for chemical pollution, household and medical uses of chemicals.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

CHEM 150  
GENERAL CHEMISTRY I 5 UNITS

**PREREQUISITES: CHEM 101 and MATH 102.**

**LECTURE: 3 hours per week and**

**LABORATORY: 6 hours per week.**

An introduction to college-level chemistry with an emphasis on the mole concept, thermochemistry, atomic and molecular structure, interactions, periodic chart, organic chemistry, solids, liquids and gases.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): CHEM 2*

CHEM 151  
GENERAL CHEMISTRY II 5 UNITS

**PREREQUISITE: CHEM 150.**

**LECTURE: 3 hours per week and**

**LABORATORY: 6 hours per week.**

The second half of a two-part sequence in chemistry with an emphasis on thermodynamics, equilibrium calculations, kinetics, and electrochemistry.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): CHEM 4*

CHEM 212  
ORGANIC CHEMISTRY I 4 UNITS

**PREREQUISITE: CHEM 150.**

**LECTURE: 3 hours per week and**

**LABORATORY: 3 hours per week.**

First semester of organic chemistry. Carbon compounds including aliphatic, aromatic, and heterocyclic series, and modern theoretical concepts are studied. Students identify properties, synthesis, and reactions of functional groups. Mechanisms are examined in detail. Laboratory includes preparation, identification, and study of the properties of organic compounds.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

CHEM 213  
ORGANIC CHEMISTRY II 4 UNITS

**PREREQUISITE:** CHEM 212.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Second semester of organic chemistry, continuing the study of carbon compounds including aliphatic, aromatic and heterocyclic series, and modern theoretical concepts. Includes modern instrumentation, mechanisms, synthesis and functional groups. Laboratory includes preparation, study of the properties, and extensive identification of organic compounds.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

CHEM 216  
ADVANCED ORGANIC CHEMISTRY LABORATORY 1 UNIT

**PREREQUISITE:** CHEM 212.

**PREREQUISITE/COREQUISITE:** CHEM 213.

**LABORATORY:** 3 hours per week.

A laboratory companion to CHEM 213 with hands-on experience in multistep organic synthesis, organic molecular structures, and reactions involving natural products.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

CHEM 222  
SPECIAL PROBLEMS IN CHEMISTRY I 1 UNIT

**PREREQUISITE:** CHEM 150.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and/or laboratory work for selected students who are interested in furthering their knowledge of chemistry on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

CHEM 223  
SPECIAL PROBLEMS IN CHEMISTRY II 2 UNITS

**PREREQUISITE:** CHEM 150.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and/or laboratory work for selected students who are interested in furthering their knowledge of chemistry on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

## CHILD DEVELOPMENT

DIVISION:	Science and Math
DIVISION DEAN:	W. William Hughes, Ph.D.
DEPARTMENT HEAD:	Juliann Martin, M.A. North Hall 244 (909) 384-4457
OTHER FACULTY:	Kathryn Adams, M.S. Helen Anderson-Cruz, Ed.D. Jing Babb, M.Ed. Denise Knight, B.A. Susan Shimoff, M.A.
DIVISION SECRETARY:	Rose Garcia
DIVISION OFFICE:	Chemistry 121 (909) 384-8645
LIAISON COUNSELOR:	Laura Gomez-Guillen, M.A. (909) 384-8979

The Child Development Department has both an academic and vocational orientation. The academic program leads students along a path toward an Associate of Arts degree that articulates with higher education and transfers into continued study suitable for a baccalaureate degree. Students planning to transfer to a four-year institution and major in child development or a related field should consult with a counselor regarding the transfer process and lower division requirements.

The vocational program, which interfaces with the academic program, prepares students for immediate employment. Certificates offered by the Child Development Department prepare students for work with specific age groups: Infant, Preschool, and School Age. The Family Child Care Provider Certificate, provides a curriculum to prepare students to establish quality family child care centers in their homes.

CHILD DEVELOPMENT  
ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Child Development, students must complete the following required courses (25 units) plus the general breadth requirements for the Associate Degree. (Total = 60 units)

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3
CD 112 Principles and Practices of Early Childhood Education	3
CD 126 Child, Family and the Community	3

Four classes from the following course list:	12
CD 101 Parent Child Interaction	(3)
CD 130 Creative Music and Movement for Children	(3)
CD 133 Creative Science and Math Activities for Children	(3)
CD 134 Language, Listening and Literature for Children	(3)
CD 136 Creative Art Activities for Children	(3)
CD 137 Play and Materials for Children	(3)
CD 138 Cultural Diversity - Anti-Bias Curriculum	(3)
CD 140 Spanish for Child Development	(3)
CD 231 Health and Safety Practices for Children	(3)
CD 232 Nutrition for Young Children	(3)

<b>LABORATORY OR WORK EXPERIENCE with Young Children</b>	<b>4</b>
CD 198 Child Development Work Experience	(4)
Or	
CD 205x2 Child Growth and Development Laboratory	(4)
<b>TOTAL UNITS:</b>	<b>25</b>

## CHILD DEVELOPMENT CERTIFICATES

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.

## 1. ASSOCIATE TEACHER CERTIFICATE

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
CD 105 Child Growth and Development	3
CD 126 Child, Family and the Community	3
<b>Two classes from the following course list:</b>	<b>6</b>
CD 130 Creative Music and Movement for Children	(3)
CD 134 Language, Listening and Literature for Children	(3)
CD 136 Creative Art Activities for Children	(3)
CD 137 Play and Materials for Children	(3)

<b>LABORATORY OR WORK EXPERIENCE with Young Children</b>	<b>4</b>
CD 198 Child Development Work Experience	(4)
Or	
CD 205x2 Child Growth and Development Laboratory	(4)
<b>TOTAL UNITS</b>	<b>16</b>

<b>RECOMMENDED COURSE:</b>	
CD 116x4 Pediatric CPR, First Aid and Safety	(2)

## 2. TEACHER CERTIFICATE

<b>REQUIRED COURSES:</b>	
CD 105 Child Growth and Development	3
CD 112 Principles and Practices of Early Childhood Education	3
CD 126 Child, Family and the Community	3

<b>Three classes from the following course list:</b>	<b>9</b>
CD 130 Creative Music and Movement for Children	(3)
CD 134 Language, Listening and Literature for Children	(3)
CD 136 Creative Art Activities for Children	(3)
CD 137 Play and Materials for Children	(3)

<b>Two classes from the following course list:</b>	<b>6</b>
CD 101 Parent Child Interaction	(3)
CD 133 Creative Science and Math Activities for Children	(3)
CD 138 Cultural Diversity / Anti-Bias Curriculum	(3)
CD 140 Spanish for Child Development	(3)
CD 231 Health and Safety Practices for Children	(3)
CD 232 Nutrition for Young Children	(3)

<b>LABORATORY OR WORK EXPERIENCE with Young Children</b>	<b>4-8</b>
CD 198 Child Development Work Experience	(4-8)
Or	
CD 205x2 Child Growth and Development Laboratory	(4-8)

<b>GENERAL EDUCATION COURSES (Recommended):</b>	<b>16</b>
Math or Natural Science course:	(3-4)
Social or Behavioral Sciences (SOC 130)	(3)
Communication and Learning Skills (ENGL 015 or 101)	(4)
Humanities (ART 103 or MUS 121 or 122)	(3)
Electives:	(2-3)
<b>TOTAL UNITS</b>	<b>43-49</b>

## 3. MASTER TEACHER CERTIFICATE

Students must complete the following Child Development courses and General Education courses. Choose one Child Development Specialization, if either course in the specialization has already been successfully completed you must select another Child Development course to take in its place.

<b>REQUIRED CHILD DEVELOPMENT COURSES:</b>	<b>UNITS</b>
CD 105 Child Growth and Development	3
CD 112 Principles and Practices of Early Childhood Education	3
CD 126 Child, Family and the Community	3
CD 270 The Mentor Teacher / Adult Supervision	3

<b>Child Development Specialization:</b>	<b>6</b>
CD 130 Creative Music and Movement for Children	(3)
CD 136 Creative Art Activities for Children	(3)
Or	
CD 134 Language, Listening and Literature for Children	(3)
ENGL 155/055 Children's Literature	(3)
OR	
CD 138 Cultural Diversity / Anti-Bias Curriculum	(3)
CD 140 Spanish for Child Development	(3)
Or	
CD 160 Understanding School-Age Children	(3)
CD 161 Activities for School-Age Children	(3)
Or	
CD 185 Infant / Toddler Growth and Development	(3)
CD 186 Infant / Toddler Activities	(3)
Or	
CD 231 Health and Safety Practices for Children	(3)
CD 232 Nutrition for Young Children	(3)

<b>Two classes from the following course list:</b>	<b>6</b>
CD 130 Creative Music and Movement for Children	(3)
CD 134 Language, Listening and Literature for Children	(3)
CD 136 Creative Art Activities for Children	(3)
CD 137 Play and Materials for Children	(3)

<b>Three classes from the following course list:</b>	<b>9</b>
CD 101 Parent Child Interaction	(3)
CD 133 Creative Science and Math Activities for Children	(3)
CD 138 Cultural Diversity / Anti-Bias Curriculum	(3)
CD 140 Spanish for Child Development	(3)
CD 231 Health and Safety Practices for Children	(3)
CD 232 Nutrition for Young Children	(3)

<b>GENERAL EDUCATION COURSES (16 Units Required)</b>	<b>16</b>
<b>Recommended Courses:</b>	
Communication and Learning Skills: ENGL 015 or ENGL 101	(4)
Social and Behavioral Sciences: SOC 130	(3)
Humanities: ART 103 or MUS 121 or MUS 122	(3)
Natural Science or Math:	(3-4)
Elective Courses:	(2-3)
<b>TOTAL UNITS</b>	<b>48-49</b>

## 4. SITE SUPERVISOR CERTIFICATE

Education Requirement: Associate of Arts degree (or 60 units) with 24 Child Development units (including core), in addition.

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3
CD 112 Principles and Practices of Early Childhood Education	3
CD 126 Child, Family and the Community	3
CD 270 The Mentor Teacher / Adult Supervision	3
CD 271 Administration of Early Childhood Programs	3
CD 272 Advanced Administration of Early Childhood Programs	3

<b>Two classes from the following course list:</b>	<b>6</b>
CD 130 Creative Music and Movement for Children (3)	
CD 134 Language, Listening and Literature for Children (3)	
CD 136 Creative Art Activities for Children (3)	
CD 137 Play and Materials for Children (3)	
<b>Three classes from the following course list:</b>	<b>9</b>
CD 101 Parent Child Interaction (3)	
CD 133 Creative Science and Math Activities for Children (3)	
CD 138 Cultural Diversity / Anti-Bias Curriculum (3)	
CD 140 Spanish for Child Development (3)	
CD 231 Health and Safety Practices for Children (3)	
CD 232 Nutrition for Young Children (3)	
<b>TOTAL UNITS</b>	<b>33</b>

## 5. INFANT DEVELOPMENT CERTIFICATE

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3
CD 185 Infant/Toddler Growth and Development	3
CD 186 Infant/Toddler Activities	3
CD 210x2 Infant Growth and Development Laboratory (ages birth-24 months experience)	4
CD 231 Health and Safety Practices for Children	3
CD 232 Nutrition for Young Children	3
One class from the list of RECOMMENDED COURSES	3
<b>TOTAL UNITS</b>	<b>22</b>

RECOMMENDED COURSES:	UNITS
CD 101 Parent-Child Interaction	3
CD 136 Creative Art Activities for Children	3
CD 137 Play and Materials for Children	3
CD 244 Children with Special Needs	3

## 6. PRESCHOOL CERTIFICATE

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3
CD 112 Principles and Practices of Early Childhood Education	3
CD 116x4 Pediatric CPR, First Aid and Safety	2
CD 126 Child, Family and Community	3
CD 205x2 Child Growth and Development Laboratory	4

<b>Five classes from the following course list:</b>	<b>15</b>
CD 101 Parent Child Interaction (3)	
CD 130 Creative Music and Movement for Children (3)	
CD 133 Creative Science and Math Activities for Children (3)	
CD 134 Language, Listening and Literature for Children (3)	
CD 136 Creative Art Activities (3)	
CD 137 Play and Materials for Children (3)	
CD 138 Cultural Diversity - Anti-Bias Curriculum (3)	
CD 140 Spanish for Child Development (3)	
CD 231 Health and Safety Practices for Children (3)	
CD 232 Nutrition for Young Children (3)	
<b>TOTAL UNITS</b>	<b>30</b>

## 7. SCHOOL-AGE CERTIFICATE

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3
CD 160 Understanding School-Age Children	3
CD 161 Activities for School-Age Children	3
*CD 198 Child Development Work Experience	4
<b>Three classes from the following course list:</b>	<b>9</b>
CD 134 Language, Listening and Literature for Children (3)	
CD 137 Play and Materials for Children (3)	
CD 138 Cultural Diversity-Anti-Bias Curriculum (3)	
CD 231 Health and Safety Practices for Children (3)	
CD 232 Nutrition for Young Children (3)	
<b>TOTAL UNITS</b>	<b>22</b>

\*CD 198 must be completed in conjunction with children 6-12 years in age

## 8. FAMILY CHILD CARE PROVIDER CERTIFICATE

REQUIRED COURSES:	UNITS
CD 105 Child Growth and Development	3
CD 116x4 Pediatric CPR, First Aid and Safety	2
CD 136 Creative Art Activities for Children	3
CD 172 Introduction to Family Child Care	1
CD 173 Family Child Care Business Practices	1
CD 174 Family Child Care Children's Program	1
CD 161 Activities for School Age Children	3
Or	
CD 186 Infant/Toddler Activities	(3)
CD 198 Work Experience (in Family Child Care)	2-4

RECOMMENDED COURSES:	UNITS
CD 231 Health and Safety Practices for Children	(3)
BUSAD 105 Small Business Management	(3)
<b>TOTAL UNITS</b>	<b>16-24</b>

## COURSES OFFERED BY THE DEPARTMENT OF CHILD DEVELOPMENT:

CD 081 PARENTING THE INFANT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A focus on parenting roles and responsibilities for nurturing infants.

*Associate Degree Applicable*



CD 100  
INTRODUCTION TO CHILD DEVELOPMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the field of children's studies designed to familiarize students with the broad aspects of the profession, philosophy and principles of caring for children in a variety of settings.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 101  
PARENT-CHILD INTERACTION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A review of the concept of human development and its interaction within the biological, psychological, social and cultural phenomena and their relationship to children's and parent's attitudes and behavior. Family dynamic, communication and discipline are explored.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 105  
CHILD GROWTH AND DEVELOPMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of the growth and development of children from the prenatal period through adolescence with an emphasis on the individual needs of children in the modern world.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

*CAN (California Articulation Number): FCS14*

CD 112  
PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD  
EDUCATION 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** CD 105.

**LECTURE:** 3 hours per week.

Studies the practices and principles of working with your children. Emphasis is on observation and evaluation, developing age appropriate lesson plans, guiding and understanding young children.

*Applicable to Associate Degree*

*Course credit transfers to CSU.*

CD 116x4  
PEDIATRIC CPR, FIRST AID AND SAFETY 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week and

**LABORATORY:** 1.5 hours per week.

Certification of pediatric CPR, pediatric first aid, prevention of the spread of infectious disease, immunizations, child safety and injury prevention. Meets community and state licensing recommendations for child care workers. This course may be taken four times.

*Applicable to Associate Degree*

*Course credit transfers to CSU.*

CD 120x3  
LABORATORY PREPARATION IN CHILD DEVELOPMENT 1 UNIT

**PREREQUISITE:** One course in child development.

**LABORATORY:** 3 hours per week.

Practical laboratory techniques designed to acquaint students with the preparation of materials commonly used in child education. This course may be taken three times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 126  
CHILD, FAMILY, AND THE COMMUNITY 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** CD 105.

**LECTURE:** 3 hours per week.

Essentials and principles of preschool programs as they relate to the child, parent and teacher with emphasis on the interactions among the child, family and the community. Includes types of preschool programs, licensing regulations, discipline and the services available to families.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 128  
CREATIVE EXPERIENCES FOR CHILDREN 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The study of children's creativity including strategies to promote creativity in art, music, movement, and drama and the uses of creative activities as a way to develop children's cognitive skills, social skills, and aesthetic appreciation.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 130  
CREATIVE MUSIC AND MOVEMENT FOR CHILDREN 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Will explore the importance of music and movement for the development of the young child. Developing creative experiences in both music and movement to bring out the child's ability to express themselves using rhythm, sounds and movement. Experiences with musical instruments to use with children in the classroom along with ways to bring music and movement ideas into the daily lesson plan.

*Applicable to Associate Degree*

*Course credit transfers to CSU.*

CD 133  
CREATIVE SCIENCE AND MATH ACTIVITIES FOR CHILDREN 3 UNITS

**PREREQUISITE:** CD 105.

**LECTURE:** 3 hours per week.

Study of basic scientific theories and practices for teaching young children simple methods and processes of science and math. Classifying, simple reasoning, observing, making hypothesis, testing, generalizing causes and effect, using energy, matter and living things are explored. Fundamental mathematical concepts such as one to one correspondence, number sense and counting sets and classifying, parts and whole, basic measurements, ordering and patterning are also explored.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 134  
LANGUAGE, LISTENING AND LITERATURE FOR CHILDREN 3 UNITS

**PREREQUISITE:** CD 105.

**LECTURE:** 3 hours per week.

The study of language acquisition in children and techniques and experiences which promote language development and listening skills. Includes examination of children's literature and teaching strategies for reading picture books to children as well as presenting poetry, flannel board activities, puppetry and storytelling in the classroom.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 136  
CREATIVE ART EXPERIENCES FOR CHILDREN 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The study of children's creativity including strategies to promote and value artists' development through activities using developmentally appropriate art materials and tools. Includes development of an art curriculum, which focuses on the emotional, social, physical, creative and cognitive needs of children from 2-8 years of age.

*Applicable to Associate Degree*

*Course credit transfers to CSU.*

CD 137  
PLAY AND MATERIALS FOR CHILDREN 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** CD 105.

**LECTURE:** 3 hours per week.

In depth study of the dynamic of play and play materials for children including the rationale for play as a facilitator of learning. History and philosophy of play, current theories and their relationships to materials as they are utilized in creating and implementing play environments for children.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 138  
CULTURAL DIVERSITY - ANTI-BIAS CURRICULUM 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course is designed to help students explore and address diversity in ways that enhance their own development and the development of the children they will encounter as teachers and parents.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 140  
SPANISH FOR CHILD DEVELOPMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Language and listening experiences in Spanish through the use of literature, music, conversation and dramatic play. Emphasis will be placed on acquisition of basic communication skills appropriate for those students teaching or planning to teach in early childhood bilingual-bicultural learning environments. (This course is equivalent to SPAN 140)

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 142-143-144-145-146  
ISSUES IN CHILD DEVELOPMENT 1-2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1-2 hours per week and/or

**LABORATORY:** 2-3 hours per week per unit.

Lecture on issues, principles, theories and trends in the field of early childhood development. This course is appropriate for teachers, parents, day care workers, volunteers, aides and others interested in programs serving young children. Selected topics include foster parenting, strategies of discipline, grieving, and emancipation of foster children.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 150-151-152-153-154-155  
PARENTING ISSUES IN CHILD DEVELOPMENT 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 3 hours per week.

Designed for participants in the campus Child Development Center, this course provides a framework for discussing parenting and education issues that emerge while working at the Center. **PARTICIPATION AT THE CHILD DEVELOPMENT CENTER IS REQUIRED.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 160  
UNDERSTANDING SCHOOL-AGE CHILDREN 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Designed to prepare students to work with children ages five years through adolescence, this course includes developmental theories and the practical implications of those theories. This course incorporates licensing regulations as required by Title 22 licensed facilities.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 161  
ACTIVITIES FOR SCHOOL-AGE CHILDREN 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of program and activity planning for school age children including both before- and after-school activities for groups and individuals.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 172  
FAMILY CHILD CARE 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

An introduction to in-home business practices, general development of children, and California licensing practices.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 173  
FAMILY CHILD CARE BUSINESS PRACTICES 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Includes advertising, fees, collections, and record-keeping systems for family day care. Also includes child care food program regulations and licensing standards.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 174  
FAMILY CHILD CARE CHILDREN'S PROGRAMS 1 UNIT  
**PREREQUISITE:** None.  
**LECTURE:** 1 hour per week.  
Strategies for organizing the child's day in family day care. Includes a review of age level development, suggested activities for each age, the importance of establishing routines, techniques for arranging the physical environment, and working with parents.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

CD 185  
INFANT/TODDLER GROWTH AND DEVELOPMENT 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Designed for infant caregivers, this course explores the developmental, sensory, cognitive and emotional development of children from birth to age three. This course fulfills licensing requirements for Infant Center personnel and includes record-keeping, parent issues and the development of services, and daily plans of activities.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

CD 186  
INFANT/TODDLER ACTIVITIES 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
A survey of program and activity planning for infants and toddlers child care programs, emphasizing curriculum and good practice specific to infants, toddlers and two-year-old children.  
*Applicable to Associate Degree*  
*Course credit transfers to CSU.*

CD 198  
CHILD DEVELOPMENT WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.  
Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

CD 205x2  
CHILD GROWTH AND DEVELOPMENT LABORATORY 4 UNITS

**PREREQUISITE/COREQUISITE:** CD 105.  
**LECTURE:** 1.5 hour per week and  
**LABORATORY:** 8.5 hours per week.  
Supervised experience and participation in a group program for preschool children at the SBVC Child Development Center. Emphasis is on curriculum planning and evaluation, discipline, guidance techniques, instructional method, cooperative relationships with staff, parents, children and professional ethics.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

CD 210x2  
INFANT GROWTH AND DEVELOPMENT LABORATORY 4 UNITS

**PREREQUISITE:** None.  
**PREREQUISITE/COREQUISITE:** CD 185.  
**LECTURE:** 1.5 hour per week and  
**LABORATORY:** 8.5 hours per week.  
This course is designed to provide child development students with a supervised teaching experience in an infant care setting. The student is responsible for developing an appropriate individual program for the infants in their care. The lecture will be devoted to techniques to enhance effectiveness and a discussion of the laboratory experience.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

CD 222  
SPECIAL PROBLEMS IN CHILD DEVELOPMENT I 1 UNIT

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Complete one 3-unit course in Child Development.  
**INDEPENDENT STUDY:** 3 hours per week.  
Assigned problems involving library, laboratory, or conference work for selected students who are interested in furthering their knowledge of child development on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

CD 231  
HEALTH AND SAFETY PRACTICES FOR CHILDREN 3 UNITS

**PREREQUISITES:** CD 105 and CD 126.  
**LECTURE:** 3 hours per week.  
This course will focus on the exploration of essential aspects and concerns of health and safety for children in early education programs. Examination of relationship of preventive health care and safety measures to optimal development and education. Focus on how to provide high quality, secure environments and health, safety and educational experiences. Knowledge of basic management of accidental injuries and illness.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

CD 232  
NUTRITION FOR YOUNG CHILDREN 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Nutrition issues relating to the basic needs of children from the prenatal period through adolescence with an emphasis on meal planning for child care facilities, and federal, state, and local regulations.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

CD 244  
CHILDREN WITH SPECIAL NEEDS 3 UNITS

**PREREQUISITE:** CD 105.

**LECTURE:** 3 hours per week.

This course is designed to introduce characteristics of children with special needs. The course will provide a means of identification of a sensitivity to the needs and feelings of children with special needs and their families. Legal requirements of educating the child with disabilities or other special needs will be identified.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 270  
THE MENTOR TEACHER/ADULT SUPERVISION 3 UNITS

**PREREQUISITE:** CD 105.

**DEPARTMENTAL ADVISORY:** Two years teaching experience and possession of a Child Development Permit (or completion of 24 units in child development coursework).

**LECTURE:** 3 hours per week.

The methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 271  
ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS 3 UNITS

**PREREQUISITES:** CD 105 and CD 126.

**LECTURE:** 3 hours per week.

This course is an introduction to basic principles of administration of early childhood education programs. Specific topics include curriculum development and evaluation; licensing laws and regulations; site development; budgeting and fiscal management; working with parents, nutrition, health and safety issues and problem solving techniques.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 272  
ADVANCED ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** CD 271.

**LECTURE:** 3 hours per week.

This course will address administrative skills, knowledge and techniques needed to organize and operate a child development facility. Emphasis will be on principled centered leadership, budget and fiscal management, working with a board, funding opportunities, staffing, staff development opportunities, personnel policies, working with parents, volunteers and the community, regulatory laws, problem solving techniques. This class meets state requirements for supervision of Title 22 preschool programs and the Child Development matrix for Master Teachers, Site Supervisor and Program Directors.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 293  
ELEMENTARY LABORATORY: INTRODUCTION TO EARLY FIELD EXPERIENCE 3 UNITS

**PREREQUISITE:** EDU 290.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

This course offers supervised experience and participation in an elementary school setting for prospective elementary school teachers. Emphasis is on understanding the role of the elementary school teacher, instructional methods, aiding literacy, cooperative relationships with staff, parents, children and professional ethics of teaching. This is a required class for all Liberal Studies/Education majors transferring to CSUSB seeking a teaching credential.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CD 295-296-297-298-299  
SPECIAL TOPICS IN CHILD DEVELOPMENT .5 UNIT

**PREREQUISITE:** None.

**LECTURE:** 8 hours per semester.

Seminars on selected topics in the field of child development developed to address current issues, such as infants born with additions; bonding with foster parents; bilingual education; discipline strategies with teenagers; and self-esteem of foster children.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

EDU 290  
INTRODUCTION TO EDUCATION 3 UNITS

**PREREQUISITE:** CD 105.

**LECTURE:** 3 hours per week.

Introduction to the field of education, designed to familiarize students with philosophies of education, history of education in America, social, political and legal foundations of education, and contemporary issues in education. The course transfers to CSUSB for students majoring in Liberal Studies/Education.

*Associate Degree Applicable*

*Course credit transfers to CSU.*



## COMMUNICATIONS/ BROADCASTING

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippey, M.F.A.
DEPARTMENT HEAD:	Diane M. Dusick, Ph.D. North Hall 107 (909) 384-8546
OTHER FACULTY:	Robert Burningham, M.A.
DIVISION SECRETARIES:	Kelly Adcock North Hall 240 (909) 384-8906 To Be Announced Liberal Arts 217 (909) 384-8633
LIAISON COUNSELOR:	Richard Long, M.A. (909) 384-8972

The Department of Communications/Broadcasting offers a comprehensive instructional program in the broadcast and communications field. The basic functions of the department are (1) to provide a two-year curriculum in communications for students majoring in the field resulting in the Associate of Arts Degree and/or transfer to a four-year institution, (2) to provide courses in communications for those students interested in related fields, such as journalism, speech, and theater arts, and (3) to provide general knowledge communication courses for students interested in the media. The instructional program offers courses and internships in the areas of programming, production, advertising, news, equipment operations, and on-air experiences using the facilities of the college radio station KJRP and public television station KVCR-TV which is licensed to the San Bernardino Community College District.

### COMMUNICATIONS/BROADCASTING ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES:	UNITS
COMM 100 Introduction to Broadcasting	3
COMM 101 Radio Broadcast Operations	2
COMM 105 Introduction to Radio Production	3
COMM 116 Introduction to Digital Audio Production	1
COMM 117x2 Digital Audio Laboratory	2
or	
MUS 123x2 Beginning MIDI Workstation	(3)
COMM 200 Beginning Television Production	2
and	
COMM 202 Beginning Television Laboratory	3
and either	
COMM 201 Intermediate Television Production	2
and	
COMM 203x2 Intermediate Television Laboratory	3
or	
COMM 207 Video Field Production	(2)
and	
COMM 208x2 Video Field Production Laboratory	(3)
<b>Three units from one of the areas of concentration listed below.</b>	<b>3</b>
<b>TOTAL UNITS</b>	<b>24</b>

<b>1 RADIO CONCENTRATION:</b>	
COMM 102x4 Radio Station Operations	(1)
COMM 106x2 Advanced Radio Production	(3)
COMM 107 Speech for Radio and Television	(3)

<b>2 TELEVISION CONCENTRATION:</b>	
COMM 110 Basic Writing for Broadcast	(3)
COMM 113 Radio and Television Advertising	(3)
COMM 114 Writing for TV and Film	(3)
COMM 204 Advanced Television Production	(3)

### COMMUNICATIONS/BROADCASTING CERTIFICATES

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.

Three certificates are offered within the Department of Communications/Broadcasting designed to prepare students for entry level employment in audio or video productions. The first certificate is a general production certificate, the second focuses on radio production, and the third on television production.

#### 1. COMMUNICATIONS/BROADCASTING CERTIFICATE

REQUIRED COURSES:	UNITS
COMM 100 Introduction to Broadcasting	3
COMM 101 Radio Broadcast Operations	2
COMM 105 Introduction to Radio Production	3
COMM 116 Introduction to Digital Audio Production	1
COMM 117x2 Digital Audio Laboratory	2
or	
MUS 123x2 Beginning MIDI Workstation	(3)
COMM 200 Beginning Television Production	2
and	
COMM 202 Beginning Television Laboratory	3
and either	
COMM 201 Intermediate Television Production	2
and	
COMM 203x2 Intermediate Television Laboratory	3
or	
COMM 207 Video Field Production	(2)
and	
COMM 208x2 Video Field Production Laboratory	(3)
COMM 222 Special Studies in Communications/ Broadcasting I	1
<b>Plus 6 units selected from the following:</b>	
COMM 106x2 Advanced Radio Production	(3)
COMM 107 Speech for Radio and Television	(3)
COMM 110 Basic Writing for Broadcast	(3)
COMM 113 Radio and Television Advertising	(3)
COMM 114 Writing for Television and Film	(3)
COMM 115 Introduction to Communications Technology	(3)
COMM 204 Advanced Television Production	(3)
COMM 206 Introduction to Digital Video	(3)
<b>TOTAL UNITS</b>	<b>28-29</b>

RECOMMENDED COURSES:	UNITS
BUSAD 103 Marketing Principles	3
CSYS 101 Computer Literacy	3
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	4
THART 120 Acting Fundamentals I	3

2. RADIO PRODUCTION AND OPERATIONS  
CERTIFICATE

REQUIRED COURSES:	UNITS
COMM 100 Introduction to Broadcasting	3
COMM 101 Radio Broadcast Operations	2
COMM 102x4 Radio Station Operations	1
COMM 105 Introduction to Radio Production	3
COMM 106x2 Advanced Radio Production	3
COMM 107 Speech for Radio and Television	3
COMM 116 Introduction to Digital Audio Production	1
COMM 117x2 Digital Audio Laboratory	2
or	
MUS 123x2 Beginning MIDI Workstation	(3)
COMM 223 Special Studies in Communications/ Broadcasting II	2
<b>(Plus 3 units selected from the following:)</b>	
COMM 110 Basic Writing for Broadcast	3
COMM 113 Radio and Television Advertising	3
COMM 114 Writing for Television and Film	3
COMM 115 Introduction to Communications Technology	3
<b>TOTAL UNITS</b>	<b>23</b>

RECOMMENDED COURSES:	UNITS
BUSAD 103 Marketing Principles	3
CSYS 101 Computer Literacy	3
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
THART 120 Acting Fundamentals I	3

3. TELEVISION PRODUCTION AND OPERATIONS  
CERTIFICATE

REQUIRED COURSES:	UNITS
COMM 100 Introduction to Broadcasting	3
COMM 200 Beginning Television Production and	2
COMM 202 Beginning Television Laboratory and either	3
COMM 201 Intermediate Television Production and	2
COMM 203x2 Intermediate Television Laboratory or	3
COMM 207 Video Field Production and	(2)
COMM 208x2 Video Field Production Laboratory	(3)
COMM 204 Advanced Television Production	3
COMM 206 Introduction to Digital Video	3
COMM 223 Special Studies in Communications/ Broadcasting II	2
<b>Plus 9 units selected from the following:</b>	
COMM 107 Speech for Radio and Television	(3)
COMM 110 Basic Writing for Broadcast	(3)
COMM 113 Radio and Television Advertising	(3)
COMM 114 Writing for Television and Film	(3)
COMM 115 Introduction to Communications Technology	(3)
COMM 116 Introduction to Digital Audio Production	(3)
COMM 117x2 Digital Audio Laboratory	(3)
or	
MUS 123x2 Beginning MIDI Workstation	(3)
<b>TOTAL UNITS</b>	<b>30</b>

RECOMMENDED COURSES:	UNITS
BUSAD 103 Marketing Principles	3
CSYS 101 Computer Literacy	3
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	4
THART 120 Acting Fundamentals I	3

COURSES OFFERED BY THE  
DEPARTMENT OF COMMUNICATIONS/BROADCASTING:

COMM 010 INTRODUCTION TO TELEVISION MATERIALS AND TECHNIQUES	3 UNITS
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**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.

Specialized materials and techniques of a television broadcasting station including experience in preparing continuity, traffic, publicity, announcing and operating studio equipment. Application to on-the-air operations and studio productions.

*Associate Degree Applicable*

COMM 015 INTRODUCTION TO TELEVISION PRODUCTION	2 UNITS
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**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and  
**LABORATORY:** 2 hours per week.

Instruction in the basics of television production primarily for adults in the community and others who have had little or no background in television. A combination workshop situation in which students use the television studios as a laboratory to practice techniques discussed in lecture.

*Associate Degree Applicable*

COMM 100 INTRODUCTION TO BROADCASTING	3 UNITS
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**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Development and nature of radio, television and cable, including the social, legal, political, economic and cultural implications of the media; advertising and audience measurement strategies; programming; and philosophies and standards of criticism.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 101 RADIO BROADCAST OPERATIONS	2 UNITS
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**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Concurrent enrollment in  
**COMM 105.**

**LECTURE:** 2 hours per week.

Theory of the radio broadcast industry. Discussion of organization, programming, formats, sales and ratings. Study of equipment, editing, mixing, microphones and control board functions.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 102x4 RADIO STATION OPERATIONS	1 UNIT
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**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** COMM 101.

**LABORATORY:** 3 hours per week.

Operation of audio broadcast control room and studio equipment, including on-air shift on the student radio station, KJRP. Programming the station and production of promotions, station identifications and remote broadcasts. Advanced students also gain experience in managing the station and serve as the program director, music director, production supervisor, and on-air announcers. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 105  
INTRODUCTION TO RADIO PRODUCTION 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Concurrent enrollment in COMM 101.

**LABORATORY:** 9 hours per week.

Application of production techniques and principles to plan and prepare radio spots including jingles, station identifications, music collages, interviews, public service announcements, and audition tapes.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 106x2  
ADVANCED RADIO PRODUCTION 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** COMM 105.

**LABORATORY:** 9 hours per week.

Designed for advanced radio broadcasting students, this course includes visits to commercial radio stations; producing and engineering spots to air on the campus station and the NPR station KVCR-FM; and use of signal processing and multitrack recording equipment at KVCR-FM's production center facilities. This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 107  
SPEECH FOR RADIO AND TELEVISION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Non-dramatic performance for the electronic media that includes the development of effective radio and television speech techniques including announcing, newscasting, interviewing, narrating and other broadcast speech forms and requirements. Uses the studio facilities of KVCR-FM and KVCR-TV for recording, playback and critique.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 110  
BASIC WRITING FOR BROADCASTING 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** The ability to type.

**LECTURE:** 3 hours per week.

Fundamentals of gathering and preparing copy for radio, and preparation of broadcast scripts. Explores responsibilities of broadcast news, history, and broadcast regulations including the Fairness Doctrine. Addresses problems of timing and pacing, conversational expression and word color. Students will write copy for campus radio station KJRP.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 113  
RADIO AND TELEVISION ADVERTISING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Examines the character and composition of radio and television advertising; writing and producing commercials for radio and television; advertising campaigns; the relationship between advertising agencies, stations and networks; audience and consumer ratings; and research techniques.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 114  
WRITING FOR TELEVISION AND FILM 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A course designed to introduce students to the various formats of scripting for television and film including television news, episodic comedy, long-form drama and theatrical films.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 115  
INTRODUCTION TO COMMUNICATIONS TECHNOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the types of current communications technologies, how they are used, and how they interact with and affect one another. Includes telecommunications (phones and phone lines, ISDN, T-1) computers, satellites, television, cable and radio.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 116  
INTRODUCTION TO DIGITAL AUDIO PRODUCTION 1 UNIT

**PREREQUISITES:** COMM 101 and COMM 105.

**DEPARTMENTAL ADVISORY:** The ability to type; a basic understanding of IBM Windows or Macintosh computer use; concurrent enrollment in COMM 117x2.

**LECTURE:** 1 hour per week.

An introductory course on the use of computers to create and manipulate digital audio files, including how computers use memory, effective file management, the operations of audio cards, and the basics of digital sound editing.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 117x2  
DIGITAL AUDIO PRODUCTION LABORATORY 2 UNITS

**PREREQUISITE:** COMM 101 and COMM 105.

**PREREQUISITE/COREQUISITE:** COMM 116.

**DEPARTMENTAL ADVISORY:** The ability to type; a basic understanding of IBM Windows or Macintosh computer use.

**LABORATORY:** 6 hours per week.

The laboratory complements COMM 116. Emphasis on the use of computers to create and manipulate digital audio files including the creation of a brief audio/radio presentation for use on KJRP, the student radio station. This course may be taken twice.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 130  
MULTIMEDIA PROJECT MANAGEMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the elements needed to produce corporate and educational multimedia productions. Topics include: creating a timeline; developing a budget; writing a treatment; acquiring resources; copyright and other legal issues; meeting deadlines; marketing and distribution.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 198  
COMMUNICATIONS/BROADCASTING  
WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 200  
BEGINNING TELEVISION PRODUCTION 2 UNITS

**PREREQUISITE:** None.

**COREQUISITE:** COMM 202.

**DEPARTMENTAL ADVISORY:** *The ability to type.*

**LECTURE:** 2 hours per week.

An introduction to the operation of the television studio, control room, production language and studio personnel. Students will prepare to produce and direct television segments.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 201  
INTERMEDIATE TELEVISION PRODUCTION 2 UNITS

**PREREQUISITE:** COMM 200.

**COREQUISITE:** COMM 203x2.

**DEPARTMENTAL ADVISORY:** *The ability to type.*

**LECTURE:** 2 hours per week.

Techniques of planning, producing, writing and directing television programs with an emphasis on polishing technical skills, creativity, and teamwork. Students will prepare to produce a complete television program.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 202  
BEGINNING TELEVISION LABORATORY 3 UNITS

**PREREQUISITE:** None.

**COREQUISITE:** COMM 200.

**DEPARTMENTAL ADVISORY:** *The ability to type.*

**LABORATORY:** 9 hours per week.

This laboratory course compliments COMM200. Students operate studio equipment and apply basic production and direction techniques to the planning and production of television segments.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 203x2  
INTERMEDIATE TELEVISION LABORATORY 3 UNITS

**PREREQUISITE:** COMM 202.

**PREREQUISITE/COREQUISITE:** COMM 201.

**LABORATORY:** 9 hours per week.

This laboratory course compliments COMM 201. Students continue to develop their skills as they operate studio equipment and apply basic production and direction techniques to the planning and production of television programs. This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 204  
ADVANCED TELEVISION PRODUCTION 3 UNITS

**PREREQUISITE:** COMM 200 and COMM 202.

**DEPARTMENTAL ADVISORY:** *The ability to type.*

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

Advanced training in the production and direction of television programs, offering advanced students an opportunity to specialize in up to three areas and work with other students to produce complete television programs intended for broadcast on the Valley College television station KVCR-TV.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 206  
INTRODUCTION TO DIGITAL VIDEO 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the differences between digital and analog video, digital video interfaces, digital video platforms, the digital VTR, non-linear video editing, and the digital video studio. Includes markets for digital video and the job market for digital video producers.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 207  
VIDEO FIELD PRODUCTION 2 UNITS

**PREREQUISITE:** COMM 200.

**DEPARTMENTAL ADVISORY:** *The ability to type; concurrent enrollment in COMM 208x2.*

**LECTURE:** 2 hours per week.

Techniques of planning, producing, writing, shooting and editing television programs using a single video camera and editing equipment. Includes basic camera technology such as the principles of color television, camera lenses and their effects, the video recording process, and the skills and equipment needed to plan, shoot, and edit a simple production.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 208x2  
VIDEO FIELD PRODUCTION LABORATORY 3 UNITS

**PREREQUISITE:** COMM 202.

**PREREQUISITE/COREQUISITE:** COMM 207.

**DEPARTMENTAL ADVISORY:** *The ability to type.*

**LABORATORY:** 9 hours per week.

The laboratory complements COMM 207. Students plan, produce, write, shoot and edit television programs using a single video camera and editing equipment. The course includes hands-on experience using remote video cameras, and single source editing equipment, and multi-source editing equipment using the KVCR television studio. This course may be taken twice.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

COMM 222  
SPECIAL STUDIES IN COMMUNICATIONS/  
BROADCASTING I 1 UNIT

**PREREQUISITE:** COMM 101.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems in the area of radio and television programming, production, and operations for selected students who are interested in furthering their knowledge of communications and broadcasting on an independent study basis. Students may make use of advanced radio/TV equipment in preparing program material for possible use by KVCR-TV/FM. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*



COMM 223  
SPECIAL STUDIES IN COMMUNICATIONS/  
BROADCASTING II 2 UNITS

**PREREQUISITE:** COMM 101.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems in the area of radio and television programming, production, and operations for selected students who are interested in furthering their knowledge of communications and broadcasting on an independent study basis. Students may make use of advanced radio/TV equipment in preparing program material for possible use by KVCR-TV/FM. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## CORRECTIONS

DIVISION: Criminal Justice  
DIVISION DEAN: Gloria M. Fisher, J.D.  
DEPARTMENT HEAD: Frank Peterson, J.D.  
Liberal Arts 124  
(909) 384-8604  
DIVISION SECRETARY: Sharen Chavira  
DIVISION OFFICE: Planetarium, 2nd Floor  
(909) 384-4431  
LIAISON COUNSELOR: To Be Announced  
(909) 384-4404

CORREC 101  
INTRODUCTION TO CORRECTIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course will focus on the legal issues, probation and parole, specific laws and general operation of correctional institutions. The relationship between historical trends of adult and juvenile corrections and other components of the judicial system will also be examined.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CORREC 102  
CORRECTIONAL INTERVIEWING AND COUNSELING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course is an overview of the techniques in counseling and interviewing available to practitioners in corrections. The student will learn the use of appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling. This is a basic course for students planning to enter or are already employed within the correctional science field.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CORREC 104  
CONTROL AND SUPERVISION IN CORRECTIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course will emphasize local, state and federal institutions and the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff, coping techniques for a correctional officer in a hostile prison environment.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CORREC 105  
LEGAL ASPECTS OF CORRECTIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course material will broaden the individuals perspective of the corrections environment, the civil rights of prisoners and responsibilities and liabilities of corrections officials.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## COMPUTER SCIENCE

DIVISION: Science and Math  
DIVISION DEAN: W. William Hughes, Ph.D.  
DEPARTMENT HEAD: Susan Bangasser, Ph.D.  
Chemistry 118  
(909) 384-8650  
OTHER FACULTY: Walt Chatfield, Ph.D.  
Anne Liu, M.S.  
DIVISION SECRETARY: Rose Garcia  
DIVISION OFFICE: Chemistry 121  
(909) 384-8645  
LIAISON COUNSELOR: Diana Rodriguez, M.A.  
(909) 384-8950  
(909) 384-8234

Courses offered by the Computer Science Department are interactive, featuring hands-on experience with the college's computer hardware and software. The courses cover a range of topics in the computer field with an emphasis on software engineering and information processing.

The Computer Science curriculum may culminate in either an Associate of Science degree or a certificate. The degree program prepares students to transfer to a four-year institution with a major in computer science or a related discipline. Students planning to transfer to a four-year institution and major in computer science should consult with a counselor regarding the transfer process and lower division requirements. The certificate program prepares students for entry-level employment as programmers for scientific and business applications.

## COMPUTER SCIENCE ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Computer Science, students must complete all requirement for the following certificate plus the general breadth requirements for the Associate Degree (minimum total = 60 units). Courses in mathematics and physics are strongly recommended as support courses for this major. Students should take a math course each semester.

## COMPUTER SCIENCE 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.

The Computer Programming Certificate Program is designed to prepare students for entry-level employment as programmers for scientific applications and business applications. Students completing this certificate program will possess a knowledge of software engineering and information processing concepts. Participants must successfully complete a minimum of 30 units with a grade of C or better in each course.

REQUIRED COURSES:	UNITS
<b>Select five of the following courses:</b>	
CS 110 Fundamentals of Computer Science	3
CS 120 Visual BASIC Programming I	4
CS 130 Applied Computer Logic	3
CS 165 Pascal Programming	4
CS 170 Assembly Language	4
CS 190 Programming in C++	4
<b>Select four of the following courses:</b>	
CS 215 Programming with Java	4
CS 220 Visual BASIC Programming II	3
CS 222 Special Problems in Computer Science	1
CS 223 Special Problems in Computer Science	2
CS 265 Data Structures	3
<b>TOTAL UNITS</b>	<b>30 MINIMUM</b>

COURSES OFFERED BY THE DEPARTMENT OF COMPUTER SCIENCE:

CS 110 FUNDAMENTALS OF COMPUTER SCIENCE	3 UNITS
<b>PREREQUISITE: MATH 952.</b>	
<b>LECTURE: 2 hours per week and</b>	
<b>LABORATORY: 2 hours per week.</b>	
An orientation in computer science for computer science majors. Topics include an overview of the computer discipline, design and use of the computer devices, the art of problem solving and programming, and the representation of data. Includes hands-on experience in computer programming using visual BASIC and C++.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU.</i>	
<i>Limited transfer to UC; contact a counselor for details.</i>	
CS 120 VISUAL BASIC PROGRAMMING I	4 UNITS
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 3 hours per week and</b>	
<b>LABORATORY: 2 hours per week.</b>	
An introduction to a beginner's computer language, Visual BASIC. Topics include problem solving, program design, software tools, structured logic, arrays, files, graphical display of data and procedures.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU.</i>	
<i>Limited transfer to UC; contact a counselor for details.</i>	
CS 130 APPLIED COMPUTER LOGIC	3 UNITS
<b>PREREQUISITE: CS 110.</b>	
<b>LECTURE: 3 hours per week.</b>	
An introduction to digital systems. Topics include Boolean algebra, truth tables, logic gates, number systems and codes, Karnaugh maps, flip-flops, counters and registers, digital arithmetic, combinatorial logic and functions.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU and UC.</i>	
CS 165 PASCAL PROGRAMMING	4 UNITS
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 3 hours per week and</b>	
<b>LABORATORY: 2 hours per week.</b>	
An introduction to the structured language, Pascal. Topics include pseudocoding, top-down design, control logic, arrays, sets, records, pointers, functions, procedures, parameters and recursion.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU and UC.</i>	

CS 170 ASSEMBLY LANGUAGE	4 UNITS
<b>PREREQUISITE: CS 110.</b>	
<b>LECTURE: 3 hours per week and</b>	
<b>LABORATORY: 2 hours per week.</b>	
An introduction to assembly language and machine organization. Topics include memory location, register references, data definitions, machine instructions, screen processing, disk storage and macros.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU and UC.</i>	
<i>CAN (California Articulation Number): CSC110</i>	
CS 190 PROGRAMMING IN C++	4 UNITS
<b>PREREQUISITE: CS 110.</b>	
<b>LECTURE: 3 hours per week and</b>	
<b>LABORATORY: 2 hours per week</b>	
This course is an introduction to the object-oriented language, C++. Topics include object-oriented design, program logic structures, problem solving techniques, arrays and records, procedures and functions, classes and objects, pointers and references, inheritance, and polymorphism.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU and UC.</i>	
<i>CAN (California Articulation Number): CSC116</i>	
CS 198 COMPUTER SCIENCE WORK EXPERIENCE	1-4 UNITS
<b>PREREQUISITE: None.</b>	
Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU.</i>	
CS 215 PROGRAMMING WITH JAVA	4 UNITS
<b>PREREQUISITE: CS110.</b>	
<b>LECTURE: 3 hours per week and</b>	
<b>LABORATORY: 2 hours per week.</b>	
An introduction to the network-friendly language, Java. Topics include object-oriented design, multiple platform environment, program logic structures, graphical user interface, VisualJ++, Java Applet and recursion.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU and UC.</i>	
CS 220 VISUAL BASIC PROGRAMMING II	3 UNITS
<b>PREREQUISITE: CS 120.</b>	
<b>LECTURE: 2 hours per week and</b>	
<b>LABORATORY: 2 hours per week.</b>	
Advanced programming using Visual BASIC with emphasis on software development and maintenance. Topics include object-oriented design, multiple class modules, interface and linking, windows and Internet controls and database access.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU and UC.</i>	

CS 222  
SPECIAL PROBLEMS IN COMPUTER SCIENCE I 1 UNIT  
**PREREQUISITE:** CS 110.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving computer laboratory work for selected students who are interested in furthering their knowledge of computer science on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

CS 265  
DATA STRUCTURES 3 UNITS  
**PREREQUISITE:** CS 190.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

An introduction to data structures such as linked lists, stacks, queues and trees. Topics include algorithm development, storage allocation, data organization, information retrieval system software and language support features.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): CSCI24*

## COMPUTER SYSTEMS

DIVISION: Business and Information  
Technology  
DIVISION DEAN: Margaret Ortiz, M.A.  
DEPARTMENT HEAD: Vernon Stauble, Ph.D.  
Business 200C  
(909) 384-8915  
DIVISION SECRETARY: Chris Williams  
DIVISION OFFICE: Business 101  
(909)384-8908  
LIAISON COUNSELOR: Wilma Cochrane, M.A.  
(909) 384-8986

Courses offered by the Computer Systems Department are interactive, featuring hands-on experience with the college's computer hardware and software. The courses cover a range of topics in the computer field with an emphasis on productivity software in word processing, data base management, spreadsheet, desktop publishing, graphics, and courseware on the IBM-PC and Macintosh.

The Computer Systems curriculum may culminate in either an Associate of Arts degree or a certificate. The degree program prepares students to transfer to a four-year institution with a major in computer information systems or a related discipline. Students planning to transfer to a four-year institution and major in computer systems should consult with a counselor regarding the transfer process and lower division requirements. The certificate program prepares students for entry-level employment in education, industry, and businesses that require the use of microcomputers.

## COMPUTER SYSTEMS ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Computer Systems, students must complete all requirement for the following certificate plus the general breadth requirements for the Associate Degree (minimum total = 60 units). Courses in mathematics and business are strongly recommended as support courses for this major.

## COMPUTER SYSTEMS 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.

The Microcomputer Applications Certificate Program is designed to prepare students for employment in education, industry, and businesses that require the use of microcomputers. Students completing this certificate program will possess a knowledge of using productivity software in word processing, data base management, spreadsheet, desktop publishing, graphics, and courseware on IBM-PC and Macintosh computers. Participants must successfully complete each course with a grade of C or better.

REQUIRED COURSES:	UNITS
<b>Select four of the following courses:</b>	
CSYS 101 Computer Literacy	3
CSYS 102 Using the IBM-PC	3
CSYS 103 Computer Graphics	3
CSYS 104 Using the Macintosh	2
CSYS 106 Disk Operating System (MS-DOS)	3
<b>Select three of the following courses:</b>	
ART 148x4 Beginning Computer Graphics	3
CSYS 202 Data Base Management Systems	3
CSYS 203 Web Publishing	3
CSYS 222 Special Problems in Computer Systems	1
CSYS 223 Special Problems in Computer Systems	2
CSYS 230 Inside the IBM/PC	3
CSYS 232 Data Communications and Networks	3
<b>TOTAL UNITS</b>	<b>18 MINIMUM</b>

## COURSES OFFERED BY THE DEPARTMENT OF COMPUTER SYSTEMS:

CSYS 101  
COMPUTER LITERACY 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

An introductory computer survey course. Topics include computer terminology, computer development, computer uses, the impact of computers on society, the changing work place, and computer crime. Includes hands-on experience in computer labs using an integrated software package such as Microsoft Works.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

CSYS 102  
USING THE IBM-PC 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

A survey course for the use of software tools such as word processors, spread sheets, graphics and data bases with selected packages. Includes hands-on experience on IBM-PC compatible computers.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CSYS 103  
COMPUTER GRAPHICS 3 UNITS

**PREREQUISITE:** CSYS 101.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

An introduction course to graphic design using graphic software. Topics include the study of good graphic design skills and how to apply them, learning graphic software to create professional-looking documents and hands-on experience using the IBM-PC.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CSYS 104  
USING MACINTOSH 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 2 hours per week.

A survey course for personal use of computers with emphasis on the Macintosh computer. Topics include hardware, software, Macintosh's operating system and software tools, with emphasis on learning Claris Works.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CSYS 106  
DISK OPERATING SYSTEM (MS-DOS) 3 UNITS

**PREREQUISITE:** CSYS 101.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

An introduction to the disk operation system used on IBM PC'S. Topics include booting, disk handling and management, DOS commands, system configuration, hard disk organization, directories, file management, utilities, and system environment alteration through batch files.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CSYS 202  
DATA BASE MANAGEMENT SYSTEMS 3 UNITS

**PREREQUISITE:** CSYS 101.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

A survey course for the use of data base management systems. Topics include various data base models, and the collection, design, management, structures of data for storage and retrieval, and some advanced features on composing macros and procedures.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CSYS 203  
WEB PUBLISHING 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** CS 110 and CSYS 101.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

An introduction to Web Page design in a hypertext language such as HTML, Fusion, or FrontPage. Topics include design and construction of effective Web pages, the World Wide Web, Internet, searching and loading files, interface and navigation, color and graphics, text and image files, and updating a web site.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CSYS 222  
SPECIAL PROBLEMS IN COMPUTER SYSTEMS I 1 UNIT

**PREREQUISITE:** CSYS 102 or CSYS 104.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving computer laboratory work for selected students who are interested in furthering their knowledge of computer systems on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CSYS 223  
SPECIAL PROBLEMS IN COMPUTER SYSTEMS II 2 UNITS

**PREREQUISITE:** CSYS 102 or CSYS 104.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving computer laboratory work for selected students who are interested in furthering their knowledge of computer systems on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CSYS 230  
INSIDE THE IBM/PC 3 UNITS

**PREREQUISITE:** CSYS 101.

**LECTURE:** 3 hours per week.

An introduction to the IBM-PC and compatible computers at the machine level. Topics include the system board, keyboard, floppy and hard disk drives, interface cards, monitors, printers, machine organization, and design conventions.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

CSYS 232  
DATA COMMUNICATIONS AND NETWORKS 3 UNITS

**PREREQUISITE:** CSYS 101.

**LECTURE:** 3 hours per week.

An introduction to human-to-computer and computer-to-computer communications. Topics include data transmission, modems, network configurations, protocols and software, telecommunication, teleprocessing, security, and control and management of LAN'S and WAN'S.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## COOPERATIVE WORK EXPERIENCE

See WORK EXPERIENCE

## CRIMINAL JUSTICE (also see POLICE SCIENCE)

DIVISION:	Criminal Justice
DIVISION DEAN:	Gloria Fisher, J.D.
DIVISION SECRETARY:	Sharen Chavira
CAMPUS OFFICE:	Planetarium, 2nd Floor (909) 384-4431
GLEN HELEN OFFICE:	Sheriff's Training Center (909) 473-2695
LIAISON COUNSELOR:	To Be Announced (909) 384-4404

The Criminal Justice Department of classes are designed to meet the needs and interests of the general public, including individuals interested in law enforcement or related careers. Specialized training is available for persons interested in becoming a Basic Dispatcher or Forensic Specialist (Crime Scene Investigator).

CRMJUS 006  
BASIC CORRECTIONAL HEALTH CARE ACADEMY  
2.25 UNITS

**PREREQUISITE:** None.

**LECTURE:** 40 hours per semester .

This course will provide the health care professional with a knowledge base in the delivery of correctional health care to include receiving medical screening and triage, identification and treatment of the seriously mentally ill, communicable disease, safety concerns, quality management and legal issues. Registration is limited to a student's completion of the LVN Certification Program, or equivalent.

*Associate Degree Applicable*

CRMJUS 009  
VERBAL JUDO .25 UNIT

**PREREQUISITE:** None.

**LABORATORY:** 8 hours per semester.

This course provides a thorough overview that will enable students to apply the information they will learn about the philosophy of verbal judo. Introduces the proper procedures for using words as tool not weapons. Students will receive instruction on how to look creatively at conflict and use specific strategies and tactics to find peaceful resolutions.

*Associate Degree Applicable*

CRMJUS 015  
CAMPUS SECURITY 1.50 UNITS

**PREREQUISITE:** None.

**LECTURE:** 24 hours per semester.

This course is directed toward the training need of campus security personnel employed in elementary schools, secondary schools and community colleges. Topics include: laws impacting school campuses; working with law enforcement personnel; tactical communications; school violence; gangs and disaster / emergency preparedness.

*Associate Degree Applicable*

CRMJUS 016  
SCHOOL POLICE OFFICER 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 32 hours per semester.

This course is directed towards the training needs of the peace officers employed in elementary schools, secondary schools and community colleges. A school police course, which meets the requirements of SB1627 and Commission of Peace Officer Standards and Training (P.O.S.T.). Topics include: laws impacting school campuses; community relations; tactical communications; sexual harassment; violence / gangs; facility protection; disasters / emergencies.

*Associate Degree Applicable*

CRMJUS 018  
COMMUNITY ORIENTED POLICING 1.50 UNITS

**PREREQUISITE:** None.

**LECTURE:** 24 hours per semester.

This course is intended to assist and define efficiency and equity as they pertain to community-oriented policing. An emphasis on analyzing the importance and use of a community assessment.

*Associate Degree Applicable*

CRMJUS 020  
WORKPLACE VIOLENCE .50 UNIT

**PREREQUISITE:** None.

**LECTURE:** 6 hours per semester and  
**LABORATORY:** 2 hours per semester.

This course is designed for the employee, employer, business owner or police officer who may become involved in a workplace violence incident. Students will learn the definition of workplace violence, will identify individual and organizational factors contributing to workplace violence, will learn prevention and intervention techniques, and will be introduced to the concepts of security analysis / threat assessment. (Formerly CRMJUS 084).

*Associate Degree Applicable*

CRMJUS 025  
PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 1A  
1.75 UNITS

**PREREQUISITE:** None.

**LECTURE:** 18 hours per semester and  
**LABORATORY:** 31 hours per semester.

This course is designed to develop student's awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the first course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Professional Orientation, Ethics, Lifetime Fitness, Report Writing, Computer Applications, Weaponless Defense, Fire Conditions and Emergency Vehicle Operation Center Orientation. (Formerly CRMJUS 085).

*Associate Degree Applicable*

CRMJUS 026  
PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 1B  
2.75 UNITS

**PREREQUISITE:** CRMJUS 025.

**LECTURE:** 38 hours per semester and  
**LABORATORY:** 25 hours per semester.

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the second course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Report Writing, Cultural Awareness, Choices/Self-Esteem, Gangs, Animal/Insect Danger, Patrol Procedures, Tactical Communications, Support Units (K9/Horse/Aviation) and Glen Helen Rehabilitation Center Orientation. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly CRMJUS 086).

*Associate Degree Applicable*

CRMJUS 027  
PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 2A  
2.25 UNITS

**PREREQUISITE:** CRMJUS 026.

**LECTURE:** 27 hours per semester and  
**LABORATORY:** 22 hours per semester.

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the third course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Professional Orientation, Report Writing, Traffic Control, Law Enforcement Math, Tactical Communications, Emergency Vehicle Operations Center Simulator, Administration of Justice, Railroad and Problem Oriented Policing. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly CRMJUS 087).

*Associate Degree Applicable*

CRMJUS 028  
PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 2B  
3 UNITS

**PREREQUISITE:** CRMJUS 027.

**LECTURE:** 40.5 hours per semester and  
**LABORATORY:** 22.5 hours per semester.

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the fourth course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Report Writing, Vehicle Stops, Weaponless Defense, Narcotics, Lifetime Fitness, Sign Language, Blood Borne Pathogens, Goals, Counseling Team and Support Units (K-9/Horse/Aviation). **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly CRMJUS 088).

*Associate Degree Applicable*

CRMJUS 029  
PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 3A  
4.50 UNITS

**PREREQUISITE:** None.

**LECTURE:** 59.50 hours per semester and  
**LABORATORY:** 38.50 hours per semester.

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the fifth course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Ethics/Professionalism, Report Writing, Corrections, Introduction to Fire California Department of Forestry (CDF), Choices/Self-Esteem, Weaponless Defense, Cultural Awareness, Firearm Training, Social Diseases, Domestic Violence and Tactical Communications. (Formerly CRMJUS 089).

*Associate Degree Applicable*

CRMJUS 030  
PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 3B  
5.50 UNITS

**PREREQUISITE:** CRMJUS 029.

**LECTURE:** 68 hours per semester and  
**LABORATORY:** 58 hours per semester.

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the sixth course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Report Writing, Cultural Awareness, Choices/Self-Esteem, Weaponless Defense, Firearm Training, Court Demeanor, Aviation/Communications, Search and Rescue, Support Units [K-9/Horse/Special Weapons and Tactics (SWAT)], Basic Traffic Control and Radio Communications. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

(Formerly CRMJUS 090).

*Associate Degree Applicable*

CRMJUS 031  
PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 4A  
4.75 UNITS

**PREREQUISITE:** CRMJUS 030.

**LECTURE:** 62 hours per semester and  
**LABORATORY:** 36 hours per semester.

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the seventh course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Weaponless Defense, Report Writing, Cultural Awareness, Choices/Self-Esteem, Crimes Against Persons, Firearm Training, Fire Rescue, Cardiopulmonary Resuscitation (CPR), First Aid and Gangs. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly CRMJUS 091).

*Associate Degree Applicable*

CRMJUS 032  
PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 4B  
5.75 UNITS

**PREREQUISITE:** CRMJUS 031.

**LECTURE:** 76 hours per semester and  
**LABORATORY:** 50 hours per semester.

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the fifth course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Report Writing, Scientific Investigations, Search and Seizure, Weaponless Defense, Driver Awareness, Firearm Training, Cultural Awareness, Chemical Agents, Water Safety, Tactical Communications, Aviation/Communications and Court Demeanor. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly CRMJUS 092).

*Associate Degree Applicable*

CRMJUS 036  
BASIC INVESTIGATIVE TRACKING .5 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 8 hours per semester and  
**LABORATORY:** 8 hours per semester.

Covers the basic tracking techniques used by law enforcement officers to apprehend suspects or to track lost children or adults. Topics include: track sketch; track preservation and processing; vehicle tracks; suspect interviews; preparation for testifying in court. (Formerly POLICE 003).

*Associate Degree Applicable*

CRMJUS 040  
CITIZENS' ORIENTATION TO  
LAW ENFORCEMENT FUNCTIONS 1.75 UNITS

**PREREQUISITE:** None.

**LECTURE:** 26 hours per semester and  
**LABORATORY:** 13 hours per semester.

This course is designed to inform the public of the functions, organizational structure, and daily operations of a Sheriff's department. Students will visit the following divisions: aviation, basic academy, county jail, crime lab, firing range, homicide, SWAT and narcotics. (Formerly POLICE 004).

*Associate Degree Applicable*

CRMJUS 041  
CRIME PREVENTION .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

A review of crime prevention strategies including police/citizen interaction, methods of opportunity-reduction, and the use of property inventories. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 092).

*Associate Degree Applicable*

CRMJUS 042  
BUSINESS ACADEMY 1.50 UNITS

**PREREQUISITE:** None.

**LECTURE:** 22 hours per semester and  
**LABORATORY:** 11 hours per semester.

This course is designed to inform business owners of rules, regulations and practices of a sheriff's department. During this course, students will tour and learn about different divisions of the department. Students will visit the following divisions: aviation, basic academy, crime lab, and firing range. Special emphasis will be placed upon gang and narcotic awareness and crime prevention principles. (Formerly POLICE 006).

*Associate Degree Applicable*

CRMJUS 043  
RAILROAD CROSSING .25 UNIT

**PREREQUISITE:** None.

**LECTURE:** 3 hours per semester and  
**LABORATORY:** 5 hours per semester.

This course is designed to familiarize students with railroad crossing collisions, incidents involving trespassing on railroad property and the skills needed to properly investigate a grade crossing collision. (Formerly POLICE 049).

*Associate Degree Applicable*

CRMJUS 044  
RESERVE AND VOLUNTEER  
COORDINATOR'S TRAINING 1.25 UNITS

**PREREQUISITE:** None.

**LECTURE:** 20 hours per semester and  
**LABORATORY:** 4 hours per semester.

Designed to assist those charged with establishing and maintaining Reserve Peace Officer or Volunteer Units within law enforcement agencies with the information they need to succeed. Topics include: establishing agency policy and procedures; conducting background investigations; developing recruiting methods, managing, training and disciplining reserve officers and volunteers; liability issues. (Formerly POLICE 011).

*Associate Degree Applicable*

CRMJUS 046  
CITIZENS ON PATROL 1.75 UNITS

**PREREQUISITE:** PE 231.

**LECTURE:** 24 hours per semester and  
**LABORATORY:** 12 hours per semester.

This course is designed to inform the public of rules, regulations, and practices of a sheriff's department Citizen's on Patrol unit. Students will learn the necessary skills to perform as a citizen on patrol for the sheriff's department. Skills include proper radio procedure, proper vehicle operations, public contact, telephone demeanor, and clerical/administrative duties. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 026).

*Associate Degree Applicable*

CRMJUS 050  
WILDERNESS FIRST RESPONDER 3 UNITS

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 32 hours per semester and  
**LABORATORY:** 32 hours per semester.

First aid course for the first responder in a search and rescue wilderness activity. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 025).

*Associate Degree Applicable*

CRMJUS 052X4  
SEARCH AND RESCUE TECHNIQUES .5-1 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 4-8 hours per semester and  
**LABORATORY:** 20-40 hours per semester.

Search and rescue techniques including: search organization and deployment; tracking procedures, ELT operation, compass and map work, winch operation, line and rock work, Helitech operation, and area familiarization. **CURRENT CPR AND CURRENT FIRST AID CERTIFICATION IS REQUIRED. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** This course may be taken four times. (Formerly POLICE 028x4).

*Associate Degree Applicable*

CRMJUS 053x2  
WINTER SEARCH AND RESCUE OPERATIONS 1 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 12 hours per semester and  
**LABORATORY:** 12 hours per semester.

Introduction to the proper use of equipment and techniques in winter search and rescue operations including the use of snowshoes, cross-country skiing, crampon, ice axe, high angle snow travel, minimum use of rescue gear, and winter travel skills. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

This course may be taken twice. (Formerly POLICE 053x2).

*Associate Degree Applicable*

CRMJUS 055  
PREPARATION FOR POLICE ACADEMY 3.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 1.5 hours per week.

This course is designed to familiarize students with the requirements, scope, and commitments of the Police Academy Training Program. Includes assessing potential academy recruits for job-related skills, such as physical endurance, report-writing, and comprehension of penal codes. Students who successfully complete this course are eligible for admission into the Police Academy Training Program. (Formerly POLICE 030).

*Associate Degree Applicable*

CRMJUS 058  
PENAL CODE 832 COURSE 3.50 UNITS

**PREREQUISITE:** None.

**LECTURE:** 50 hours per semester and  
**LABORATORY:** 26 hours per semester.

These functions include the history, professionalism, and ethics of law enforcement, the criminal justice system, community relations, criminal law, laws of arrest, search and seizure, presentation of evidence, report writing, use of force, preliminary investigation, arrest and control, firearms, and crimes against the justice system. **MUST MEET STATE SCREENING REQUIREMENTS.** (Formerly POLICE 058).

*Associate Degree Applicable*

CRMJUS 059  
BASIC LAW ENFORCEMENT RESERVE ACADEMY  
—LEVEL I—MODULE C 6.5 UNITS

**PREREQUISITE:** CRMJUS 060.

**LECTURE:** 120 hours per semester and  
**LABORATORY:** 48 hours per semester.

Professional orientation, community relations, law, radio procedures, police side-handle baton, narcotics, laws of evidence, gas training, communications, patrol procedures, range training, vehicle stops, domestic violence, arrest and control, weaponless defense, criminal investigation, traffic, custody, civil liabilities, field readiness, practical exercises, courtroom survival. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 034).

*Associate Degree Applicable*

CRMJUS 060  
RESERVE LEVEL II OFFICER 14.25 UNITS

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 203 hours per semester and  
**LABORATORY:** 73 hours per semester.

This course will familiarize the Level II Reserve officers with training in various law enforcement functions. These law enforcement functions include the prevention and detection of crime and the general enforcement of the laws of this state while under the immediate supervision of a peace officer that has completed the basic training course for deputy sheriffs and police officers. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 033).

*Associate Degree Applicable*

CRMJUS 061  
RESERVE LEVEL III OFFICER 6 UNITS

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 64 hours per semester and  
**LABORATORY:** 93 hours per semester.

This course will familiarize the Level III Reserve officers with training in various law enforcement functions. These law enforcement functions include law enforcement history, criminal justice system, tactical communication, crimes against persons and property, report writing, vehicle operations and pullover, traffic enforcement, custody, weaponless defense, first aid/cardiopulmonary resuscitation, firearms/chemical agents, information systems, and cultural awareness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 059).

*Associate Degree Applicable*

CRMJUS 063x4  
FIRST AID .25 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 4 hours per semester and  
**LABORATORY:** 4 hours per semester.

The basic elements of first aid care for victims of injuries or sudden illness. Includes care of persons with stopped breathing, heart attack and stroke, heavy bleeding, poisoning, and shock. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** This course may be taken four times. (Formerly POLICE 047x4).

*Associate Degree Applicable*

CRMJUS 064x4  
CPR FOR RECERTIFICATION .25 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 4 hours per semester and  
**LABORATORY:** 4 hours per semester.

Instruction and practice in CPR and obstructed airway skills. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** This course may be taken four times. (Formerly POLICE 048x4).

*Associate Degree Applicable*

CRMJUS 065  
SIGN LANGUAGE FOR EMERGENCY PERSONNEL 1 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 12 hours per semester and  
**LABORATORY:** 12 hours per semester.

This course trains emergency personnel to interact with deaf victims, witnesses and suspects. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 061).

*Associate Degree Applicable*

CRMJUS 066  
INSTRUCTOR DEVELOPMENT .75 UNIT

**PREREQUISITE:** None.

**LECTURE:** 8 hours per semester and  
**LABORATORY:** 16 hours per semester.

This course will enable police instructors to improve their public speaking skills, understand adult learning theories, write learning objectives and lesson plans, use various methods of instruction effectively, and understand techniques of testing and remediation. (Formerly POLICE 062).

*Associate Degree Applicable*

CRMJUS 069  
LIFETIME FITNESS AND COPING WITH STRESS .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

Designed to assist officers in developing a personal fitness program, this course includes strategies to permanently control body fat, such as routine exercise and diet modification, and strategies for identifying and managing stress. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 072).

*Associate Degree Applicable*



CRMJUS 070  
BASIC DISPATCHER'S COURSE 6 UNITS

**PREREQUISITE:** None.

**LECTURE:** 92 hours per semester and  
**LABORATORY:** 30 hours per semester.

Training in the terminology, codes, and skills required for employment as a public safety dispatcher. Satisfies Peace Officers Standards and Training (POST) requirements for basic training of Public Safety Dispatchers. (Formerly POLICE 020).

*Associate Degree Applicable*

CRMJUS 071  
DISPATCHERS AND CRITICAL INCIDENTS 2.25 UNITS

**PREREQUISITE:** CRMJUS 070.

**LECTURE:** 36 hours per semester and  
**LABORATORY:** 4 hours per semester.

This course is devoted to the experienced dispatcher's role in critical incidents and officer survival. Course content will include: civil liabilities, communications under stress, physical disabilities and psychological wellness, courtroom demeanor, sexual harassment, domestic violence, missing persons, hostage barricaded subject and suicidal subject situations, overview of telephone, radio and 800 megahertz systems. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 021).

*Associate Degree Applicable*

CRMJUS 072x20  
CIVIL UPDATE FOR DISPATCHERS .50 UNIT

**PREREQUISITE:** CRMJUS 070.

**LECTURE:** 6 hours per semester and  
**LABORATORY:** 2 hours per semester.

Does it seem like everybody wants to sue a police agency? Get updated information concerning civil liability issues related to dispatching, learn courtroom survival techniques in the event of a lawsuit, and get the latest information concerning court orders and civil disputes. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** This course may be taken twenty times. (Formerly POLICE 022x20).

*Associate Degree Applicable*

CRMJUS 073  
DISASTER PREPAREDNESS FOR DISPATCHERS .50 UNIT

**PREREQUISITE:** CRMJUS 070.

**LECTURE:** 6 hours per semester and  
**LABORATORY:** 2 hours per semester.

The "big one" hits Southern California. Are you prepared to deal with the effects of this disaster during and immediately after? Learn what to expect when it hits and how to prepare, at home or at a dispatch center. Topics include extrication of employees, law enforcement response, fire and medical response, and how to protect your family. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 023).

*Associate Degree Applicable*

CRMJUS 074x20  
LEGAL UPDATE FOR DISPATCHERS .25 UNIT

**PREREQUISITE:** CRMJUS 070.

**LECTURE:** 5 hours per semester and  
**LABORATORY:** 3 hours per semester.

This class provides the student with an understanding of the legal requirements for missing persons and domestic violence reports, and provides the student with the current case law and statutory law information needed to completely perform public safety dispatching duties. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** This course may be taken twenty times. (Formerly POLICE 024x20).

*Associate Degree Applicable*

CRMJUS 075  
CRITICAL INCIDENT FOR DISPATCHERS .25 UNIT

**PREREQUISITE:** CRMJUS 070.

**LECTURE:** 5 hours per semester and  
**LABORATORY:** 3 hours per semester.

Scenarios and basic skills will provide students with some new ideas and approaches to the everyday incidents. Students will have an understanding of what to tell the public in their inquiries, and where to get more information. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 027).

*Associate Degree Applicable*

CRMJUS 076  
STRESS MANAGEMENT FOR DISPATCHERS .50 UNIT

**PREREQUISITE:** CRMJUS 070.

**LECTURE:** 6 hours per semester and  
**LABORATORY:** 2 hours per semester.

This course is designed to identify the primary causes of chronic stress associated with public safety dispatching. Some sources of stress associated with dispatching will include multiple requests for priority traffic and managing large-scale critical incidents. Scenarios and basic skills will be provided to him/her with some new ideas and approaches to combat the sources of stress on the job. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 083).

*Associate Degree Applicable*

CRMJUS 085  
FORENSIC SPECIALIST—BASIC ACADEMY 6.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 96 hours per semester and  
**LABORATORY:** 24 hours per semester.

This course is designed to familiarize students with the area of criminalistics, specifically that branch which deals with Forensic Science. All aspects of laboratory identification of criminal evidence, processing and handling of evidence, and the relationship between the identification and the presentation of the evidence in court are explored.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## DANCE

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippey, M.F.A.
DEPARTMENT HEAD:	Sherrie Guerrero, Ed.D. Liberal Arts 241 (909) 384-8625
OTHER FACULTY:	Denise Dale Jacobs, M.F.A.
DEPARTMENT OFFICE:	Auditorium Green Room
DIVISION SECRETARIES:	Kelly Adcock North Hall 240 (909) 384-8625 To Be Announced Liberal Arts 217 (909) 384-8633
LIAISON COUNSELOR:	Richard Long, M.A. (909) 384-8972

COURSES OFFERED BY THE  
DEPARTMENT OF DANCEDANCE 101x2  
BEGINNING MODERN DANCE 1 UNIT**PREREQUISITE:** None.**LABORATORY:** 3 hours per week.

A comprehensive survey of the beginning techniques of Modern Dance with a focus on vocabulary, placement and alignment, strength and flexibility exercises, and simple combinations of locomotor movement. This course may be taken twice.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*DANCE 102x4  
INTERMEDIATE/ADVANCED MODERN DANCE 1 UNIT**PREREQUISITE:** DANCE 101x2.**LABORATORY:** 3 hours per week.

A progressive study of Modern Dance including strengthening exercises, center work on balance and control, rhythmic awareness, and combinations of increasing speed, length, and complexity. This course may be taken four times.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*DANCE 103x4  
BALLET 1 UNIT**PREREQUISITE:** None.**LABORATORY:** 3 hours per week.

A progressive study of Ballet including vocabulary, placement and alignment, strength and flexibility exercises, work on balance and control, and combinations of increasing speed, length, and complexity. This course may be taken four times.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*DANCE 105x2  
BEGINNING JAZZ DANCE 1 UNIT**PREREQUISITE:** None.**LABORATORY:** 3 hours per week.

A comprehensive survey of the beginning techniques of Jazz Dance with a focus on vocabulary, placement and alignment, strength and flexibility exercises, and simple combinations of locomotor movement. This course may be taken twice.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*DANCE 106x4  
INTERMEDIATE/ADVANCED JAZZ DANCE 1 UNIT**PREREQUISITE:** DANCE 105x2.**LABORATORY:** 3 hours per week.

A progressive study of Jazz Dance including strengthening exercises, work on balance and control, rhythmic awareness, and combinations of increasing speed, length, and complexity. This course may be taken four times.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*DANCE 107x4  
TAP DANCE 1 UNIT**PREREQUISITE:** None.**LABORATORY:** 3 hours per week.

A progressive study of Tap Dance including vocabulary, placement and alignment, strength and flexibility exercises, work on balance and control, and combinations of increasing speed, length and complexity. This course may be taken four times.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*DANCE 114x4  
DANCE REHEARSAL AND PERFORMANCE 1-3 UNITS  
**PREREQUISITE:** None.**LABORATORY:** 3 hours per week, per unit.

Instruction and supervision of rehearsal and performance of various dance productions. **ENROLLMENT IN THIS CLASS IS CONTINGENT WITH AN AUDITION FOR A CURRENT DANCE PRODUCTION.** This course may be taken four times.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*DANCE 200  
DANCE HISTORY AND APPRECIATION 3 UNITS**PREREQUISITE:** None.**LECTURE:** 3 hours per week.

A comprehensive survey of dance from primitive time through the 20th century. Emphasis will be placed on historical perspectives revealing dance as an emerging art form. Course material also includes the relation of dance to religion and myth, as a reflection of cultural and social attitudes and mores, and its relation to other art forms.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*DANCE 203  
CHOREOGRAPHY 3 UNITS**PREREQUISITE:** None.**LECTURE:** 2 hours per week and**LABORATORY:** 2 hours per week.

An introduction and analysis of the elements of dance composition. A comprehensive survey of theories, techniques, and historical perspectives of dance composition, as well as the practical application of these elements through the actual physical activity of creating and teaching dance compositions.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*DANCE 206  
DANCE PRODUCTION 3 UNITS**PREREQUISITE:** None.**LECTURE:** 3 hours per week.

Instruction and analysis of all aspects of dance production including organizing a dance production; publicity and marketing; budget; theatrical and dance lighting; set design; costumes and makeup; and instruction in elements of physical theatre, such as stage terminology, stage directions, and roles of theatre personnel.

*Associate Degree Applicable**Course credit transfers to CSU and UC.*

## DATA PROCESSING

See the Department of  
MANAGEMENT INFORMATION SYSTEMS

## DIESEL

DIVISION:	Technical
DIVISION DEAN:	Thomas Bauman, M.S.C.
DEPARTMENT HEAD:	Mark Williams, B.S. (909) 384-8571
OTHER FACULTY:	Guy M. Hinrichs, Sr., A.A. Daniel Hooks, A.S. Richard Jaramillo, A.A. Don Wilson
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical 108 (909) 384-4451
LIAISON COUNSELOR:	George Fleming, M.S. (909) 384-8975

## HEAVY-DUTY DIESEL TECHNICIAN CERTIFICATE

## REQUIRED COURSES:

CSYS 101	Computer Literacy	3
DIESEL 021	Diesel Engine - Heavy Duty	4
DIESEL 022	Heavy-Duty Truck Brakes	2
DIESEL 023	Heavy-Duty Truck Suspension & Steering	2
DIESEL 024	Heavy-Duty Equipment Diesel Engine	4
DIESEL 028	Heavy-Duty Truck Preventive Maintenance Service	4
DIESEL 030	Advanced Heavy-Duty Truck Systems	4
TECALC 950	Shop Calculations	3
WELD 023x4	Oxy-Acetylene Welding	3
WELD 077x4	Continuous Wire Welding	1
	<b>TOTAL UNITS</b>	<b>30</b>

\*Pending approval from the California Community College Chancellor's Office

DIESEL 021  
DIESEL ENGINES-HEAVY DUTY 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Theory and practical shop work in repair, operation, and maintenance of heavy-duty industrial diesel engines and fuel injection systems. Course includes general trouble-shooting and diagnostic testing. This course may be used in preparation for the automotive Service Excellence (ASE) National Test.

*Associate Degree Applicable*

DIESEL 022  
HEAVY-DUTY TRUCK BRAKES 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.

Theory and practical shop work in the construction and repair of heavy-duty truck brake systems and components. Includes principles of hydraulic and pneumatic brake systems, anti-lock, and computer controlled braking systems used in today's modern heavy-duty diesel trucks and semi-tractors.

*Associate Degree Applicable*

DIESEL 023  
HEAVY-DUTY TRUCK SUSPENSION AND STEERING 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.

Theory and practical shop work in the construction, operation, and repair of heavy-duty truck suspension and steering components. Includes principles of hydraulic and pneumatic steering and suspension systems.

*Associate Degree Applicable*

DIESEL 024  
HEAVY-EQUIPMENT DIESEL ENGINES 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Theory and practical shop work of the construction, operation, and repair of automotive, heavy-duty, and heavy-equipment diesel engines. Includes principles of diesel fuel injection pumps, governors, and injectors; turbo-charges and blowers; two and four-cycle combustion systems.

*Associate Degree Applicable*

DIESEL 025x3  
HEAVY-EQUIPMENT DIESEL ENGINES LABORATORY 1 UNIT

**PREREQUISITE:** DIESEL 024.

**LABORATORY:** 3 hours per week.

Practical shop work in the construction, operation, and repair of automotive, heavy-duty, and heavy-equipment diesel engines. Includes principles of diesel fuel injection pumps, governors, and injectors; turbo-charges and blowers; two and four-cycle combustion systems. This course may be taken three times.

*Associate Degree Applicable*

DIESEL 026  
MICRO-COMPUTER CONTROLLED DIESEL ENGINES 4 UNITS

**PREREQUISITE:** DIESEL 024.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Theory and practical shop work in the repair, operation, and maintenance of micro-computer controlled diesel engines. Includes general trouble-shooting and diagnostics using assorted electronic and computerized test equipment on operable computer controlled diesel engines. General service and overhaul of the computerized 3406E Caterpillar engine is emphasized.

*Associate Degree Applicable*

DIESEL 027x3  
MICRO-COMPUTER CONTROLLED DIESEL ENGINES LABORATORY 1 UNIT

**PREREQUISITE:** DIESEL 026.

**LABORATORY:** 3 hours per week.

Practical shop work in the repair, operation, and maintenance of micro-computer controlled diesel engines. Includes general trouble-shooting and diagnostics using assorted electronic and computerized test equipment on operable computer controlled diesel engines. General service and overhaul of the computerized 3406E Caterpillar engines is emphasized. This course may be taken three times.

*Associate Degree Applicable*

DIESEL 028  
HEAVY-DUTY TRUCK PREVENTIVE MAINTENANCE SERVICE 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Theory and practical shop work in maintenance and preventive maintenance service of heavy-duty trucks and semi-tractor systems. Fundamentals of truck components and systems are explained as students perform routine service tasks on a Ford semi-tractor truck. Course is designed to provide students the needed skills and knowledge to perform entry level labor tasks in the heavy-duty truck service industry.

*Associate Degree Applicable*

DIESEL 029x3  
HEAVY-DUTY TRUCK PREVENTIVE MAINTENANCE SERVICE LABORATORY 1 UNIT

**PREREQUISITE:** DIESEL 028.

**LABORATORY:** 3 hours per week.

Practical shop work in maintenance and preventative maintenance service of heavy-duty trucks and semi-tractor systems. Fundamentals of truck components and systems are explained as students perform routine service tasks on a Ford semi-tractor truck. Course is designed to provide students the needed skills and knowledge to perform entry level labor tasks in the heavy-duty truck service industry. This course may be taken three times.

*Associate Degree Applicable*

**DIESEL 030  
ADVANCED HEAVY-DUTY TRUCK SYSTEMS 4 UNITS**

**PREREQUISITE: DIESEL 028.**

**LECTURE: 3 hours per week and**

**LABORATORY: 3 hours per week.**

Advanced level theory and practical workshop in maintenance, air conditioning, ABS, computers, and operations of the heavy-duty truck and semi-tractors systems.

*Associate Degree Applicable*

## ECONOMICS

DIVISION:	Business and Information Technology
DIVISION DEAN:	Margaret Ortiz, M.A.
DEPARTMENT HEAD:	Nickolas Zoumbos, M.S. Business 100D (909) 384-8912
FACULTY:	Walt Chatfield, Ph.D. J. D. Dulgeroff, Ph.D.; Chris Williams
DIVISION SECRETARY:	Business 101
DIVISION OFFICE:	(909) 384-8908
LIAISON COUNSELOR:	Wilma Cochrane, M.A. (909) 384-8986

Economics is concerned with the study of how people and societies produce various commodities and distribute them for consumption, now or in the future, among various persons and groups in society. As a descriptive, academic discipline, it is concerned with accurate portrayals of national economics as well as those of regions, firms, and individuals. As an analytic discipline, its tools are used to order, modify, and describe economic activity.

Students planning to transfer to a four-year institution and major in economics or related fields should consult with a counselor regarding the transfer process and lower division requirements.

### COURSES OFFERED BY THE DEPARTMENT OF ECONOMICS:

**ECON 100  
INTRODUCTION TO ECONOMICS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Survey of the American economy and the development, functioning and significance of economic institutions. Emphasis on economic growth, the national debt, inflation and international economic problems.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**ECON 200  
PRINCIPLES OF ECONOMICS (MACRO) 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Introduction to macroeconomic theory and the role of fiscal and monetary policies in economics with emphasis on national economic problems.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ECON 2*

**ECON 201  
PRINCIPLES OF ECONOMICS (MICRO) 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Introduction to microeconomic theory including international economics, economic development, and comparative economic systems with emphasis on microeconomic problems.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ECON 4*

**ECON 208  
BUSINESS AND ECONOMICS STATISTICS 4 UNITS**

**PREREQUISITE: MATH 095.**

**LECTURE: 4 hours per week.**

A review of statistical methods commonly used in business and economics including measures of central tendency; measures of dispersion and skewness; probability concepts and distributions; statistical inferences; parametric and non-parametric hypothesis testing; index numbers time series analysis, simple regression, and correlation analysis. This course is also offered as BUSCAL 208.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**ECON 222  
SPECIAL PROBLEMS IN ECONOMICS I 1 UNIT**

**PREREQUISITES: ECON 200 and ECON 201.**

**INDEPENDENT STUDY: 3 hours per week.**

Assigned problems involving library work and research for selected students who are interested in furthering their knowledge of economics on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**ECON 223  
SPECIAL PROBLEMS IN ECONOMICS II 2 UNITS**

**PREREQUISITES: ECON 200 and ECON 201.**

**INDEPENDENT STUDY: 6 hours per week.**

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of economics on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**ECON 285  
HONORS IN ECONOMICS 3 UNITS**

**PREREQUISITE: ECON 200 or ECON 201.**

**COREQUISITE: ECON 200 or ECON 201.**

**LECTURE: 3 hours per week.**

Building on the concepts introduced in Principles of Economics (200 or 201), this class focuses on contemporary social issues including the educational, energy, and environmental impact of economic decisions, the use of computers in the field of economics, and methods for conducting research in the fields of macro and micro-economics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## ELECTRICITY/ELECTRONICS/ TECHNICAL CALCULATIONS

DIVISION:	Technical
DIVISION DEAN:	Thomas Bauman, M.S.C.
DEPARTMENT HEAD:	Carlos Busselle, B.A. (909) 384-8502
OTHER FACULTY:	Edward Szumski, M.A.
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical 108 (909) 384-4451
LIAISON COUNSELOR:	George Fleming, M.S. (909) 384-8975

The Electricity/Electronics curriculum is designed to provide entry-level job training in this broad and expanding field. These classes lead to trainee positions in maintenance, installation, field service, networking, and apprenticeship in the area of specialization. Students who seek a Certificate or an Associate of Science Degree in the fields of: 1) Electronics Technology, 2) Communication Engineering Technology, 3) Computer Engineering Technology, 4) Electric Power Technology, or (5) Avionics Technology, will complete a series of **Electronics Technology** courses common to electricity, communications, and computers and then complete the appropriate area of specialization. All classes must be completed with a grade of C or better.

Students planning to transfer to a four-year institution and major in electronics should consult with a counselor regarding the transfer process and lower division requirements.

### ELECTRICITY/ELECTRONICS ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in one of the Electricity/Electronics majors, students must complete all the requirements for the appropriate certificate with a grade of C or better plus the general breadth requirements for the Associate Degree.

### ELECTRICITY/ELECTRONICS CERTIFICATES

Students should have normal color vision, hand/eye coordination and the ability to lift over 50 pounds.

#### 1. ELECTRONICS TECHNOLOGY (Core Courses required for all specializations)

REQUIRED COURSES:	UNITS
TECALC 097 Technical Calculations	4
ELECTR 110 Direct Current Circuit Analysis	3
ELECTR 111 Direct Current Circuit Laboratory	1
ELECTR 115 Alternating Current Circuit Analysis	3
ELECTR 116 Alternating Current Circuit Laboratory	1
ELECTR 155 Electronic Drawing and Assembly	3
ELECTR 230 Semiconductor Devices	3
ELECTR 235 Solid State Circuit Analysis	4
ELECTR 265 Digital Logic Design	4
ELECTR 266 Microprocessor Technology	4
ELECTR 270 Linear Integrated Circuit Analysis	4
<b>TOTAL UNITS</b>	<b>34</b>

\*Effective SP03

2. COMMUNICATION ENGINEERING TECHNOLOGY	
Complete the <b>REQUIRED COURSES</b> plus:	
ELECTR 220 F.C.C. Rules and Regulations	3
ELECTR 250 Radio Transmitters, Receivers and Antennas	4
ELECTR 255 Telephone Networking	4
<b>TOTAL UNITS</b>	<b>45</b>

3. COMPUTER ENGINEERING TECHNOLOGY	
Complete the <b>REQUIRED COURSES</b> plus:	
ELECTR 158 Microcomputer Operation	2
ELEC 217 Industrial Electricity	4
ELECTR 280 Computer Operations and Maintenance	4
<b>TOTAL UNITS</b>	<b>44</b>

4. ELECTRONIC POWER TECHNOLOGY	
Complete the <b>REQUIRED COURSES</b> plus:	
ELEC 216 Introduction to Industrial Electricity	4
ELEC 217 Industrial Electricity	4
ELEC 218 Controlling Industrial Electricity	4
<b>TOTAL UNITS</b>	<b>46</b>

5. AVIONICS TECHNOLOGY	
<b>REQUIRED COURSES:</b>	<b>UNITS</b>
TECALC 097 Technical Calculations	4
ELECTR 110 Direct Current Circuit Analysis	3
ELECTR 111 Direct Current Circuit Laboratory	1
ELECTR 115 Alternating Current Circuit Analysis	3
ELECTR 116 Alternating Current Circuit Laboratory	1
ELECTR 155 Electronic Drawing and Assembly	3
ELECTR 230 Semiconductor Devices	3
ELECTR 235 Solid State Circuit Analysis	4
ELECTR 265 Digital Logic Design	4
ELECTR 266 Microprocessor Technology	4
ELECTR 270 Linear Integrated Circuit Analysis	4

<b>ADDITIONAL COURSES:</b>	
AERO 121* Aviation Fundamentals	3
AERO 140* Instrument Ground School & Flight Sim.	4
ELECTR 220 FCC Rules and Regulations	3
ELECTR 250 Radio Transmitters, Receivers, & Antennas	4
ELECTR 257A Navigation & Communication Systems	4
<b>TOTAL UNITS</b>	<b>52</b>

\* AERO 102 & 103 can be substituted for AERO 121 & 140

\*\* Pending approval from the California Community College Chancellor's Office

### COURSES OFFERED BY THE DEPARTMENT OF ELECTRICITY/ELECTRONICS:

ELEC 012 UTILITY POLE CLIMBING: OSPCTP 3.25 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 4 hours per week.

The study of the procedures, safety practices and equipment used in telephone and utility pole climbing. Subjects include: knots, handlines, cable repair, pole climbing, blueprints, cable placement, and pole handling. **DOCTOR'S VERIFICATION THAT THERE IS AN ABSENCE OF FEAR OF HEIGHTS, HEART TROUBLE, DIZZINESS, FAINTING SPELLS, HIGH BLOOD PRESSURE, BACK TROUBLE, ASTHMA, EPILEPSY; OR A PHYSICIAN'S STATEMENT THAT PRE-EXISTING CONDITIONS WILL NOT AFFECT THE STUDENT'S ABILITY TO SAFELY COMPLETE THIS COURSE IS REQUIRED.**

Associate Degree Applicable

ELEC 216A  
INTRODUCTION TO INDUSTRIAL ELECTRICITY 4 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

The study of electrical power transmission, the National Electrical Code, electrical blueprints, and residential and commercial wiring.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELEC 217A  
INDUSTRIAL ELECTRICITY 4 UNITS  
**PREREQUISITE:** ELECTR 115.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Study of DC motors, single and polyphase AC motors, and the necessary controls and measuring equipment, industrial circuit protection and switching equipment.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELEC 218A  
CONTROLLING INDUSTRIAL ELECTRICITY 4 UNITS  
**PREREQUISITE:** ELEC 217A.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

The study of DC, AC and polyphase motor operation, of mechanical and programmable machine controls, relays and programmable controllers, ladder logic diagrams and the communication network linking the programmer, the controller and the machine.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELECTR 110  
DIRECT CURRENT CIRCUIT ANALYSIS 3 UNITS  
**PREREQUISITE:** None.

**COREQUISITE:** ELECTR 111.  
**LECTURE:** 3 hours per week.

A comprehensive course in direct circuit analysis including Ohm's Law, series and parallel circuit analysis, voltage and current dividers, DC meters, Kirchhoff's Laws, magnetic circuits, and network theorems.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELECTR 111  
DIRECT CURRENT CIRCUIT LABORATORY 1 UNIT  
**PREREQUISITE:** None.

**COREQUISITE:** ELECTR 110.  
**LABORATORY:** 3 hours per week.

The laboratory complement to ELECTR 110 including experiments reinforcing the theory of electricity and the necessary technical skills.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELECTR 115  
ALTERNATING CURRENT CIRCUIT ANALYSIS 3 UNITS  
**PREREQUISITE:** ELECTR 110 and ELECTR 111.

**COREQUISITE:** ELECTR 116.  
**LECTURE:** 3 hours per week.

An in-depth analysis of alternating current circuits including AC generation and transformation, inductance and inductive circuits, capacitance and capacitive circuits, time constants, rectangular and polar notation, AC circuit analysis, resonance and filters.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELECTR 116  
ALTERNATING CURRENT CIRCUIT LABORATORY 1 UNIT  
**PREREQUISITE:** ELECTR 110 and ELECTR 111.

**COREQUISITE:** ELECTR 115.  
**LABORATORY:** 3 hours per week.

The laboratory complement to ELECTR 115 including skill training in oscilloscopes QT boards, function generators, and other test equipment.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELECTR 155  
ELECTRONIC DRAWING AND ASSEMBLY 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Skill in interpreting and creating electronic drawings, circuit board construction and assembly. Emphasis on drawings, soldering, assembly, and fundamentals of CAD.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELECTR 158  
MICROCOMPUTER OPERATION 2 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.

A survey course in the technical applications of the microcomputer systems including computer interconnections, system capabilities and limitations, flowcharting, trouble isolation techniques and the use of microcomputers as calculating devices.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELECTR 198  
ELECTRONICS WORK EXPERIENCE 1-4 UNITS  
**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELECTR 220A  
F.C.C. RULES AND REGULATIONS 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A review of the requirements for the General Radiotelephone Operator's License offered by the Federal Communications Commission.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

ELECTR 222  
SPECIAL PROBLEMS IN ELECTRONICS I 1 UNIT  
**PREREQUISITE:** ELECTR 116.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving laboratory work for selected students who are interested in furthering their knowledge of electronics on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

**ELECTR 223**  
**SPECIAL PROBLEMS IN ELECTRONICS II**      2 UNITS  
**PREREQUISITE: ELECTR 116.**

**INDEPENDENT STUDY: 6 hours per week.**

Assigned problems involving laboratory work for selected students who are interested in furthering their knowledge of electronics on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ELECTR 230**  
**SEMICONDUCTOR DEVICES**      3 UNITS  
**PREREQUISITE: ELECTR 110.**

**LECTURE: 3 hours per week.**

A study of semiconductor devices including the chemistry and physics of the structure of matter, the structure of the atom and the operation of semiconductor of devices based on energy level analysis.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ELECTR 235**  
**SOLID STATE CIRCUIT ANALYSIS**      4 UNITS  
**PREREQUISITE: ELECTR 230.**

**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

An analysis of discrete solid state circuits and their design including diodes and their applications; circuit configurations; amplifiers and amplification; biasing techniques; quiescent point stabilization; feedback principles; FETs; photo devices; multi-stage amplifiers and power devices; multi-stage amplifiers and power amplifiers; breadboarding and evaluation of designed circuits using discrete components.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ELECTR 250A**  
**RADIO TRANSMITTERS, RECEIVERS AND ANTENNAS**      4 UNITS

**PREREQUISITE: ELECTR 115.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Course includes radio frequency amplifiers, oscillators, signal spectra, elements of noise, AM and FM modulation and demodulation, AM and FM transmitter and receiver systems, transmitter and receiver circuits, frequency and phase modulation and demodulation, phase locked loops, pulse and digital modulation and demodulation and data communication techniques.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ELECTR 255A**  
**TELEPHONE NETWORKING**      4 UNITS  
**PREREQUISITE: ELECTR 115.**

**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Course includes telephone technology with emphasis on telephony color code, tools, single line and business phone wiring and installation, block wiring, installation, programming and troubleshooting the 616 FLEX phone switch.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ELECTR 257A**  
**NAVIGATION AND COMMUNICATION SYSTEMS**      4 UNITS

**PREREQUISITE: ELECTR 250A.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Bench test, installation and ramp test of transmitter and receiver systems and their operating principles. Systems include Auto Direction Finder, Very High Frequency Omnidirectional Range, LORAN-C, Omega, INS, DME, ILS, VHF comm, HF comm, FM transceivers and transponder.

*Associate Degree Applicable*  
*Course credit transfers to CSU*

**ELECTR 265**  
**DIGITAL LOGIC DESIGN**      4 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Provides technicians, engineers, and programmers with a working knowledge of digital logic circuits and their application to logic circuits to computers. Includes theory and experience necessary to understand and analyze digital circuits logic and systems.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ELECTR 266**  
**MICROPROCESSOR TECHNOLOGY**      4 UNITS  
**PREREQUISITE: ELECTR 265.**

**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Fundamental principles of microprocessors, 8080 series with emphasis on their operation and applications in radio, VCRs, and traffic control. Makes use of assembly language interfacing with both analog and digital circuitry. Includes breadboarding circuits and controlling them with the 8080 microprocessor.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ELECTR 270**  
**LINEAR INTEGRATED CIRCUIT ANALYSIS**      4 UNITS  
**PREREQUISITE: ELECTR 115 and ELECTR 116.**

**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

A review of bipolar transistor fundamentals and differential amplifiers with emphasis on inner connections and circuit designs using integrated circuit operational amplifiers, phase-lock loops, and current differentiating amplifiers. Includes breadboarding and evaluation of various types of active linear and pulse circuits involving operational amplifiers and phase-lock loops.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ELECTR 280A**  
**MINI COMPUTER OPERATION AND MAINTENANCE**      4 UNITS

**PREREQUISITE: ELECTR 266.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Provides technicians and engineers with a working knowledge of the principles and analysis techniques applicable to computer operations and maintenance. Includes the theory and experience necessary to understand and analyze computer circuitry as needed for entry-level work in the computer and electronics industry.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

ELECTR 290A  
 INDUSTRIAL COMPUTERS AND ROBOTICS  
 MAINTENANCE 4 UNITS

**PREREQUISITE:** *ELECTR 266.*

**LECTURE:** *3 hours per week and*

**LABORATORY:** *3 hours per week.*

A comprehensive study of computers and robots used in industry. Includes diagnostics and programming for controlling robots, machines and medical equipment.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

TECALC 137  
 TECHNICAL CALCULATIONS 4 UNITS

**PREREQUISITE:** *TECALC 950 or MATH 942.*

**LECTURE:** *4 hours per week.*

Practical use of mathematics especially designed for the needs of technical students. Includes signed numbers, terms, four operations on polynomials, simple equations, applied problems, factoring, four operations on fractions, complex fractions, an introduction to complex numbers and trigonometry, and an introduction to scientific notation.

*Associate Degree Applicable*

*\*Effective FA02 only*

TECALC 097  
 TECHNICAL CALCULATIONS 4 UNITS

**PREREQUISITE:** *MATH 952.*

**LECTURE:** *4 hours per week.*

Practical use of mathematics especially designed for the needs of technical students. Includes signed numbers, terms, four operations on polynomials, linear equations, applied problems, factoring, four operations on fractions, complex fractions, fractional equations, and introduction to complex numbers, trigonometry, and scientific notation.

*Associate Degree Applicable*

*\*Effective SP03*

TECALC 950  
 ARITHMETIC 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

A basic skills course designed as a review of whole numbers, decimals, fractions, percents, ratio and proportions.

*Not applicable to the Associate Degree.*

*\*Effective FA02 only*

TECALC 950  
 SHOP CALCULATIONS 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

A basic skills course designed as a review of whole numbers, fractions, decimals, problem solving methods, and practical measurements.

*Not applicable to the Associate Degree.*

*\*Effective SP03*





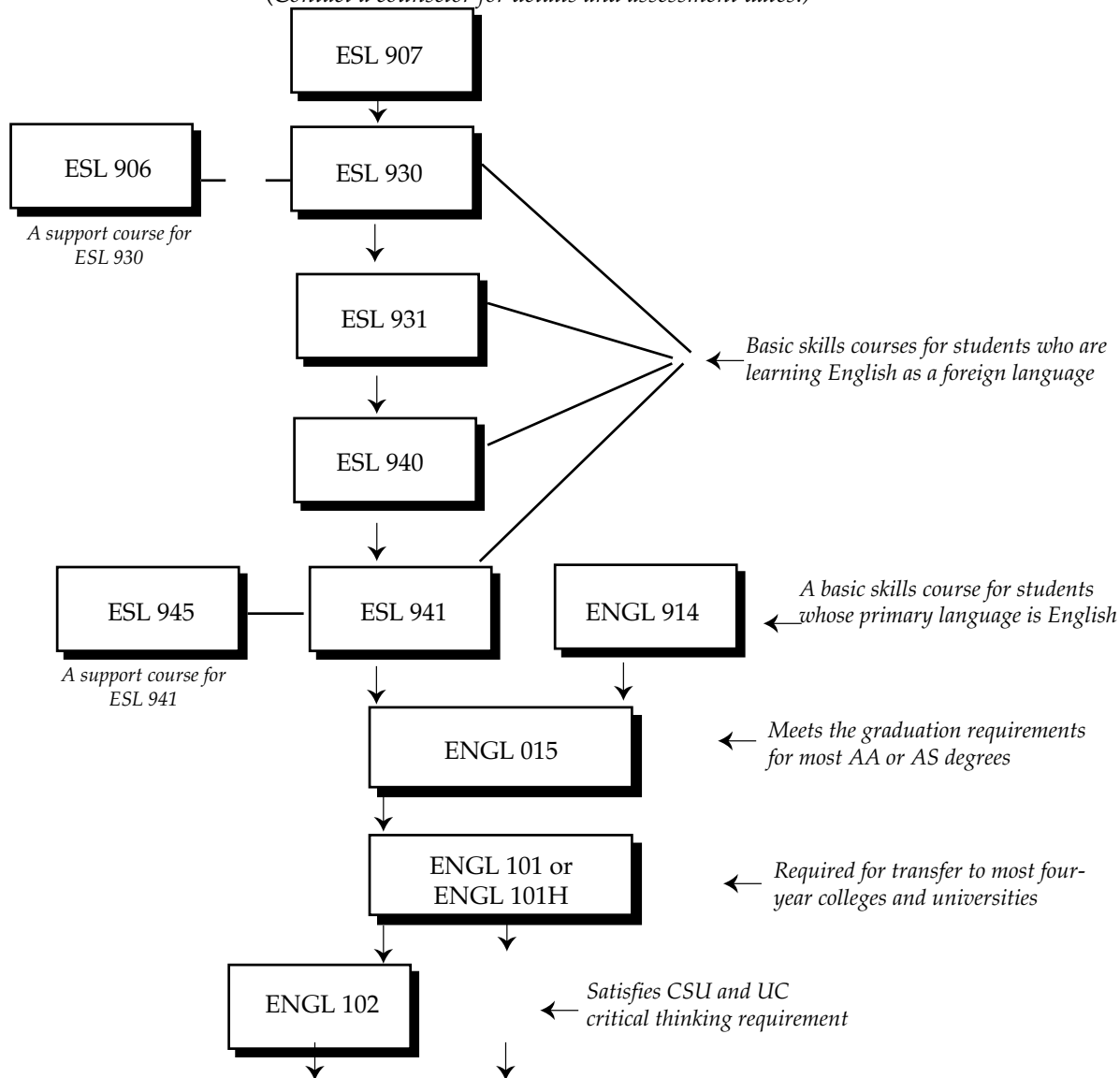
## Sequence of English Courses at SBVC

You may follow this sequence of courses to develop proficiency in English

or

you may be eligible to begin this sequence with ENGL 015 or ENGL 101  
depending on results of the SBVC assessment process.

*(Contact a counselor for details and assessment dates.)*



### **ADVANCED ENGLISH COURSES**

ENGL 120 Fundamentals of News Writing	ENGL 260 American Literature: to the Mid-1800s
ENGL 121 The News Media	ENGL 261 American Literature: from the Mid-1800s to the Present
ENGL 122x4 Journalism Production	ENGL 270 Survey of English Literature to the 18th Century
ENGL 125x2 Literary Magazine Production	ENGL 271 Survey of English Literature from the 18th Century to the Present
ENGL 151 Freshman Composition and Literature	ENGL 275 Shakespeare
ENGL 153 Literature and Film	ENGL 280 World Literature to the 17th Century
ENGL 155 Children's Literature	ENGL 281 World Literature from the 17th Century to the Present
ENGL 161 Women Writers	ENGL 285 ABC Honors in English
ENGL 163 Chicano Literature	
ENGL 165 African-American Literature	
ENGL 167 Latin-American Literature in Translation	
ENGL 175 Literature and Religion of the Bible	
ENGL 232 Creative Writing	

## ENGLISH

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippy, M.F.A.
DEPARTMENT HEAD:	Judith Ashton, M.A.
OTHER FACULTY:	Horace Alexander, Ed.D. Diana Anderson, M.A. Sharon Chapman, M.A. Paula Ferri-Milligan, M.A. Sheela Free, Ph.D. Diane Hunter, M.A. Thomas Kinnaird, M.A. Joel Lamore, M.A. Yvette Lee, M.A. William McKie, M.A. Dolores Moreno, M.A. Anasuya Pal, Ph.D. Edward Perez, Ph.D. Lydia Rivera, Ph.D. Michael Slusser, M.A. Laurie Staude, M.A. Julie Tilton, M.A.
DIVISION SECRETARIES:	To Be Announced Liberal Arts 217 (909) 384-8633 Kelly Adcock North Hall 240 (909) 384-8906
LIAISON COUNSELOR:	Juan Zepeda, M.S.C. (909) 384-8976

The English Department offers courses in composition, literature, journalism, creative writing, English as a second-language, and basic skills. These courses are designed to help students develop skills in reading perceptively, thinking critically, and writing effectively. The Writing Center, located in Liberal Arts 201, offers supplemental support to assist students in developing these skills.

In order to be placed into the proper level of composition class, all new students are required to take a placement test and meet with a counselor prior to enrollment. A schedule of test dates is available in the Counseling Center. A counselor will use those scores as well as other information, such as high school and/or work experience, to place students in the proper English class.

Students planning to transfer to a four-year institution and major in English should consult with a counselor regarding the transfer process and lower division requirements.

## COURSES OFFERED BY THE DEPARTMENT OF ENGLISH:

ENGL 911 BASIC GRAMMAR AND USAGE REVIEW	1 UNIT
<b>PREREQUISITE:</b> None.	
<b>LECTURE:</b> 1 hour per week.	
A review of basic English grammar (parts of speech and sentence structure) as well as a review of common errors in grammar and usage.	
<i>Not applicable to the Associate Degree</i>	

ENGL 912 RESEARCH PAPER WORKSHOP	1 UNIT
<b>PREREQUISITE:</b> None.	
<b>LECTURE:</b> 1 hour per week.	
A workshop to prepare students in all phases of preparing a research paper, from selecting a topic to final format.	
<i>Not Applicable to the Associate Degree</i>	

ENGL 914 BASIC WRITING	3 UNITS
<b>PREREQUISITE:</b> None.	
<b>LECTURE:</b> 3 hours per week.	
A basic skills writing course for students who are not eligible for ENGL 015. Focus is on effective sentences and paragraphs including an extensive review of grammar, punctuation, and usage.	
<i>Not Applicable to the Associate Degree</i>	

ENGL 920 GRAMMAR	3 UNITS
<b>PREREQUISITE:</b> None.	
<b>LECTURE:</b> 3 hours per week.	
An introductory course on basic grammatical principles and language use, focusing on the structure of the sentence, parts of speech and major errors in grammar and usage.	
<i>Not Applicable to the Associate Degree</i>	

ENGL 015 PREPARATION FOR COLLEGE WRITING	4 UNITS
<b>PREREQUISITE:</b> ENGL 914 or ESL 941 with a grade of C or better or eligibility for ENGL 015 as determined through the SBVC assessment process.	
<b>LECTURE:</b> 4 hours per week.	
A writing course designed to prepare students for ENGL 101. Primary focus on the development of the paragraph and short essay. Includes a review of grammar, sentence structure, and punctuation.	
<i>Associate Degree Applicable (applies toward <u>English</u> requirement)</i>	

ENGL 055 CHILDREN'S LITERATURE	3 UNITS
<b>PREREQUISITE:</b> None.	
<b>LECTURE:</b> 3 hours per week.	
Survey of literature written for children with emphasis on values common to all significant literature. This non-transfer course is taught simultaneously with ENGL 155, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.	
<i>Associate Degree Applicable (applies toward <u>Humanities</u> requirement)</i>	

ENGL 063 CHICANO LITERATURE	3 UNITS
<b>PREREQUISITE:</b> None.	
<b>LECTURE:</b> 3 hours per week.	
Survey of representative Chicano literature including novels, drama, poetry, and essays. This non-transfer course is taught simultaneously with ENGL 163, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.	
<i>Associate Degree Applicable (applies toward <u>Humanities</u> requirement)</i>	

ENGL 065  
AFRICAN-AMERICAN LITERATURE 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of some of the most important works written by African-Americans in the genres of poetry, drama, the short story, the novel and the essay. This non-transfer course is taught simultaneously with ENGL 165, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

Associate Degree Applicable (applies toward Humanities requirement)

ENGL 101  
FRESHMAN COMPOSITION 4 UNITS

**PREREQUISITE:** ENGL 015 or eligibility for ENGL 101 as

determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.

A writing course which emphasizes expository and argumentative essays. Includes reading and analysis of various forms of writing, instruction in library research and preparation of documented papers.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

CAN (California Articulation Number): ENGL 2

ENGL 101H  
FRESHMAN COMPOSITION-HONORS 4 UNITS

**PREREQUISITE:** ENGL 015 or eligibility for ENGL 101 as

determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.

A writing course which emphasizes expository and argumentative essays. Includes reading and analysis of various forms of writing, instruction in library research and preparation of documented papers. Enrollment is limited to students eligible for the Honors Program.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

ENGL 102  
INTERMEDIATE COMPOSITION AND  
CRITICAL THINKING 4 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 4 hours per week.

Further work in the expository and argumentative essay with emphasis on the critical examination of literature and on analytical and explicatory writing.

Associate Degree Applicable

Course credit transfers to CSU and UC.

ENGL 120  
FUNDAMENTALS OF NEWS WRITING 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

A course in journalistic writing: reporting, feature writing, interpretation, editorial and column writing and critical review of the arts. Emphasis on the most basic form, the news story.

Associate Degree Applicable

Course credit transfers to CSU and UC.

ENGL 121  
THE NEWS MEDIA 3 UNITS

**PREREQUISITE:** ENGL 015 or eligibility for ENGL 101 as determined through the SBVC assessment process.

**LECTURE:** 3 hours per week.

An analysis of the nature of news, the role of the news media in America, the principal problems of the media (newspapers, wire services, news magazines and television) and an evaluation of their performances.

Associate Degree Applicable

Course credit transfers to CSU and UC.

ENGL 122x4  
JOURNALISM PRODUCTION 2 UNITS

**PREREQUISITE:** ENGL 101.

**LABORATORY:** 4 hours per week.

A laboratory course for the production of the campus newspaper. Students participate in all phases of newspaper production: writing, reporting, layout, advertising, photography, editing, and distribution. This course may be taken four times.

Associate Degree Applicable

Course credit transfers to CSU.

ENGL 125x2  
LITERARY MAGAZINE PRODUCTION 2 UNITS

**PREREQUISITE:** ENGL 015 or eligibility for ENGL 101 as determined through the SBVC assessment process.

**LABORATORY:** 4 hours per week.

The production of the college literary magazine including selecting material, planning format, typesetting, and paste-up. This course may be taken twice.

Associate Degree Applicable

Course credit transfers to CSU.

ENGL 151  
FRESHMAN COMPOSITION AND LITERATURE 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

Study of fiction, poetry, and drama with emphasis on the fundamental principles of literary criticism and interpretation. Includes student writing based on critical reading.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN (California Articulation Number): ENGL4

ENGL 153  
LITERATURE AND FILM 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

A study of literature adapted into film. Students will read short stories, novels, and plays; view the film(s) adapted from each literary work; and write critical and analytic essays about the literature, the films, and their interplay.

Associate Degree Applicable

Course credit transfers to CSU and UC.

ENGL 155  
CHILDREN'S LITERATURE 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

Survey of literature written for children with emphasis on values common to all significant literature. This transfer course is taught simultaneously with ENGL 055, a non-transfer course. Assignments differ for the two courses although the students participate in the same lectures.

Associate Degree Applicable

Course credit transfers to CSU and UC.

ENGL 161  
WOMEN WRITERS 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

A survey of poetry and prose by prominent women writers, exploring historical and contemporary issues in women's lives.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 163  
CHICANO LITERATURE 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

Survey of representative Chicano literature including novels, drama, poetry, and essays which focus on the cultural, social, and political developments/themes which shape and characterize Chicano culture and literary expression. This transfer course is taught simultaneously with ENGL 063, a non-transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 165  
AFRICAN-AMERICAN LITERATURE 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

A survey of some of the most important works written by African-Americans in the genres of poetry, drama, the short story, the novel and the essay. This transfer course is taught simultaneously with ENGL 065, a non-transfer course. Assignments differ for the two courses although the students participate in the same lectures.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 167  
LATIN AMERICAN LITERATURE IN TRANSLATION 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

Reading and discussion of representative 19th and 20th century Latin American novels, short stories and poems. The works are read with attention to literary analysis and the development of the literature within the social, cultural and historical context.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 175  
LITERATURE AND RELIGION OF THE BIBLE 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

The English Bible as literature and as religion including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed and an extensive reading of the two testaments. This course is also offered as RELIG 175.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 232  
CREATIVE WRITING 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

An introductory course in creative writing focusing on poetry and fiction. Includes strategies for writing both poetry and fiction, and the development of critical standards for judging literature.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ENGL6*

ENGL 260  
AMERICAN LITERATURE: TO THE MID-1800S 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

Reading of representative literary works of significant writers to illustrate the origin and development of American thought and culture from colonial times to the mid-1800s.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 261  
AMERICAN LITERATURE:  
FROM THE MID-1800S TO THE PRESENT 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

Reading of representative literary works of significant writers to illustrate the development of literary and intellectual American thought from the mid-1800s to the present.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 270  
ENGLISH LITERATURE TO THE 18TH CENTURY 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

Analysis of masterpieces of every literary type significant in the development of English literature from the Middle Ages to the early 18th century, supplemented by a study of the historical and social background of the literature and lives of representative and important writers.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 271  
ENGLISH LITERATURE FROM THE 18TH CENTURY  
TO THE PRESENT 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

Analysis of masterpieces of every literary type significant in the development of English literature from the 18th century to the present day, supplemented by a study of the historical and social background of the literature and lives of representative and important writers.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 275  
SHAKESPEARE 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

A critical analysis of a selection of Shakespeare's plays representative of his literary development. Lectures, films, and records examine life and the theatre in Elizabethan England.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 280  
WORLD LITERATURE: TO THE 17TH CENTURY 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

An introduction to world literature from the beginning to the 17th century, including a critical analysis of selected samples of literature within the context of the culture and time in which they were written.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 281  
WORLD LITERATURE: FROM THE 17TH CENTURY  
TO THE PRESENT 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

An introduction to world literature from the 17th century to the present, including a critical analysis of selected samples of literature within the context of the culture and time in which they were written.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 285A  
HONORS IN ENGLISH: POETRY 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

An intensive study of poetry as a distinct literary form. Attention to versification, structure, imagery, and diction of various poets. This is not a creative writing class.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 285B  
HONORS IN ENGLISH: DRAMA 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

A study of drama as a literary form. Reading and discussion of plays. Attention to playwright's plots, themes, characterizations, settings, language and stage directions.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

ENGL 285C  
HONORS IN ENGLISH: FICTION 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

Intensive study of two popular forms of fiction as distinct literary forms (the short story and the novel). This is not a creative writing class.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## ENGLISH AS A SECOND LANGUAGE

*Courses in English as a second language are designed for individuals learning English as a foreign language. The various courses cover writing, conversation, spelling and vocabulary in the English language.*

ESL 906  
THE SOUND PATTERNS OF ENGLISH 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A basic skills course designed to increase the non-native English speaker's ability to understand and pronounce the sounds of standard American English. Instruction in the pronunciation of vowels, consonants and intonation patterns with special emphasis in decreasing communication problems due to non-standard American English pronunciation.

*Not Applicable to the Associate Degree*

ESL 907  
PRACTICAL CONVERSATION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This is a course designed to increase non-native students' skills in pronunciation, listening and conversation. The course will offer extensive listening and conversation instruction.

*Not Applicable to the Associate Degree*

ESL 930  
PATTERNS OF CONTEMPORARY ENGLISH I 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 4 hours per week.

This is the first of two courses which together present an introduction of spoken and written English for non-native speakers of English. It provides instruction on listening comprehension, conversation, reading and writing. The course covers grammatical features, troublesome exceptions, elementary pronunciation and basic sentence patterns.

*Not Applicable to the Associate Degree*

ESL 930A  
VOCATIONAL ENGLISH AS A SECOND LANGUAGE,  
PART 1 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

This is the first of a basic skills sequence emphasizing spoken English, using examples drawn from vocational fields. The course includes conversational and listening comprehension practice, grammatical features, troublesome exceptions, and the study of simple sentences. Topics covered include: introductions, use of the verb "to be", contractions and simple punctuation and capitalization.

*Not applicable to the Associate Degree*

ESL 930B  
VOCATIONAL ENGLISH AS A SECOND LANGUAGE,  
PART 2 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

This is the second of a basic skills sequence emphasizing spoken English, using examples from vocational fields. The course includes conversational and listening comprehension practice, grammatical features, troublesome exceptions, and the study of simple sentences. Topics covered include vocabulary related to work and time, writing simple questions and statements, and prepositions and pronouns.

*Not applicable to the Associate Degree*

ESL 930C  
 VOCATIONAL ENGLISH AS A SECOND LANGUAGE,  
 PART 3 1 UNIT

**PREREQUISITE:** None  
**LECTURE:** 1 hour per week.

This is the third of a basic skills sequence emphasizing spoken English, using examples drawn from vocational fields. The course includes conversational and listening comprehension practice, grammatical features, troublesome exceptions, and the study of simple sentences. Topics covered include: vocabulary related to shopping, colors, and the use of demonstratives and adjectives.  
*Not applicable to the Associate Degree*

ESL 930D  
 VOCATIONAL ENGLISH AS A SECOND LANGUAGE,  
 PART 4 1 UNIT

**PREREQUISITE:** None.  
**LECTURE:** 1 hour per week.

This is the fourth of a basic skills sequence emphasizing spoken English, using examples drawn from vocational fields. The course includes conversational and listening comprehension practice, grammatical features, troublesome exceptions, and the study of simple sentences. Topics covered include: vocabulary related to entertainment and invitations, and the use of subject and object pronouns.  
*Not applicable to the Associate Degree*

ESL 931  
 PATTERNS OF CONTEMPORARY ENGLISH II 4 UNITS  
**PREREQUISITE:** ESL 930 or eligibility as determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.  
 This is the second of a two-course basic skills sequence which together present an introduction of spoken and written English for non-native speakers of English. It provides instruction on listening comprehension, conversation, reading and writing. The course covers grammatical features, troublesome exceptions, elementary pronunciation and basic sentence patterns including complex sentences and simple paragraphs.  
*Not Applicable to the Associate Degree*

ESL 940  
 PATTERNS OF CONTEMPORARY ENGLISH III 4 UNITS  
**PREREQUISITE:** ESL 931 or eligibility as determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.  
 The first of a two-course basic skills sequence emphasizing written English. Emphasis on intensive paragraph writing preparation, reading comprehension practice, and instruction on writing brief essay responses to questions on reading passages.  
*Not Applicable to the Associate Degree*

ESL 941  
 PATTERNS OF CONTEMPORARY ENGLISH IV 4 UNITS  
**PREREQUISITE:** ESL 940 or eligibility as determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.  
 The second of a two-course basic skills sequence emphasizing written English. Emphasis on intensive paragraph writing preparation, reading comprehension practice, writing brief essay responses to short articles and developing summarizing skills.  
*Not Applicable to the Associate Degree*

ESL 945  
 IDIOMS IN AMERICAN ENGLISH 3 UNITS  
**PREREQUISITE:** ESL 941.

**LECTURE:** 3 hours per week.  
 This is a course designed for non-native students to recognize idiomatic expressions commonly used by native speakers. It will present instruction on the meaning and use of idioms as well as common problems to avoid. The course will offer extensive oral, written, reading and listening comprehension practice.  
*Not Applicable to the Associate Degree*

## ENVIRONMENT

DIVISION:	Technical
DIVISION DEAN:	Thomas Bauman, M.S.C.
DEPARTMENT HEAD:	Mark Williams, B.S. (909) 384-8571
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical Building, Room 108 (909) 384-4451
LIAISON COUNSELOR:	George Fleming, M.S. (909) 384-8975

ENVT 101  
 MANAGEMENT OF HAZARDOUS MATERIALS 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** CHEM 101.  
**LECTURE:** 3 hours per week.  
 Survey of regulations and laws governing the management of hazardous materials: definitions, safety requirements, storage, transportation, emergency response, Material Safety Data Sheets (MSDS) and personal protective equipment.  
*Associates Degree Applicable*  
*Course credit transfers to CSU.*

ENVT 103  
 HAZARDOUS SUBSTANCES AND THE EFFECTS  
 ON THE ENVIRONMENT 3 UNITS

**PREREQUISITE/COREQUISITE:** CHEM 101.  
**LECTURE:** 3 hours per week.  
 Examination of the effects that different types of substances have on the environment. Aquatic chemistry will cover water pollution and water treatment. Atmospheric chemistry will deal with the major threats to the global atmosphere, including greenhouse gases and ozone-depleting chemicals. Soil chemistry will examine macronutrients and micronutrients and soil erosion. The nature and sources of hazardous waste: reduction, treatment and disposal.  
*Associates Degree Applicable*  
*Course credit transfers to CSU.*

ENVT 105  
 HAZARDOUS WASTE MANAGEMENT 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** ENVT 103.  
**LECTURE:** 3 hours per week.  
 Federal and California laws and regulations governing hazardous waste management. Topics include: hazardous waste generation logs, identification and classification, EPA identification numbers, small quantity generators, permit and notification requirements, minimization and source reduction, permitting of hazardous waste facilities and transportation of hazardous waste.  
*Associates Degree Applicable*  
*Course credit transfers to CSU.*

ENVT 107  
TOXICOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Examination of the routes of entry of hazardous substances and the effects on the human body. Distribution and elimination of toxins, coupled with dose-effect and time-effect will provide an understanding on how our bodies react to hazardous substances. Carcinogens and how they affect the reproductive system will also be examined. Industrial hygiene and occupational health hazards along with monitoring of hazardous agents will be discussed in detail. Exposure control methods, medical monitoring, treatment and management will give the students knowledge in preventing exposure to hazardous substances.

*Associates Degree Applicable*

*Course credit transfers to CSU.*

ENVT 109  
TRANSPORTATION OF HAZARDOUS MATERIALS 3 UNITS

**PREREQUISITE:** ENVT 105.

**LECTURE:** 3 hours per week.

Examination of hazardous materials, packaging requirements, and shipping regulations as they apply to the Department of Transportation (DOT), International Air Transport Association (IATA), and the International Maritime Organization (IMO). Focus will be on how to complete shipping papers, select and apply labels and markings, along with proper placarding and loading of transport vehicles.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## ESCROW

See the Department of REAL ESTATE AND ESCROW

## FAMILY AND CONSUMER SCIENCE

DIVISION:	Science and Math
DIVISION DEAN:	W. William Hughes, Ph.D.
DEPARTMENT HEAD:	Juliann Martin, M.A. North Hall 244 (909) 384-4457
OTHER FACULTY:	Susan Shimoff, M.S.
DIVISION SECRETARY:	Rose Garcia
DIVISION OFFICE:	Chemistry 121 (909) 384-8645
LIAISON COUNSELOR:	Linda Young, M.S. (909) 384-8980

The Family and Consumer Science (FCS) Department has an academic as well as a vocational orientation. The uniqueness of the FCS program is that the subject matter is applicable to a career as well as to the quality of life.

The department offers several opportunities to students seeking an Associate of Sciences degree. Specializations for these degrees are available in Family and Consumer Science and Dietetic Technician. Students planning to transfer to a four-year institution and major in family and consumer science or a related field should consult with a counselor regarding the transfer process and lower division requirements.

The department also offers courses to fulfill vocational certificates in Dietetic Aide and Service Supervisor.

## FAMILY AND CONSUMER SCIENCE ASSOCIATE OF SCIENCE DEGREES

### 1. DIETETIC TECHNICIAN

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

The Dietetic Technician curriculum prepares students for careers in food/nutrition service operations at hospitals, nursing homes, schools, and community feeding programs. The technician will be able to perform such functions as supervision of food production, planning duty schedules for employees, writing menus, designing regular and modified diets, taking nutrition histories, teaching classes to patients and food service personnel, and giving diet instructions. Successful completion of the program qualifies graduates for certification by membership in the American Dietetic Association and in the American School Food Service Association. Certification as a registered Dietetic Technician authorizes use of the initial D.T.R. after the student's name. The Associate of Science degree curriculum is approved by the American Dietetic Association.

REQUIRED COURSES:	UNITS
FCS 160 Food Preparation	3
FCS 161 Quantity Food Preparation	3
FCS 162 Nutrition	3
FCS 225 Sanitation and Safety	3
FCS 235 Menu Planning	3
FCS 240 Purchasing	3
FCS 260 Modified Diets	3
FCS 262 Nutrition Care	4.5
FCS 264 Nutrition Management	3
FCS 290 Field Experience	2
FCS 292 Clinical Experience	4
RM 111x2 Restaurant Internship II	1.5
<b>TOTAL UNITS</b>	<b>36</b>

### 2. FAMILY AND CONSUMER SCIENCE

To graduate with a specialization in Family and Consumer Science, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

REQUIRED COURSES:	UNITS
FCS 130 Clothing Construction	3
FCS 132 Advanced Clothing Construction	3
FCS 148 Fashion Selection	3
FCS 160 Food Preparation	3
FCS 161 Quantity Food Preparation	3
FCS 162 Nutrition	3
<b>TOTAL UNITS</b>	<b>18</b>

RECOMMENDED COURSES:	UNITS
FCS 140 Textiles	3
FCS 180 Interior Design Fundamentals	3

FAMILY AND CONSUMER SCIENCE CERTIFICATES

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.

1. DIETETIC AIDE CERTIFICATE

The Dietetic Aid Certificate is designed to prepare students for entry-level employment in Dietetics.

REQUIRED COURSES:	UNITS
FCS 160 Food Preparation	3
FCS 161 Quantity Food Preparation	3
FCS 162 Nutrition	3
FCS 225 Sanitation and Safety	3
FCS 235 Menu Planning	3
FCS 240 Purchasing	3
FCS 260 Modified Diets	3
<b>TOTAL UNITS</b>	<b>21</b>

2. DIETETIC SERVICE SUPERVISOR CERTIFICATE

The Dietetic Service Supervisor Certificate is designed to prepare students for supervision of food production, writing menus, designing diets, teaching classes to food service personnel and giving diet instructions. Upon successful completion of the required courses, students will meet the California Department of Health Licensing Requirements for Dietetic Service Supervisor (DSS).

REQUIRED COURSES:	UNITS
FCS 160 Food Preparation	3
FCS 161 Quantity Food Preparation	3
FCS 162 Nutrition	3
FCS 225 Sanitation and Safety	3
FCS 240 Purchasing	3
FCS 260 Modified Diets	3
FCS 262 Nutrition Care	4.5
FCS 264 Nutrition Management	3

RECOMMENDED COURSES:

BUSAD 105 Small Business Management	3
TECALC 097 Technical Calculations	4
Or	
MATH 090 Elementary Algebra	(4)
<b>TOTAL UNITS</b>	<b>25.5-32.5</b>

\*Effective SP03

COURSES OFFERED BY THE DEPARTMENT OF FAMILY AND CONSUMER SCIENCE:

FCS 001  
CONSUMER IN THE COMMUNITY 1-3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 1-3 hours per week.**

Seminars on selected topics in the field of family and consumer sciences developed to address current issues and help consumers with everyday problems including the areas of personal and family finance and consumer education.

Associate Degree Applicable

FCS 030x2  
COMPARATIVE SEWING TECHNIQUES 2 UNITS

**PREREQUISITE: None.**

**LECTURE: 1 hour per week and**

**LABORATORY: 2 hours per week.**

The study of sewing skills with emphasis on comparing different clothing construction techniques and their application to the specific pattern and fabric selected for students' projects. Includes discussion on selection of materials, equipment, and patterns. This course may be taken twice.

Associate Degree Applicable

\*Effective FA02 only

FCS 030x2  
SEWING TECHNIQUES 2 UNITS

**PREREQUISITE: None.**

**LECTURE: 1 hour per week and**

**LABORATORY: 2 hours per week.**

Sewing skills with emphasis on comparing different clothing construction techniques and their application to the specific pattern and fabric selected for student projects. Includes discussion on selection of materials, equipment, and patterns.

Associate Degree Applicable

\*Effective SP03

FCS 032x2  
ADVANCED COMPARATIVE SEWING TECHNIQUES 2 UNITS

**PREREQUISITE: FCS 130.**

**LECTURE: 1 hour per week and**

**LABORATORY: 2 hours per week.**

The study of advanced clothing construction principles with emphasis on complex construction techniques relating to intricate pattern styles and special fabrics, such as napped, striped, and one-way designs. This course may be taken twice.

Associate Degree Applicable

\*Effective FA02 only

FCS 032x2  
ADVANCED SEWING TECHNIQUES 2 UNITS

**PREREQUISITE: FCS 130.**

**LECTURE: 1 hour per week and**

**LABORATORY: 2 hours per week.**

Advanced clothing construction principles with emphasis on complex construction techniques relating to intricate pattern styles and special fabrics, such as napped, striped, and one-way designs.

Associate Degree Applicable

\*Effective SP03

FCS 062  
BASIC NUTRITION 2 UNITS

**PREREQUISITE: None.**

**LECTURE: 2 hours per week.**

Consumer oriented course emphasizing fundamental aspects of nutrition for the individual or the family. Topics include basic concepts of normal nutrition, good health, quality of food supply, consumer aspects of nutrition, diets and weight control, health food controversies and world food problems.

Associate Degree Applicable



FCS 101-102  
ISSUES IN FAMILY AND CONSUMER SCIENCE 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Special interest classes designed to upgrade and update information in the fields of Family and Consumer Science and consumer skills for teachers, teachers aides, parents, and professionals. Topics include innovations in fashion, clothing, interior design, nutrition, and merchandising.

Associate Degree Applicable

Course credit transfers to CSU.

FCS 108  
PERSONAL FINANCE 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Preparation for managing personal finances including budgeting, borrowing, insurance, investments and home ownership. This course is also offered as BUSAD 108.

Associate Degree Applicable

Course credit transfers to CSU.

FCS 120x2  
LABORATORY PREPARATION IN  
FAMILY AND CONSUMER SCIENCE 1 UNIT

**PREREQUISITE:** One course in Family and Consumer Science.

**LABORATORY:** 3 hours per week.

Practical laboratory techniques designed to acquaint students with methods of collection and preparation of common materials used in Family and Consumer Science courses. This course may be taken twice.

Associate Degree Applicable

Course credit transfers to CSU.

FCS 130  
CLOTHING CONSTRUCTION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

The study of clothing construction principles with emphasis on developing and evaluating skills in custom and speed construction techniques, measuring and pattern selection, fabric selection, and clothing construction techniques. Designed for both beginning and experienced students.

Associate Degree Applicable

Course credit transfers to CSU.

\*Effective FA02 only

FCS 130  
PRINCIPLES OF APPAREL CONSTRUCTION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

Basic techniques in apparel construction including tools and equipment, body measurements, pattern selection and adjustments, fabric selection and preparation, fabric manipulation, construction techniques, standards of construction and fit, and construction of completed garments.

Associate Degree Applicable

Course credit transfers to CSU.

\*Effective SP03

FCS 132  
ADVANCED CLOTHING CONSTRUCTION 3 UNITS

**PREREQUISITE:** FCS 030x2 or FCS 130.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

The study of advanced clothing construction principles with emphasis on complex construction techniques. Fabrics requiring special handling and intricate pattern designs will be evaluated as well as current practices in high fashion construction principles.

Associate Degree Applicable

Course credit transfers to CSU.

\*Effective FA02 only

FCS 132  
ADVANCED PRINCIPLES OF APPAREL CONSTRUCTION 3 UNITS

**PREREQUISITE:** FCS 030x2 or FCS 130.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

Advanced clothing construction principles with the emphasis on complex apparel construction techniques. Includes the evaluation of fabrics requiring special handling and intricate pattern designs and discussion of current construction practices in high fashion.

Associate Degree Applicable

Course credit transfers to CSU.

\*Effective SP03

FCS 140  
TEXTILES 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

The analysis of fabric qualities as related to fiber content, yarn structure, fabric structure, and fabric finish characteristics with an emphasis on care and suitability of fabrics for various uses.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN (California Articulation Number): FCS6

FCS 148  
FASHION SELECTION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The study and application of the principles of design with emphasis on figure analysis, color selection and apparel coordination for men and women. Includes business etiquette and manners to improve image and self esteem, the psychological significance of fashion selection, and strategies for successful wardrobe planning for specific lifestyles and professional positions. This course is also offered as OIS 148.

Associate Degree Applicable

Course credit transfers to CSU.

CAN (California Articulation Number): FCS20

FCS 152  
FASHION INDUSTRY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An overview of the fashion industry through the study of social and economical behavior related to the development of fashion, design, production, promotion, and distribution of clothing with an emphasis on the fashion industry of today.

Associate Degree Applicable

Course credit transfers to CSU.

FCS 153  
 FASHION MERCHANDISING 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 The study of the principles and techniques of merchandising especially pertinent to the fashion industry. Includes the psychological aspects of fashion consumption.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

FCS 160  
 FOOD PREPARATION 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
 Basic knowledge of food science and proficiency in food preparation techniques. Emphasizes nutritional values, food safety, sanitation, and food product standards. This course is also offered as RM160.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
 CAN (California Articulation Number): FCS8  
*\*Effective FA02 only*

FCS 160  
 INTRODUCTION TO FOODS 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
 Introduction to food science principles and food preparation techniques. Emphasis on ingredient functions and interactions; technique, production and sensory evaluation standards, food safety, sanitation, nutrient values, and food presentation This course is also listed as RM160.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
 CAN (California Articulation Number): FCS8  
*\*Effective SP03*

FCS 161  
 QUANTITY FOOD PREPARATION 3 UNITS  
**PREREQUISITE:** FCS 160 or RM 160.  
**LECTURE:** 3 hours per week.  
 Introduction to the scientific theory of the application of heat, and the changes that take place in food during the cooking process. Includes handling of kitchen tools and equipment, analysis of budgets, and the proper techniques of preparing food for quantity production. This course is also offered as RM/FS 161.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*\*Effective FA02 only*

FCS 161  
 QUANTITY FOOD PREPARATION 3 UNITS  
**PREREQUISITE:** FCS 160 or RM 160.  
**LECTURE:** 3 hours per week.  
 Introduction to the scientific theory of the application of heat, and the changes that takes place in food during the cooking process. Includes handling of kitchen tools and equipment, analysis of budgets, and the proper techniques of preparing food for quantity production. This course is also offered as RM/FS 161.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*\*Effective SP03*

FCS 162  
 NUTRITION 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Emphasis on individual needs, food sources of nutrients, and current nutritional issues.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
 CAN (California Articulation Number): FCS2  
*\*Effective FA02*

FCS 162  
 NUTRITION 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Emphasis on individual needs, food sources of nutrients, current nutritional issues and diet analysis.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
 CAN (California Articulation Number): FCS2  
*\*Effective SP03*

FCS 180  
 INTERIOR DESIGN FUNDAMENTALS 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
 The study and application of the elements and principles of color and design, space planning, and decorative materials including consumer and socioeconomic considerations.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

FCS 182  
 INTERIOR DESIGN SOURCES AND RESOURCES:  
 FLOOR COVERINGS 1 UNIT  
**PREREQUISITE:** FCS 180.  
**LECTURE:** .5 hour per week and  
**LABORATORY:** 1.5 hours per week.  
 Analysis of the physical characteristics of the products used for floor coverings including hard, resilient, and soft materials. Emphasis on comparative evaluation of cost, upkeep, and aesthetics of currently marketed products.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

FCS 183  
 INTERIOR DESIGN SOURCES AND RESOURCES:  
 WINDOW COVERINGS 1 UNIT  
**PREREQUISITE:** FCS 180.  
**LECTURE:** .5 hour per week and  
**LABORATORY:** 1.5 hours per week.  
 Analysis of the physical characteristics of the products used for window coverings including hard and soft treatments. Emphasis on comparative evaluation of cost, upkeep, thermal properties and aesthetics of currently marketed products.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

- FCS 184  
INTERIOR DESIGN SOURCES AND RESOURCES:  
WALL TREATMENTS 1 UNIT  
**PREREQUISITE:** FCS 180.  
**LECTURE:** .5 hour per week and  
**LABORATORY:** 1.5 hours per week.  
Analysis of the physical characteristics of the products used for wall coverings including nonresilient and resilient wall coverings. Emphasis on aesthetics, upkeep, thermal properties, and comparative costs. Includes design principles and style compatibility.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 198  
FAMILY AND CONSUMER SCIENCE  
WORK EXPERIENCE 1-4 UNITS  
**PREREQUISITE:** None.  
Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 222  
SPECIAL PROBLEMS IN  
FAMILY AND CONSUMER SCIENCE I 1 UNIT  
**PREREQUISITE:** One class in Family and Consumer Science.  
**INDEPENDENT STUDY:** 3 hours per week.  
Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of family and consumer science on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 225  
SANITATION AND SAFETY 3 UNITS  
**PREREQUISITE:** FCS 160 or RM/FS 101 or RM 160.  
**LECTURE:** 3 hours per week.  
Sanitation and safety as these effect the individual and the operation with a focus on prevention and control of problems encountered in client and employee safety and sanitation. Includes accidents, fire prevention, security maintenance and foodborne illnesses. This course is also offered as RM/FS 225.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 235  
MENU PLANNING 3 UNITS  
**PREREQUISITE:** FCS 160 or RM/FS 101 or RM 160.  
**LECTURE:** 3 hours per week.  
Principles of menu planning with emphasis on development, types, organization and significance of menus. Includes cost and pricing of menu items, and current legislation regarding truth in advertising. This course is also offered as RM 235.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 240  
PURCHASING 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Policies, procedures, controls and their implementation in purchasing merchandise and supplies including food, beverage, equipment, service-ware, furniture, fixtures, and contract services. Students write and analyze reports of purchasing procedures, manuals, and receiving reports. This course is also offered as RM/FS 240.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 260  
MODIFIED DIETS 3 UNITS  
**PREREQUISITE:** FCS 162.  
**LECTURE:** 3 hours per week.  
The principles of nutrition relating to modified diets used in the treatment of abnormal physical conditions with an emphasis on the rationale for the diet and how these modifications will improve the patient's condition.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 262  
NUTRITION CARE 4.5 UNITS  
**PREREQUISITE:** FCS 162.  
**COREQUISITE:** FCS 260.  
**LECTURE:** 2 hours per week and  
**FIELD WORK:** 150 hours total.  
The integration of academic knowledge and clinical field experience in dietary health care including nutrition care, dietary evaluation, education, and case studies.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 264  
NUTRITION MANAGEMENT 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Planning and coordinating the operation of a food service system within the policies of an organization including the staffing, training, procedures, and responsibilities for financial planning and cost control.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 290  
FIELD EXPERIENCE 2 UNITS  
**PREREQUISITE:** FCS 260.  
**FIELD WORK:** 120 hours total.  
Supervised experience in an acute care medical facility. Rotation through the various job responsibilities of the technician assessing the progress of the patient through diet histories, nutritional analysis, and routine diet modifications.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- FCS 292  
CLINICAL EXPERIENCE 3 UNITS  
**PREREQUISITE:** FCS 262.  
**FIELD WORK:** 180 hours total.  
Supervised experience in an acute care medical facility. Rotation through the various job responsibilities of the technician assessing the progress of the patient through diet histories, nutritional analysis, and routine diet modifications.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## FASHION MERCHANDISING

See the Department of FAMILY AND CONSUMER SCIENCE

### FLOOR

DIVISION: Technical  
 DIVISION DEAN: Thomas Bauman, M.S.C.  
 DEPARTMENT HEAD: William Clark, Ed.D.  
 (909) 384-8504  
 DIVISION SECRETARY: Patsy Martinez  
 (909) 384-8902  
 DIVISION OFFICE: Technical Building, Room 108  
 (909) 384-4451  
 LIAISON COUNSELOR: George Fleming, M.S.  
 (909) 384-8975

FLOOR 010A  
 FLOORING INSTALLATION: CARPET 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** .50 hour per week and

**LABORATORY:** 1.50 hours per week.

Theory and practical application of techniques for installation of carpet, including methods of measuring, selecting appropriate products and cutting techniques. Employment in the industry will also be addressed.

*Associate Degree Applicable*

FLOOR 010B  
 FLOORING INSTALLATION: SHEET VINYL, VINYL TILE  
 AND COMPOSITION TILE 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** .50 hour per week and

**LABORATORY:** 1.50 hours per week.

Theory and practical application of techniques for installation of sheet vinyl, vinyl tile, and composition tile, including methods of measuring, selecting appropriate products and cutting techniques. Employment in the industry will also be addressed.

*Associate Degree Applicable*

FLOOR 010C  
 FLOORING INSTALLATION: CERAMIC TILE 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** .50 hour per week and

**LABORATORY:** 1.50 hours per week.

Theory and practical application of techniques for installation of ceramic tile, including methods of measuring, selecting appropriate products and cutting techniques. Employment in the industry will also be addressed.

*Associate Degree Applicable*

FLOOR 010D  
 FLOORING INSTALLATION: WOOD FLOOR AND  
 LAMINATE 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** .50 hour per week and

**LABORATORY:** 1.50 hours per week.

Theory and practical application of techniques for installation of wood floor and laminate, including methods of measuring, selecting appropriate products and cutting techniques. Employment in the industry will also be addressed.

*Associate Degree Applicable*

FLOOR 011Ax3  
 FLOORING INSTALLATION: CARPET LABORATORY .50 UNIT

**PREREQUISITE:** FLOOR 010A.

**LABORATORY:** 1.50 hours per week.

Practical application of techniques for installation of carpet, including methods of measuring, selecting appropriate products and installation.

*Associate Degree Applicable*

FLOOR 011Bx3  
 FLOORING INSTALLATION: VINYL AND COMPOSITION  
 FLOOR LABORATORY .50 UNIT

**PREREQUISITE:** FLOOR 010B.

**LABORATORY:** 1.50 hours per week.

Practical application of techniques for installation of sheet vinyl, vinyl tile and composition tile, including methods of measuring, selecting appropriate products and installation. Employment in the industry will also be addressed.

*Associate Degree Applicable*

FLOOR 011Cx3  
 FLOORING INSTALLATION: CERAMIC TILE  
 LABORATORY .50 UNIT

**PREREQUISITE:** FLOOR 010C.

**LABORATORY:** 1.50 hours per week.

Practical application of techniques for installation of ceramic tile, including methods of measuring, selecting appropriate products and installation. Employment in the industry will also be addressed.

*Associate Degree Applicable*

FLOOR 011Dx3  
 FLOORING INSTALLATION: WOOD FLOOR AND  
 LAMINATE LABORATORY .50 UNIT

**PREREQUISITE:** FLOOR 010D.

**LABORATORY:** 1.50 hours per week.

Practical application of techniques for installation of wood floor and laminate, including methods of measuring, selecting appropriate products and installation. Employment in the industry will be also be addressed.

*Associate Degree Applicable*

## FOOD SERVICE

See the Department of RESTAURANT MANAGEMENT/  
 FOOD SERVICE

## FRENCH

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippy, M.F.A.
DEPARTMENT HEAD:	Susan Spagna, Ph.D. North Hall 204 (909) 384-8543
OTHER FACULTY:	Antonio Duarte, M.A. Nori Mejia, M.A. Jeff Schmidt, M.A.
DIVISION SECRETARIES:	Kelly Adcock North Hall 240 (909) 384-8906 To Be Announced Liberal Arts 217 (909)384-8633
LIAISON COUNSELOR:	Juan Zepeda, M.S.C. (909) 384-8976

The ever-increasing role that the United States takes in global affairs, international trade, and the growing numbers of immigrants dictate the need for knowledge of a modern foreign language. The primary objective of the Modern Languages Department is communication at an acceptably correct level with an understanding of culture.

Teaching methods incorporate critical thinking activities and include the direct oral approach, lectures and language laboratory assignments. Courses are offered in American Sign Language, French, and Spanish.

Students planning to transfer to a four-year institution and major in a modern language should consult with a counselor regarding the transfer process and lower division requirements. Positions for which four-year graduates in modern languages are qualified are teaching, business, foreign services, law enforcement, nursing, hospitality services, and secretarial services.

#### COURSES OFFERED BY THE DEPARTMENT OF MODERN LANGUAGES:

FRENCH 015  
CONVERSATIONAL FRENCH I 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Designed for students who wish to learn to communicate orally in the French language for the purposes of personal pleasure or business, this course focuses on conversation skills rather than the formal study of grammar.

*Associate Degree Applicable*

FRENCH 101  
COLLEGE FRENCH I 5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 5 hours per week.

An introduction to French designed to acquaint students with the basic structure and pronunciation of French through practice in speaking, reading, and writing. Emphasis on present tense.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

FRENCH 102  
COLLEGE FRENCH II 5 UNITS

**PREREQUISITE:** FRENCH 101.

**LECTURE:** 5 hours per week.

A continuation of FRENCH 101; further study of the basic structure and pronunciation of French through practice in speaking, reading, and writing. Emphasis on past tense and adverbial clauses.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

FRENCH 103  
COLLEGE FRENCH III 4 UNITS

**PREREQUISITE:** FRENCH 102.

**LECTURE:** 4 hours per week.

A continuation of FRENCH 102; further study of the basic structure and pronunciation of French through practice in speaking, reading, and writing. Emphasis on passive voice.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

FRENCH 104  
COLLEGE FRENCH IV 4 UNITS

**PREREQUISITE:** FRENCH 103.

**LECTURE:** 4 hours per week.

A continuation of FRENCH 103; further study of the basic structure and pronunciation of French through practice in speaking, reading, and writing. Emphasis on composition and literature.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## GEOGRAPHIC INFORMATION SYSTEMS

DIVISION:	Business and Information Technology
DIVISION DEAN:	Margaret Ortiz, M.A.
DEPARTMENT HEAD:	Vernon Stauble, Ph.D. Business 200C (909) 384-8915
DIVISION SECRETARY:	Chris Williams
DIVISION OFFICE:	Business 101 (909) 384-8908
LIAISON COUNSELOR:	Wilma Cochrane, M.A. (909) 384-8986

#### GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE

The GIS Certificate is designed to provide the skills and knowledge necessary for immediate entry-level employment for persons interested in Geographic Information Systems (GIS) and automated mapping technology. The certificate also provides the needed upgrading and retraining of current employees in this rapidly expanding technological field.

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
GIS 130 Introduction to Geographic Information Systems (GIS)	3
GIS 131 GIS Applications	3
GIS 133 GIS Cartography and Base Map Development	3
GIS 135 Spatial Analysis with GIS	3
GIS 136 GIS for Science, Government and Business	3
Or	
GIS 137 Advanced GIS Applications	(3)
GIS 139 Global Positioning Systems (GPS) Field Techniques	1
Or	
GIS 150 GIS Internship	(1)
<b>TOTAL UNITS</b>	<b>16</b>

COURSES OFFERED BY THE DEPARTMENT OF GEOGRAPHIC INFORMATION SYSTEMS (GIS):

GIS 130  
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS) 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the fundamentals of Geographic Information Systems (GIS) including the history of automated mapping. Includes a brief introduction to basic cartographic principles, an in-depth review of the hardware and software used in GIS, and various applications of GIS technology in environmental science, business and government.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

GIS 131  
GIS APPLICATIONS 3 UNITS

**PREREQUISITE:** CSYS 101.

**DEPARTMENTAL ADVISORY:** GIS 130.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

Survey of the fundamentals of Geographic Information Systems (GIS) including hands-on experience in hardware and software elements used in GIS, vector-based data structures using ArcView, and raster-based data structures using ArcView Spatial Analysis Module.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

GIS 133  
GIS CARTOGRAPHY AND BASE MAP DEVELOPMENT 3 UNITS

**PREREQUISITE:** GIS 131.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

A comprehensive study of Geographic Information Systems (GIS) cartographic principles, data acquisition methods used in map production, and methods of base map development. Includes an in-depth study of cartography, such as history, principles, map projections, scales, and map accuracy; methods of data acquisition, such as basic principles used in remote sensing, aerial images and the use of Global Positioning System (GPS) in the field for map feature location; techniques of GIS base map development, such as scanning, digitizing and coordinate geometry; and the production of professional quality maps using Arc View software.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

GIS 135  
SPATIAL ANALYSIS WITH GIS 3 UNITS

**PREREQUISITE:** GIS 131.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

An introduction to spatial analysis including the use of the principles of statistics in analysis of geographically referenced data; sampling strategies for data used in Geographic Information Systems (GIS) using raster and vector data structures; comparisons of conventional and geostatistical estimation techniques; single and multilayer statistical operations including classification, coordination, and modeling analysis. Emphasis on application and interpretation of spatial analyses and problems in spatial correlation.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

GIS 136  
GIS FOR SCIENCE, GOVERNMENT AND BUSINESS 3 UNITS

**PREREQUISITE:** GIS 135.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

An in-depth survey of the uses of Geographic Information Systems (GIS) techniques in science (geography, geology, oceanography, archeology and meteorology), government (city, county, state and federal) and business. Topics include data acquisition, accuracy, analysis, presentation techniques and legal issues for various GIS applications. Students produce a GIS project, including hardware and software requirements, methods of data acquisition, formulation of data standards, data structure, database features and attributes, metadata standards, methods of base map development, cost benefits analysis and generation of presentation-quality map layouts specific to their chosen GIS application.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

GIS 137  
ADVANCED GIS APPLICATIONS 3 UNITS

**PREREQUISITE:** GIS 135.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

Hands-on training in advanced applications of Geographic Information Systems (GIS) using ArcView and ArcInfo, and a review of Avenue programming for customizing ArcView. Add-on modules extend the analytical capabilities of ArcView and allow input of map features and conversion of feature themes from raster to vector. Includes spatial analysis of slope and aspect maps, neighborhood and zone analysis; problem-solving techniques for geographic networks (point to point routing) or closest points; and use of ArcView and ArcInfo software to produce professional quality documents for use in spatial analysis and decision-making.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

GIS 139  
GLOBAL POSITIONING SYSTEMS (GPS) FIELD TECHNIQUES 1 UNIT

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introduction to the use of a hand-held Global Positioning System (GPS) unit in the field including terminology; hardware; basic techniques of determining location; completion of a traverse using a GPS and a topographic map; and applications of GPS data in Geographic Information Systems.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

GIS 150  
GIS INTERNSHIP 1 UNIT

**PREREQUISITE:** GIS 135.

**LABORATORY:** 5 hours per week.

A directed field study program in which students apply classroom instruction to real-world Geographic Information Systems (GIS) projects in a business or government agency. Students meet periodically with their advisor, complete interim reports and present a final report.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## GEOGRAPHY

DIVISION: Science and Math  
 DIVISION DEAN: W. William Hughes, Ph.D.  
 DEPARTMENT HEAD: Robert M. Petersen, Ph.D.  
 Chemistry 112  
 (909) 384-8653  
 OTHER FACULTY: Stephen Sandlin, Ph.D.  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Diana Rodriguez, M.A.  
 (909) 384-8950  
 (909) 384-8234

The environmental science of geography examines both physical and cultural landscapes. Geography includes the study of all forces of nature and the consequences of those forces: the nature and interactions of the atmosphere and the land, plants and animals, the earth's waters, weather, climate, the earth's dynamic surface, landforms and soil, and the way people have inhabited and altered the earth by creating various forms of agriculture, language, religion, and cities.

Courses in geography fulfill the science requirement for the associate degree, prepare students for majoring in geography at a four-year institution, and supplement other studies for students interested in careers in environmental studies, education, engineering, and architecture. Students planning to transfer to a four-year institution and major in geography should consult with a counselor regarding the transfer process and lower division requirements.

### GEOGRAPHY ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
GEOG 102 Cultural Geography	3
GEOG 106 Natural Resources and Conservation	3
GEOG 110 Physical Geography	3
GEOG 111 Physical Geography Laboratory	1
or	
GEOG 285 Honors in Physical Geography	(1)
GEOG 114 Weather and Climate	4
GEOG 120 World Regional Geography	3
Any Economics Course	(3)
or	
Any Statistics Course	(3)
or	
Any GIS Course	(3)
<b>TOTAL UNITS</b>	<b>20</b>

### COURSES OFFERED BY THE DEPARTMENT OF GEOGRAPHY:

GEOG 102  
CULTURAL GEOGRAPHY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the interrelationship of people and the land. Includes population trends, regional analysis and livelihood patterns. Emphasis on historical development and diffusion of agriculture, languages, religions, and cities.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): GEOG4*

GEOG 106  
THE ENVIRONMENT, NATURAL RESOURCES  
AND CONSERVATION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A non-traditional and revised examination of the origins, nature and restrictions relating to world resources in light of continuing expansion of demand for basic materials including energy, metals, water, open space, soils and biologic resources. Emphasis on value considerations and social institutions as they relate to allocation decisions and environmental regulation.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

GEOG 110  
PHYSICAL GEOGRAPHY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Basic physical elements of geography, especially climate, landforms, water, soils, native animal life and natural vegetation, and their interrelationships and patterns of distribution on a world basis.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): GEOG110 + GEOG111 = GEOG6*

GEOG 111  
PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

**COREQUISITE:** GEOG 110 (May be taken previously)

**LABORATORY:** 3 hours per week.

Laboratory companion for various lecture courses in geography. May be taken during the same semester as the lecture courses or be taken after completing the lecture course.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

GEOG 114  
WEATHER AND CLIMATE 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

The earth's atmospheric phenomena with special reference to the causes and regional distribution of weather and climate, both past and present.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

GEOG 120  
WORLD REGIONAL GEOGRAPHY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to world geography emphasizing the nature of major world cultural regions, their social structure, religions, government, and economics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

GEOG 222  
INDEPENDENT STUDY IN GEOGRAPHY 1-3 UNITS

**PREREQUISITE:** GEOG 102 or GEOG 110.

**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned projects involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of geography on an independent study basis. For each unit earned students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

GEOG 285  
HONORS IN PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

**PREREQUISITE:** None.

**COREQUISITE:** GEOG 110 (May be taken previously).

**LABORATORY:** 3 hours per week.

An experiential in-depth supplement specifically designed for the average student. This is an interactive laboratory experience examining the earth's atmosphere and weather, soil and sediments, landforms, vegetation and rocks. Maps and remotely sensed imagery will be studied and used. Lecture material given in Introduction to Physical Geography (GEOG 110) will be enhanced and research techniques and methodologies explored. Satisfies the Physical Geography Laboratory requirement.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

## GEOLOGY

DIVISION: Science and Math  
 DIVISION DEAN: W. William Hughes, Ph.D.  
 DEPARTMENT HEAD: Susan Bangasser, Ph.D.  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Diana Rodriguez, M.A.  
 (909) 384-8950  
 (909) 384-8234

The Geology Department offers courses which examine the earth's history, structure, and economic resources. These courses meet the needs for (1) students planning to transfer to a four-year institution and prepare for a career in geology or related fields, (2) students fulfilling the undergraduate general education science requirement, and (3) students who wish to better understand the planet on which we live.

The first course in geology offers the following laboratory option: Students may enroll in GEOL 100, a four-unit course which includes a laboratory, or they may enroll in GEOL 101, a three-unit course without a laboratory. All remaining courses offered by the Geology Department require that students have completed either GEOL 100 or GEOL 101 or an equivalent course in geology.

Students planning to transfer to a four-year institution and major in geology should consult with a counselor regarding the transfer process and lower division requirements.

## GEOLOGY ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
CHEM 150 General Chemistry I	5
CHEM 151 General Chemistry II	5
GEOL 100 Physical Geology	4
GEOL 201 Mineralogy	4
GEOL 200 Rocks and Rock Minerals	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
PHYSIC 150A Physics for the Life Sciences I	5
PHYSIC 150B Physics for the Life Sciences II	5
Eight units from the list of RECOMMENDED COURSES	8
<b>TOTAL UNITS</b>	<b>48</b>

RECOMMENDED COURSES:	UNITS
GEOL 112 Historical Geology	4
GEOL 122 Environmental Geology	3
GEOL 170x4 Geologic History of the Great Basin	1
GEOL 250 Geology of California	3
GEOL 251 Geology of the National Parks and Monuments	3
GEOL 260 Introduction to Field Geology	2
GEOL 270x4 Geology of the Eastern Sierra Nevada	1

## COURSES OFFERED BY THE DEPARTMENT OF GEOLOGY:

GEOL 100  
PHYSICAL GEOLOGY 4 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

An introduction to the study of the earth with emphasis on the materials that make up the earth; plate tectonics, the process that created the continents and the ocean basins; and the processes that change the landscape. Laboratory study is closely coordinated with the lecture.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

*CAN (California Articulation Number): GEOL 2*

GEOL 101  
INTRODUCTION TO PHYSICAL GEOLOGY 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

An introduction to the study of the earth with emphasis on the materials that make up the earth; plate tectonics; the process that created the continents and the ocean basins; and the processes that change the landscape. Laboratory study is closely coordinated with the lecture.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*



- GEOL 111**  
**INVESTIGATIONS IN PHYSICAL GEOLOGY** 1 UNIT  
**PREREQUISITE/COREQUISITE: GEOL 101.**  
**LABORATORY: 3 hours per week.**  
**DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 as determined through the SBVC assessment process.**  
 The laboratory portion of GEOL 100. Students who have completed GEOL 101 may enroll in GEOL 111 to complete the requirement for a physical science with a laboratory.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*
- GEOL 112**  
**HISTORICAL GEOLOGY** 4 UNITS  
**PREREQUISITE: GEOL 100 or 101.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**  
 Geologic history of the earth including chronological development of major continental features, plate tectonics, and sea floor spreading, interpretation of earth history from rock and fossil records, and evolutionary development of plant and animal life. Field trips required.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): GEOL4*
- GEOL 122**  
**ENVIRONMENTAL GEOLOGY** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 A survey of the relationships between geologic processes, natural resources and the needs of society. Topics include natural hazards such as earthquakes, landslides and mudflows; mineral and energy resources; and the particular problems of geologic nature associated with massive urbanization.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- GEOL 170X4**  
**GEOLOGIC HISTORY OF THE GREAT BASIN** 1 UNIT  
**PREREQUISITE: GEOL 100 or 101.**  
**LECTURE: .5 hour per week and**  
**LABORATORY: 24 hours during a four-day field trip.**  
 Discussion and observation of the physical and historical geology of the Great Basin province of the United States with specific emphasis on the geology of the Death Valley National Monument. Course work will include a series of lectures preparatory to a four-day field trip through parts of the Great Basin in and around Death Valley. Students must attend the field trip for successful completion of the course.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- GEOL 200**  
**ROCKS AND ROCK MINERALS** 4 UNITS  
**PREREQUISITE: GEOL 100 or 101.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**  
 An introduction to the techniques of field identification of the principal rocks and rock-forming minerals through hand specimen examination. Discussions of the major classes of rocks and their origins. Field trips are an integral part of the class.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*
- GEOL 201**  
**MINERALOGY** 4 UNITS  
**PREREQUISITE: CHEM 101.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**  
 Identification of minerals through chemical tests, physical properties, spectroscopic, optical and x-ray diffraction analysis. The study of crystal structures with models, natural crystals, and stereographic projection.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*
- GEOL 222**  
**INDEPENDENT STUDY IN GEOLOGY** 1-3 UNITS  
**PREREQUISITE: GEOL 100 or 101.**  
**INDEPENDENT STUDY: 3-9 hours per week.**  
 Assigned problems involving research, laboratory work or directed study for selected students who are interested in furthering their knowledge of geology on an independent study basis. For each unit earned, students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*
- GEOL 250**  
**GEOLOGY OF CALIFORNIA** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 Physical and historical geology of California emphasizing the distinctive geologic features of each of California's twelve geomorphic provinces.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- GEOL 251**  
**GEOLOGY OF THE NATIONAL PARKS AND MONUMENTS** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 A study of the geology of selected National Parks and Monuments of the United States with emphasis on the geologic processes which formed them. Field trips are offered.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- GEOL 260**  
**INTRODUCTION TO FIELD GEOLOGY** 2 UNITS  
**PREREQUISITE: GEOL 100 or 101.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 3 hours per week.**  
 Demonstration, discussion and practice of field investigations of geologic environments involving describing, mapping, and identifying geologic phenomena. Field studies are required.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

GEOL 270x2  
GEOLOGY OF THE EASTERN SIERRA NEVADA 1 UNIT  
**PREREQUISITE:** *GEOL 100 or 101.*

**LECTURE:** *.5 hour per week and*

**LABORATORY:** *24 hours during a field trip.*

Physical and historical geology of the Eastern Sierra Nevada Province with emphasis on the volcanic and glacial features in and around Mammoth-Mono Lakes region. Course work is a series of lectures preparatory to a field trip along the eastern margin of the Sierra Nevada. Students must attend the field trip for successful completion of the course. This course may be taken twice.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## HEALTH EDUCATION

See the Department of  
PHYSICAL EDUCATION AND ATHLETICS

## HISTORY

DIVISION:	Social Science and Organizational Development
DIVISION DEAN:	Troy Sheffield, Ed.D.
DEPARTMENT HEAD:	Colleen Calderon, M.A.
OTHER FACULTY:	Edward Gomez, M.A.
DIVISION SECRETARY:	Laura Cross
DIVISION OFFICE:	Liberal Arts 122 (909) 384-8603
LIAISON COUNSELOR:	Laura Gomez-Guillen, M.A. (909) 384-8979

Courses in the History Department explore the past in a variety of ways. Through a critical evaluation of the causes and significance of events in the past, students of history learn about the individuals, ideas, actions, and events that have shaped our present. History teaches students to think critically and to communicate their ideas in a more sophisticated fashion. It promotes an understanding of cultures and societies from the past while it helps students consider their own identities in the world of today. While the study of history is valuable in its own right, it also serves as a useful preparation for careers in law, public service, journalism, business, medicine, and education.

Students planning to transfer to a four-year institution and major in history should consult with a counselor regarding the transfer process and lower division requirements.

### COURSES OFFERED BY THE DEPARTMENT OF HISTORY:

HIST 100  
HISTORY OF THE UNITED STATES: FROM COLONIAL  
TIMES TO THE CIVIL WAR 3 UNITS  
**PREREQUISITE:** *None.*  
**LECTURE:** *3 hours per week.*

General survey of the history of the United States with an emphasis on political, economic, social and cultural developments from the discovery of the United States through the Civil War and Reconstruction period.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): HIST 8*

HIST 101  
HISTORY OF THE UNITED STATES: FROM THE 1890'S  
TO THE PRESENT 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

General survey of the history of the United States with an emphasis on political, economic, social and cultural developments during the late 19th and 20th centuries.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): HIST 10*

HIST 107  
THE UNITED STATES AND  
THE NORTH AMERICAN INDIANS 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

A systematic survey of North American Indian groups, from their prehistoric roots to the present. Includes their place in American history, U.S. Government policies and regulation, and future prospects for North American Indians. This course is also offered as ANTHRO 107.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 124  
CIVIL WAR AND RECONSTRUCTION 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

Study of the causes, nature, course and consequences of the Civil War with special focus on American leaders, institutions and values.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 126  
HISTORY OF THE AMERICAN WEST 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

An examination of major topics and issues in the United States history concerning the conquest, expansion and development of the West. The focus will be on critically analyzing major events and key themes, beginning with an analysis of the original inhabitants in the region, the purchasing and fighting to obtain greater amounts of land by the United States, the cultural clashes between new and old inhabitants, the railroad and the closing of the frontier, immigrants and their role in Westward expansion, and current ecological challenges. A special emphasis will also be given to the roles of women, African-Americans, ethnic immigrants like the German, Irish, and Chinese-Americans, and various Native Americans.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 135  
RELIGION IN AMERICA 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

Principal figures, groups, issues and trends in religion from colonial times to the present including such topics as the Puritans, the growth of religious liberty in America; religion and social protest; the African-American religious experience; Catholics, Protestants and Jews, and contemporary religious phenomena. This course is also offered as RELIG 135.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 137  
ETHNIC MINORITIES IN UNITED STATES HISTORY 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to United States history focusing on the experiences of ethnic minorities that spans from the early colonial period to the present. This course chronologically presents previously unseen and unheard minorities and their experiences through major social, political and economic changes in United States history. The course highlights ethnic groups, such as African-Americans, Native Americans, Jews, Irish-Americans, Asian Americans, Latinos and others as active participants in the creation of our nation.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 138  
AFRICAN-AMERICAN HISTORY I 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An historical survey of African-Americans with emphasis on their origin, slave experience, cultural transplantation, participation in the American Revolution, and their march toward freedom during the Civil War and Reconstruction.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 139  
AFRICAN-AMERICAN HISTORY II 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An historical survey of Black Leadership in America since the 17th Century with emphasis on the changing nature of the African-American community, the Civil Rights struggle, Black Nationalism, and the rise of Black politics in our contemporary society.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 140  
CHICANO HISTORY 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An overview of the heritage of Mexican-Americans from its Spanish and Indian origins to the Chicano movement. This course will compare and contrast the Chicano experience to those of other racial and ethnic groups in American society, emphasizing the period since 1845.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 145  
HISTORY OF CALIFORNIA 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of California history from the Colonial times to the present including its diverse social, political, economic, racial and cultural make-up and development.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 150  
INTRODUCTION TO LATIN AMERICAN HISTORY 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introductory survey of Latin American history that begins with an overview of the region's Iberian and American roots and surveys the major historical trends and events through recent times. Includes the impact of the encounter between European and American societies; the formation of colonial societies; the independence struggles; the integration of Latin America in the world economy; revolutionary movements in the 20th century; and the relations between the United States and Latin America.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 153  
HISTORY OF MEXICO 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Survey study of the development of Mexico from its early agrarian, colonial beginning to its present industrial growth with an emphasis on Mexico's cultural, social and political changes.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 160  
HISTORY OF WESTERN CIVILIZATION:  
ANCIENT TIMES TO 1600 A.D. 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the historical roots and development of Western Civilization from the Neolithic Age to the Renaissance. Includes the rise of Mediterranean civilization; the classical societies of Greece and Rome; the spread of Christianity; medieval European political, social and cultural achievements; and the European Renaissance.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 161  
HISTORY OF WESTERN CIVILIZATION:  
1600 A.D. TO THE PRESENT 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the history of Western Civilization from the Reformation to the present time. Includes the rise of the modern state system; the religious, political, scientific and technological revolutions and the cultural changes that accompany them; and the development of nationalism/imperialism and their economic/ideological foundations.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 170  
WORLD CIVILIZATIONS TO 1500 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Explores the origin and development of civilizations in Europe, the Americas, Africa, the Near East and East Asia. Using a global perspective and a comparative approach between the world's major civilizations, students will examine social structure and daily life, evolution of complex political systems, cultural values and economic development to 1500.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): HIST14*

HIST 171  
WORLD CIVILIZATIONS SINCE 1492 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Survey of the modern world from 1500 to the present. The course emphasizes the unique characteristics of world cultures as they entered into a critical period of increasing interaction, a process that led to the shaping of the modern world. Specific themes include religious, economic and political revolution; the development of modern science; industrialism; imperialism; rise and fall of super powers: colonization and de-colonization, fascism, communism, world wars, and contemporary history.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

HIST 180  
AFRICAN CIVILIZATION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A general survey of the history of Africa from the early Nile Valley civilizations to the twentieth century.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HIST 190-191  
SELECTED STUDIES IN HISTORY 3 UNITS

**PREREQUISITE:** HIST 100 or HIST 101.

**LECTURE:** 3 hours per week.

A review of selected historical themes, periods, or personalities in history chosen by the department.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

HIST 222  
SPECIAL PROBLEMS IN HISTORY 1 UNIT

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and research work for selected students who are interested in furthering their knowledge of history on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

HIST 223  
SPECIAL PROBLEMS IN HISTORY II 2 UNITS

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and research work for selected students who are interested in furthering their knowledge of history on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

## HUMAN DEVELOPMENT

DIVISION:	Student Support
DIVISION DEAN:	Ali Mossaver-Rahmani, Ed.D.
DIVISION SECRETARY:	Margaret Gonzales
DIVISION OFFICE:	Administration 105 (909) 384-8966

### COURSES OFFERED BY THE DEPARTMENT OF HUMAN DEVELOPMENT:

HUMDV 900  
ASSESSMENT OF LEARNING DISABILITIES .5 UNIT

**PREREQUISITE:** None.

**LECTURE:** .5 hour per week.

Introduction to the history, general characteristics, and the legal definition of learning disabilities. Includes identification of students' learning strengths and weaknesses and the determination of students' eligibility for learning disabilities services. Emphasis on the LD services at the college and the development of an Individualized Education Plan to compensate for any identified learning disability. Graded on Credit/Non-Credit basis only.

*Not applicable to Associate Degree.*

HUMDV 905  
SUPPORTIVE LEARNING IN MATHEMATICS 1 UNIT

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

Course provides specialized instruction and tutoring to individuals and small groups in basic mathematics. Although this course is designed for students with disabilities as certified through diagnostic testing, all students are welcome to enroll. Support strategies to minimize the effects of the disability in the academic setting are presented to maximize students' effectiveness in mainstream classes. Graded on a Credit/Non-Credit basis only.

*Not applicable to Associate Degree.*

HUMDV 906  
SUPPORTIVE LEARNING IN READING 1 UNIT

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

This multisensory phonics course provides specialized instruction and tutoring to individuals and small groups in reading. Although this course is designed for students with disabilities as certified through diagnostic testing, all students are welcome to enroll. Support strategies to minimize the effects of the disability in the academic setting are presented to maximize students' effectiveness in mainstream classes. Graded on a Credit/Non-Credit basis only.

*Not applicable to Associate Degree.*

HUMDV 907  
SUPPORTIVE LEARNING IN ENGLISH 1 UNIT

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

Course provides specialized instruction and tutoring to individuals and small groups in basic English and writing. Although this course is designed for students with disabilities as certified through diagnostic testing, all students are welcome to enroll. Support strategies to minimize the effects of the disability in the academic setting are presented to maximize students' effectiveness in mainstream classes. Graded on a Credit/Non-Credit basis only.

*Not applicable to Associate Degree.*

HUMDV 961-962-963  
INDIVIDUAL AND GROUP STUDIES .5-1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1/2-1 hour per week.

Independent or group activity in an area of educational development. Such areas of activity shall be defined in the Schedule of Classes. A maximum of three units will be allowed toward graduation. A maximum of two activities may be completed per semester.  
*Not applicable to the Associates Degree*

HUMDV 990  
PUENTE: PLANNING FOR COLLEGE SUCCESS I 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Designed for students in the Puente Program, this course helps students identify their academic strengths and weaknesses as a first step in long-term educational planning. Includes stress management, motivation, self-esteem, cultural identity, and the Chicano/Latino experience.  
*Not applicable to the Associates Degree*

HUMDV 101  
PUENTE: PLANNING FOR COLLEGE SUCCESS II 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Designed for students in the Puente Program, this course is designed to prepare students for an active role in their education and community. Includes a mentoring component which links students with community professionals in their major area of study.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

HUMDV 102  
COLLEGE TO CAREER 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

This course is designed for students seeking assistance in setting academic, vocational and career goals. Major topics will include evaluation of personal interests, abilities and values, and the utilization of technological resources that will identify career choices and labor market trends. It is designed for all college majors.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## HUMAN SERVICES

DIVISION: Social Science and  
Organizational Development  
DIVISION DEAN: Troy Sheffield, Ed.D.  
DEPARTMENT HEAD: James S. Robinson, M.S.  
OTHER FACULTY: Joan Harter, M.S.  
DIVISION SECRETARY: Laura Cross  
DIVISION OFFICE: Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Laura Gomez-Guillen, M.A.  
(909) 384-8979

The Human Services Department offers an academic and experiential study of the history, theory, development, and implementation of society's response to human need. Reflecting this varied and expanding field, Human Services courses are based on a synthesis of knowledge and methodologies of intervention at the individual, group, and community levels.

Courses in this department fulfill various needs: (1) an introduction to helping skills for students planning advanced degrees in social work, counseling, vocational rehabilitation, and related professions; (2) career preparation at the Associate Degree level; (3) career preparation at the Vocational Certificate level (Alcohol/Drug Studies, Career Specialist, Case Management in the Public Sector, Eating Disorders Studies, or Human Services); and (4) continuing education for professionals working in nursing, alcohol/drug counseling, or related clinical settings. Students planning to transfer to a four-year institution and major in human services or a related field should consult with a counselor regarding the transfer process and lower division requirements.

Most courses in Human Services can be applied toward Continuing Education Hours for Marriage and Family Therapists (MFT's) and Licensed Clinical Social Workers (LCSW's), Provider Number PCE 2005, as well as for the CATS and CAS Credentials. Several courses also apply toward Continuing Education hours for Registered Nurses, Provider Number 01480.

## HUMAN SERVICES ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Human Services, students must complete 18 units in Human Services courses (excluding HUMSV 198) plus the general breadth requirements for the Associate Degree (total = 60 units).

## HUMAN SERVICES CERTIFICATES

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.

### 1. ALCOHOL/DRUG STUDIES CERTIFICATE

REQUIRED COURSES:	UNITS
HUMSV 179 Legal/Ethical Issues in Human Services	3
HUMSV 181 Alcohol/Drug Studies: Introduction	3
HUMSV 182 Alcohol/Drug: Program Modalities	3
HUMSV 186 Alcohol/Drugs in the Family	3
HUMSV 188 Alcohol/Drugs: Medical Aspects	3
HUMSV 190 Drugs: Use and Abuse	3

#### Take one of the following three courses:

HUMSV/SOC 170 Introduction to Human Services	3
or	
HUMSV 189 Alcohol/Drug Prevention and Intervention	(3)
or	
PSYCH 132 Counseling Techniques	(3)

#### REQUIRED FIELD WORK COURSES: UNITS

*Prior to field work courses, students must complete HUMSV 181 plus nine other units in Human Services courses required for the certificate with a grade of C or better.*

The following three courses are to be taken concurrently:

HUMSV 183 Alcohol/Drug: Counseling I	3
HUMSV 197A Alcohol/Drug: Intern Seminar I	1
HUMSV 198A Alcohol/Drug: Field Work I	2

The following three courses are to be taken concurrently:

HUMSV 184 Alcohol/Drug: Counseling II	3
HUMSV 197B Alcohol/Drug: Intern Seminar II	1
HUMSV 198B Alcohol/Drug: Field Work II	2

**REQUIRED GENERAL EDUCATION COURSES: UNITS**

ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
PSYCH 100 General Psychology	3
SOC 100 Introduction to Sociology	3
SPEECH 100 Elements of Public Speaking	3

**RECOMMENDED COURSE: UNITS**

HUMSV 205 AIDS: Practices, Processes, and Policy	(2)
<b>TOTAL UNITS</b>	<b>46</b>

**2. CAREER SPECIALIST CERTIFICATE**

**REQUIRED COURSES: UNITS**

HUMSV/SOC 170 Introduction to Human Services	3
HUMSV/SOC 172 Group and Family Dynamics	3
HUMSV/SOC 173 Helping Skills	3
HUMSV 207 Career Specialist	3
PSYCH 132 Counseling Techniques	3

**REQUIRED FIELD WORK COURSES: UNITS**

*A minimum of four Human Services courses required for the certificate must be completed with a grade of C or better prior to field work courses.*

Students must complete one of the following sets of two concurrent courses:

HUMSV 195A Human Services: Intern Seminar I	1
HUMSV 204A Career Specialist: Field Work I	2
or	
HUMSV 195B Human Services: Intern Seminar II	(1)
HUMSV 204B Career Specialist: Field Work II	(2)

**REQUIRED GENERAL EDUCATION COURSES: UNITS**

ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
PSYCH 100 General Psychology	3
SOC 100 Introduction to Sociology	3
SPEECH 100 Elements of Public Speaking	3
<b>TOTAL UNITS</b>	<b>31</b>

**3. EATING DISORDERS STUDIES CERTIFICATE**

**REQUIRED COURSES: UNITS**

HUMSV/SOC 170 Introduction to Human Services	3
HUMSV 172 Group and Family Dynamics	3
HUMSV 173 Helping Skills	3
HUMSV 175 Introduction to Eating Disorders	3
HUMSV 176 Treatment Modalities for Eating Disorders	3
HUMSV 178 Medical Aspects of Eating Disorders	3

**REQUIRED FIELD WORK COURSES: UNITS**

*A minimum of four Human Services courses required for the certificate must be completed with a grade of C or better prior to field work courses.*

Students must complete one of the following sets of two concurrent courses:

HUMSV 195A Human Services: Intern Seminar I	1
HUMSV 200A Eating Disorders: Field Work I	2
or	
HUMSV 195B Human Services: Intern Seminar II	(1)
HUMSV 200B Eating Disorders: Field Work II	(2)

**REQUIRED GENERAL EDUCATION COURSES: UNITS**

ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
FCS 162 Nutrition	3
PSYCH 100 General Psychology	3
PSYCH 110 Abnormal Psychology	3
SOC 100 Introduction to Sociology	3
SPEECH 100 Elements of Public Speaking	3
<b>TOTAL UNITS</b>	<b>40</b>

**4. HUMAN SERVICES CERTIFICATE**

**REQUIRED COURSES: UNITS**

HUMSV/SOC 170 Introduction to Human Services	3
HUMSV/SOC 172 Group and Family Dynamics	3
HUMSV/SOC 173 Helping Skills	3
HUMSV 179 Legal/Ethical Issues in Human Services	3
PSYCH 132 Counseling Techniques	3
SOC 110 Contemporary Social Issues	3
or	
SOC 141 Minority Relations	(3)
Two other 3-unit Human Services courses	6

**REQUIRED FIELD WORK COURSES: UNITS**

*A minimum of four Human Services courses required for the certificate must be completed with a grade of C or better prior to field work courses.*

The following two courses are to be taken concurrently:

HUMSV 195A Human Services: Intern Seminar I	1
HUMSV 196A Human Services: Field Work I	2

The following two courses are to be taken concurrently:

HUMSV 195B Human Services: Intern Seminar II	1
HUMSV 196B Human Services: Field Work II	2

**REQUIRED GENERAL EDUCATION COURSES: UNITS**

ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
PSYCH 100 General Psychology	3
SOC 100 Introduction to Sociology	3
<b>TOTAL UNITS</b>	<b>40</b>

**5. CASE MANAGEMENT IN THE PUBLIC SECTOR CERTIFICATE**

**REQUIRED COURSES: UNITS**

HUMSV 140 Case management in Public Service	3
HUMSV 167 Crisis Intervention, Assessment, Referral	3
HUMSV/SOC 170 Introduction to Human Services	3
HUMSV/SOC 173 Helping Skills	3
HUMSV 195A Human Services: Intern Seminar I	1
HUMSV 196A Human Services: Field Work I	2
ENGL 015 Preparation for College Writing or higher English course	4
MIS 101 Intro to Management Information Systems	3
PSYCH 100 General Psychology	3
SPEECH 111 Interpersonal Communication	3
SPEECH 174 Intercultural Communication	3
<b>TOTAL UNITS</b>	<b>31</b>

*\*Pending approval from the California Community College Chancellor's Office*

COURSES OFFERED BY THE  
DEPARTMENT OF HUMAN SERVICES:

HUMSV 140  
CASE MANAGEMENT IN PUBLIC SERVICE 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An overview of the history, theories, skills and knowledge of case management in public social service settings. Topics include organizational structure, funding streams, regulatory issues, job description, skills, personal qualities, evaluation, assessment and referral, employment services, and career paths. Designed for students entering into the field of case management in public service. Associate Degree Applicable  
Course credit transfers to CSU.

HUMSV 150  
INTRODUCTION TO GERONTOLOGY:  
SOCIAL ASPECTS OF AGING 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Physical, emotional, social and economic perspectives on aging including a review of how roles change with age, and the opportunities available to people over age 55. Recommended for human services paraprofessionals, for those interested in gerontology as a profession, and those retired or preparing to retire. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as SOC 150.

Associate Degree Applicable  
Course credit transfers to CSU.

HUMSV 152  
COUNSELING THE ELDERLY AND THEIR FAMILIES 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A practical course in counseling which applies communication skills to the resolution of problems unique to the elderly. Includes techniques for solutions to problems within families and with the society at large. This course is also offered as SOC 152.

Associate Degree Applicable  
Course credit transfers to CSU.

HUMSV 160  
CRIME AND DELINQUENCY 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The nature of correctional work; aims and objectives of correctional administration; probation and parole practices; skills, knowledge, and attitudes required for employment in the field; types of institutions and services; and career opportunities in corrections. This course is also offered as SOC 160.

Associate Degree Applicable  
Course credit transfers to CSU.

HUMSV 165  
PERSONAL ISSUES IN THE WORKPLACE:  
IMPACTS AND SOLUTIONS 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course focuses on the impact of personal problems in the workplace and how to find solutions to benefit both the employee and employer within the constraints of current state law, Managed Care, and Behavioral Health Care systems. Topics include core elements of wellness/health promotion, models of Employee Assistance Programs, program effectiveness and evaluation, legal issues, outreach and marketing; and cost containment.

Associate Degree Applicable  
Course credit transfers to CSU.

HUMSV 166  
THE WORKPLACE AND PERSONAL ISSUES:  
DIRECT SERVICES 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course focuses on direct services to employees and employers to reduce the impact of personal issues on productivity and other costs. Topics include utilization of Managed Care; individual services such as assessment and referral, management training, union issues, resource development, drug testing, intervention, and critical incident debriefing.

Associate Degree Applicable  
Course credit transfers to CSU.

HUMSV 167  
CRISIS INTERVENTION, ASSESSMENT, REFERRAL,  
AND EVALUATION 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Designed for the human services paraprofessional or volunteer, this course includes crisis intervention techniques, interviewing techniques, referral procedures, and diagnostic assessment and categories within DSM IV.

Associate Degree Applicable  
Course credit transfers to CSU.

HUMSV 170  
INTRODUCTION TO HUMAN SERVICES 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

History, philosophy, development and practice of social welfare, public services, casework, social/group work, community public service organizations, and career opportunities in Human Services. This course is also offered as SOC 170.

Associate Degree Applicable  
Course credit transfers to CSU.

HUMSV 172  
GROUP AND FAMILY DYNAMICS 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A study of the dynamics operating in groups and families including the identification of healthy versus dysfunctional groups/families; methods of intervention in dysfunctional groups/families; and techniques of facilitating treatment groups. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as SOC 172.

Associate Degree Applicable  
Course credit transfers to CSU.

HUMSV 173  
HELPING SKILLS 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A practical study of helping strategies and interpersonal skills. The focus is on the use of techniques to improve communication, better evaluate relationships, and resolve conflicts. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as SOC 173.

Associate Degree Applicable  
Course credit transfers to CSU.

**HUMSV 174**  
**INTRODUCTION TO SELF-HELP 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the principles, processes, and practices of self-help for individuals and for mutual aid groups. Focus will be on initiating and facilitating self-help groups, particularly for special populations. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as SOC 174.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**HUMSV 175**  
**INTRODUCTION TO EATING DISORDERS 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the description, explanation, and treatment of eating disorders (e.g., bulimia, anorexia). Includes patterns of compulsive eating, chronic dieting, and the history of attitudes toward eating disorders. Biological, psychoanalytic, behavioral, and other theoretical perspectives and treatment approaches are surveyed. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**HUMSV 176**  
**TREATMENT MODALITIES FOR EATING DISORDERS 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

With a focus on treatment, this course addresses assessment, diagnosis, treatment, and community support systems for people with eating disorders and their families. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**HUMSV 178**  
**MEDICAL ASPECTS OF EATING DISORDERS 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Reviews eating disorders from a medical perspective including a review of the etiology and physiology of obesity, anorexia, compulsive eating, and bulimia. Reviews medical treatment and possible physical complications associated with specific eating disorders. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**HUMSV 179**  
**LEGAL/ETHICAL ISSUES IN HUMAN SERVICES 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A study, interpretation, and practice of the legal/ethical responsibilities and liabilities encountered in providing and utilizing Human Services with special focus on privileged relationships, counseling, and confidentiality.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**HUMSV 181**  
**ALCOHOL/DRUG STUDIES: INTRODUCTION 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Exploration of the psychological, sociological, and physical causes and effects of alcohol and drug abuse. Includes the examination of stereotypes about substance abusers, and the major prevention and treatment strategies. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course also qualifies for the educational requirement for Marriage and Family Counselors and Licensed Clinical Social Workers.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**HUMSV 182**  
**ALCOHOL/DRUG: PROGRAM MODALITIES 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Principles and practices of the social models of alcohol/drug rehabilitation; comparative analysis of the various program/treatment modalities; and a review of the state certification and licensing requirements with a focus on administration, staffing, and community involvement in treatment programs. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**HUMSV 183**  
**ALCOHOL/DRUG: COUNSELING I 3 UNITS**

**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Alcohol/Drug Studies Certificate or the Employees Assistance Program Certificate.

**LECTURE:** 3 hours per week.

This course is designed for students seeking certificates in Alcohol/Drug Studies or the Employees Assistance Program, and includes the dynamics of the helping relationship; analysis and implications of common characteristics of substance dependent individuals; demonstration and practice of assessment, interviewing, and referral techniques; and review of counseling skills and case management. **STUDENTS SEEKING ALCOHOL/DRUG STUDIES CERTIFICATE MUST ALSO TAKE HUMSV 197A AND HUMSV 198A. STUDENTS SEEKING EMPLOYEES ASSISTANCE PROGRAM CERTIFICATE MUST ALSO TAKE HUMSV 197A AND HUMSV 202A.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**HUMSV 184**  
**ALCOHOL/DRUG: COUNSELING II 3 UNITS**

**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Alcohol/Drug Studies Certificate or the Employees Assistance Program Certificate.

**LECTURE:** 3 hours per week.

This course is designed for students seeking certificates in Alcohol/Drug Studies or the Employees Assistance Program, and includes practical implications and experience in various recovery and crisis intervention modalities; investigation of and experience in group dynamics; analysis and interpretation of critical aspects of counseling; analysis of the role of significant others in the recovery process; discussion of current treatment interventions; and the process of case management and record keeping. **STUDENTS SEEKING ALCOHOL/DRUG STUDIES CERTIFICATE MUST ALSO TAKE HUMSV 197B AND HUMSV 198B. STUDENTS SEEKING EMPLOYEES ASSISTANCE PROGRAM CERTIFICATE MUST ALSO TAKE HUMSV 197B AND HUMSV 202B.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*



HUMSV 186  
ALCOHOL/DRUGS IN THE FAMILY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course reviews the family dynamics associated with alcoholism and drug addiction; the impact of the diseases on different family members; family oriented approaches to recovery; and the reintegration of the family into the community. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 187  
ADULT CHILDREN OF ALCOHOLICS 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Overview of the problems experienced by adult children of alcoholics (ACAs) with particular emphasis on the various approaches in counseling ACAs.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 188  
ALCOHOL/DRUG: MEDICAL ASPECTS 3 UNITS

**DEPARTMENTAL ADVISORY:** HUMSV 181.

**LECTURE:** 3 hours per week.

The biological impact of alcoholism and other drug dependencies with an emphasis on the treatment and recovery processes, and the role of medical professionals as members of the recovery team. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 189  
ALCOHOL/DRUG: PREVENTION AND INTERVENTION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Overview of theories and strategies for the prevention of and intervention with alcohol and drug abuse. Emphasis on promoting health and wellness through self-awareness, decision-making, and coping skills.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 190  
DRUGS: USE AND ABUSE 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of the impact of drug use and abuse in our society including the history, pharmacology, and physiological impact of each drug category; laws related to drug abuse; and society's response to both drug use and abuse. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course also qualifies for the educational requirement for Marriage and Family Counselors and Licensed Clinical Social Workers.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 195A  
HUMAN SERVICES: INTERN SEMINAR I 1 UNIT

**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Human Services, Career Specialist or Eating Disorders certificate.

**LECTURE:** 1 hour per week.

An introduction to applied strategies for crisis intervention, case analysis, and therapeutic interventions, and serves as a lecture-based foundation for students' field work. **STUDENTS SEEKING THE HUMAN SERVICES CERTIFICATE MUST ALSO TAKE HUMSV 196A. STUDENTS SEEKING THE CAREER SPECIALIST CERTIFICATE MUST ALSO TAKE HUMSV 204A.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 195B  
HUMAN SERVICES: INTERN SEMINAR II 1 UNIT

**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Human Services, Career Specialist or Eating Disorders certificate.

**LECTURE:** 1 hour per week.

This course focuses on current counseling strategies as a lecture-based foundation for students' field work. **STUDENTS SEEKING THE HUMAN SERVICES CERTIFICATE MUST ALSO TAKE HUMSV 196B. STUDENTS SEEKING THE CAREER SPECIALIST CERTIFICATE MUST ALSO TAKE HUMSV 204B.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 196A  
HUMAN SERVICES: FIELD WORK I 2-3 UNITS

**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Human Services, Career Specialist or Eating Disorders certificate.

**COREQUISITE:** HUMSV 195A.

Supervised field experience in specific agencies to provide students with work experience in the field of Human Services. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 196B  
HUMAN SERVICES: FIELD WORK II 2-3 UNITS

**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Human Services, Career Specialist or Eating Disorders certificate.

**COREQUISITE:** HUMSV 195B.

Supervised field experience in specific agencies to provide students with work experience in the field of Human Services. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 197A  
ALCOHOL/DRUG: INTERN SEMINAR I 1 UNIT

**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Alcohol/Drug Studies Certificate or the Employees Assistance Program Certificate.

**LECTURE:** 1 hour per week.

An introduction to the duties and work objectives of counselors in alcohol/drug and related fields. Basic skills are developed through discussion and demonstration. Serves as a lecture-based support for students' field work. **STUDENTS SEEKING ALCOHOL/DRUG STUDIES CERTIFICATE MUST ALSO TAKE HUMSV 183 AND HUMSV 198A. STUDENTS SEEKING EMPLOYEES ASSISTANCE PROGRAM CERTIFICATE MUST ALSO TAKE HUMSV 183 AND HUMSV 202A.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 197B  
ALCOHOL/DRUG: INTERN SEMINAR II 1 UNIT  
**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Alcohol/Drug Studies Certificate or the Employees Assistance Program Certificate.

**LECTURE:** 1 hour per week.

On-the-job skills, such as case management, assessment, and counseling, are monitored and enhanced through class discussion and demonstration in this lecture-based foundation to the students' field work. **STUDENTS SEEKING ALCOHOL/DRUG STUDIES CERTIFICATE MUST ALSO TAKE HUMSV 184 AND HUMSV 198B. STUDENTS SEEKING EMPLOYEES ASSISTANCE PROGRAM CERTIFICATE MUST ALSO TAKE HUMSV 184 AND HUMSV 202B.**

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 198  
HUMAN SERVICES WORK EXPERIENCE 1-4 UNITS  
**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 198A  
ALCOHOL/DRUG: FIELD WORK I 2-3 UNITS  
**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Alcohol/Drug Studies Certificate.  
**COREQUISITES:** HUMSV 183 and HUMSV 197A.

Supervised field experience in specifically assigned agencies to provide students with work experience in the field of Alcohol/Drug Studies. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 198B  
ALCOHOL/DRUG: FIELD WORK II 2-3 UNITS  
**DEPARTMENTAL ADVISORIES:** HUMSV 183, HUMSV 197A, and HUMSV 198A.  
**COREQUISITES:** HUMSV 184 and HUMSV 197B.

Supervised field experience in specifically assigned agencies to provide students with work experience in the field of Alcohol/Drug Studies. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 200A  
EATING DISORDERS: FIELD WORK I 2-3 UNITS  
**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Eating Disorders Certificate.  
**COREQUISITE:** HUMSV 195A.

Supervised field experience in specific agencies to provide students with work experience in the field of Eating Disorders. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 200B  
EATING DISORDERS: FIELD WORK II 2-3 UNITS  
**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Eating Disorders Certificate.

**COREQUISITE:** HUMSV 195B.

Supervised field experience in specific agencies to provide students with work experience in the field of Eating Disorders. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 204A  
CAREER SPECIALIST: FIELD WORK I 2-3 UNITS  
**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Career Specialist Certificate.  
**COREQUISITE:** HUMSV 195A.

Supervised field experience in specifically assigned agencies to provide students with work experience in the field of Career Specialist. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 204B  
CAREER SPECIALIST: FIELD WORK II 2-3 UNITS  
**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Career Specialist Certificate.  
**COREQUISITE:** HUMSV 195B.

Supervised field experience in specifically assigned agencies to provide students with work experience in the field of Career Specialist. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 205  
AIDS: PRACTICES, PROCESSES, AND POLICY 2 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

An overview of the tragedy of Acquired Immune Deficiency Syndrome (AIDS) including its diagnosis, transmission, and prevention; the psychosocial and economic impact of the disease on patients and their families and friends; society's response to the disease; and effective approaches to assist individuals coping with AIDS.

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 207  
CAREER SPECIALIST 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

An introduction to the field of career counseling including interviewing techniques, assessment tools, job opportunities, and models for developing occupational options.

Associate Degree Applicable

Course credit transfers to CSU.

HUMSV 261, 262, 263, 264  
SELECTED STUDIES IN HUMAN SERVICES .5-1 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 8 - 16 hours per semester.

Selected themes that are current and relevant are explored in the areas of Human Services, Alcohol/Drug Counseling, Eating Disorders, Social Work, Mental Health, Corrections, and Community Services. Possible topics include: child/spouse abuse; crisis intervention; co-dependency; and seniors and substance abuse.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 271, 272, 273, 274  
SELECTED STUDIES IN HUMAN SERVICES 1-3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 16 - 48 hours per semester.

Selected current themes are explored in the areas of Human Services, Alcohol/Drug Counseling, Eating Disorders Counseling, Social Work, Mental Health, Corrections, and Community Services. Suggested subjects include stress management, smoking, and the politics of aging.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 281, 282, 283, 284  
ALCOHOL/DRUG: SPECIAL STUDIES .25-1 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 4 - 16 hours per semester.

Selected current themes relevant to those preparing for careers in Alcohol/Drug Counseling or other related human or social services. Possible topics include vocational education; family violence; driving under the influence; and special population issues, such as women and alcoholism.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

HUMSV 291, 292, 293, 294  
ALCOHOL/DRUG: SPECIAL STUDIES .5-1 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 8 - 16 hours per semester.

Selected current themes relevant to those preparing for careers in Alcohol/Drug Counseling and other related human services. Possible topics include child abuse, chemical abuse prevention/intervention for parents, and special population issues, such as teenagers and alcoholism.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## INSPECTION TECHNOLOGY

DIVISION: Technical  
DIVISION DEAN: Thomas Bauman, M.S.C.  
DEPARTMENT HEAD: William Kastner, M.S.  
(909) 384-8290  
DIVISION SECRETARY: Patsy Martinez  
(909) 384-8902  
DIVISION OFFICE: Technical 108  
(909) 384-4451  
LIAISON COUNSELOR: George Fleming, M.S.  
(909) 384-8975

Courses in the Inspection Technology Department are designed to train construction inspectors and contractors who prepare construction for inspection. This training includes the structural, mechanical, and technical aspects of construction. Building, plumbing, electrical, heating and air conditioning codes and related laws are included in INSPEC 013A, 014A, 015A, and 016A. Energy regulations and the perspective of building inspectors are included in INSPEC 017A and 018A. INSPEC 024A and 025A have been developed for civil service employees working in this field.

Students interested in a single subject, such as electrical contractors who want to become more informed about the requirements of the electrical code, may take individual courses without prerequisites. Students seeking a certificate or an associate degree in this discipline must complete the sequence of required courses described below.

### INSPECTION TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Inspection Technology, students must complete the following required courses for the certificate plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

### INSPECTION TECHNOLOGY 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.

REQUIRED COURSES:	UNITS
INSPEC 010 Fundamentals of Construction Inspection I	3
INSPEC 011 Fundamentals of Construction Inspection II	3
INSPEC 012 Fundamentals of Construction Inspection III	3
INSPEC 013A Advanced Construction Inspection: Uniform Building Code	3
INSPEC 014A Advanced Construction Inspection: National Electrical Code	3
INSPEC 015A Advanced Construction Inspection: Uniform Plumbing Code	3
INSPEC 016A Advanced Construction Inspection: Uniform Mechanical Code	3
INSPEC 017A California State Energy Regulations for Residential Buildings	3
INSPEC 018A California State Energy Regulations for Non-Residential Buildings	3
INSPEC 024A Building Inspection for Civil Service Employees: Psychology	3
INSPEC 025A Building Inspection for Civil Service Employees: Communication and Enforcement	3
INSPEC 026A Non-Structural Plan Review	3
<b>TOTAL UNITS</b>	<b>36</b>

COURSES OFFERED BY THE  
DEPARTMENT OF INSPECTION TECHNOLOGY:

INSPEC 010  
FUNDAMENTALS OF CONSTRUCTION INSPECTION I  
3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A basic study of soils engineering, soils construction methods, soils identification, and soils terminology and nomenclature.  
*Associate Degree Applicable*

INSPEC 011  
FUNDAMENTALS OF CONSTRUCTION INSPECTION II  
3 UNITS

**PREREQUISITE:** INSPEC 010.

**LECTURE:** 3 hours per week.

A basic study of concrete and asphalt including cements, aggregates, admixtures, job and batch, control, properties of concrete, finishing, curing, and reinforcing.  
*Associate Degree Applicable*

INSPEC 012  
FUNDAMENTALS OF CONSTRUCTION INSPECTION III  
3 UNITS

**PREREQUISITE:** INSPEC 011.

**LECTURE:** 3 hours per week.

A basic study of structures including wood, steel, and masonry construction, building occupancies, constructions and separations, acoustics and sound control.  
*Associate Degree Applicable*

INSPEC 013A  
ADVANCED CONSTRUCTION INSPECTION:  
UNIFORM BUILDING CODE 3 UNITS

**PREREQUISITE:** INSPEC 012.

**LECTURE:** 3 hours per week.

Study of the Uniform Building Code for inspectors, including application, interpretation, and use of the code.  
*Associate Degree Applicable*

INSPEC 014A  
ADVANCED CONSTRUCTION INSPECTION:  
NATIONAL ELECTRICAL CODE 3 UNITS

**PREREQUISITE:** INSPEC 012.

**LECTURE:** 3 hours per week.

The interpretation and use of the National Electrical Code.  
*Associate Degree Applicable*

INSPEC 015A  
ADVANCED CONSTRUCTION INSPECTION:  
UNIFORM PLUMBING CODE 3 UNITS

**PREREQUISITE:** INSPEC 012.

**LECTURE:** 3 hours per week.

The interpretation and use of the Uniform Plumbing Code.  
*Associate Degree Applicable*

INSPEC 016A  
ADVANCED CONSTRUCTION INSPECTION:  
UNIFORM MECHANICAL CODE 3 UNITS

**PREREQUISITE:** INSPEC 012.

**LECTURE:** 3 hours per week.

The interpretation and use of the Uniform Mechanical Code.  
*Associate Degree Applicable*

INSPEC 017A  
CALIFORNIA STATE ENERGY REGULATIONS FOR  
RESIDENTIAL BUILDINGS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Basic compliance with California Title 24 Energy Efficiency Standards for residential buildings. Includes prescriptive and performance methods, such as alternative packages, point systems, and computers.

*Associate Degree Applicable*

INSPEC 018A  
CALIFORNIA STATE ENERGY REGULATIONS FOR  
NON-RESIDENTIAL BUILDINGS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Basic compliance with California Title 24 Energy Efficiency Standards for non-residential buildings. Includes prescriptive and performance methods, such as alternative packages, point systems, and computers.

*Associate Degree Applicable*

INSPEC 024A  
BUILDING INSPECTION FOR CIVIL SERVICE  
EMPLOYEES: PSYCHOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Public contact and basic psychology for Civil Service employees.  
*Associate Degree Applicable*

INSPEC 025A  
BUILDING INSPECTION FOR CIVIL SERVICE EMPLOYEES:  
COMMUNICATION AND ENFORCEMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Effective writing and building inspection skills for Civil Service employees.

*Associate Degree Applicable*

INSPEC 026A  
NON-STRUCTURAL PLAN REVIEW 3 UNITS

**PREREQUISITE:** INSPEC 013A.

**LECTURE:** 3 hours per week.

Training in the application of the Uniform Building Code to pre-construction drawings, including legal requirements for non-structural plan review, local and community laws applicable to pre-construction drawings, and the use of plan reviews as a first step in performing consistent and thorough inspections.

*Associate Degree Applicable*

INSPEC 198  
INSPECTION TECHNOLOGY WORK EXPERIENCE  
1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

## INTERIOR DESIGN

See the Department of FAMILY CONSUMER SCIENCE

## JOURNALISM

See the Department of ENGLISH

## LEGAL ADMINISTRATIVE ASSISTANT

See the certificate program in the department of OFFICE INFORMATION SYSTEMS

## LIBRARY TECHNOLOGY

DIVISION:	Academic Advancement and Learning Resources
INTERIM DIVISION DEAN:	Marie Mestas, M.L.S.
OTHER FACULTY:	Dan Angelo, M.H.R.O.D. Celia McKinley, M.L.I.S. Odette Salvaggio, Ph.D. Patricia Wall, M.L.I.S.
DIVISION SECRETARY:	To Be Announced
DIVISION OFFICE:	Library 202 (909) 384-8576
LIAISON COUNSELOR:	Juan Zepeda, M.S.C. (909) 384-8976

Library skills are fundamental to student success, especially in today's information-laden society. The Library Technology Department offers one course (LIB 110) which is designed to teach students how to access both print and on-line information sources more efficiently and effectively. The remaining Library Technology courses are part of an associate of arts degree or a certificate program designed for students who are interested in working as paraprofessionals in the library field. Taken alone, each course provides entry-level exposure to a particular library department or function. Presently employed library workers can also take courses to increase their level and variety of training in the library field. Courses for the program are rotated over a two-semester sequence.

### LIBRARY SCIENCE ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Library Science, students must complete 18 units from the following list plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

REQUIRED COURSES:	UNITS
LIB 062 Care and Repair of Library Materials	1
LIB 110 Information Literacy	1
LIB 120 Introduction to Libraries for Library Technicians	1
LIB 122 Public Services for Library Technicians	3
LIB 126 Acquisitions for Library Technicians	3
LIB 128 Library Technical Services	3
LIB 130 Library Media Services	2
LIB 132 Library Automation for Library Technicians	2
ENGL 055 or 155 Children's Literature	3
Or Any other college literature course	
<b>TOTAL UNITS</b>	<b>19</b>

### LIBRARY TECHNOLOGY CERTIFICATE

Students working toward 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
LIB 062 Care and Repair of Library Materials	1
LIB 120 Introduction to Libraries for Library Technicians	1
LIB 122 Public Services for Library Technicians	3
LIB 126 Acquisitions for Library Technicians	3
LIB 128 Library Technical Services	3
LIB 130 Library Media Services	2
LIB 132 Library Automation for Library Technicians	2
or Any other hands-on computer course	
*LIB 198 Library Work Experience	1-4
ENGL 055 or ENGL 155 Children's Literature	3
or Any other college literature course	
OIS 100 Beginning Keyboarding (or demonstrated ability to type 30 wpm for five minutes)	3
<b>TOTAL UNITS</b>	<b>22 - 25</b>

*\*This requirement may be waived if the student has been employed in a library for at least one year.*

### COURSES OFFERED BY THE DEPARTMENT OF LIBRARY TECHNOLOGY:

LIB 062 CARE AND REPAIR OF LIBRARY MATERIALS	1 UNIT
<b>PREREQUISITE: None.</b>	
<b>LECTURE: .5 hour per week and</b>	
<b>LABORATORY: 1 hour per week.</b>	
Basic, hands-on instruction in the binding, repair, and care of printed library materials. <i>Associate Degree Applicable</i>	
LIB 110 INFORMATION LITERACY	1 UNIT
<b>PREREQUISITE: None.</b>	
<b>LECTURE: .50 hour and</b>	
<b>LABORATORY: 1.5 hours per week.</b>	
An introduction to the skills needed to effectively access print and online information sources, to critically evaluate the information retrieved, and to practice ethical behavior in regard to information technology. <i>Applicable to Associate Degree</i> <i>Course credit transfers to CSU and UC.</i>	

LIB 120  
INTRODUCTION TO LIBRARIES  
FOR LIBRARY TECHNICIANS 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Introduction to the philosophy of library service; the history and types of libraries; the relationship of a library to the community it serves; the organizational structure of libraries; the role of the Library Technician; and the development of workplace attitude.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

LIB 122  
PUBLIC SERVICES FOR LIBRARY TECHNICIANS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to library circulation systems; customer service skills; bibliographic instruction; shelf maintenance; image in public service; dealing with problem patrons; and basic reference skills, including a review of standard print and computer-based reference sources and their usage.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

LIB 126  
ACQUISITIONS FOR LIBRARY TECHNICIANS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the publishing industry; principles of collection development; bibliographic searching; acquisitions tools and techniques; accounting and budgeting procedures; an overview of ordering, receiving and claiming procedures; and weeding procedures.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

LIB 128  
LIBRARY TECHNICAL SERVICES 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to descriptive and subject cataloging, classification of materials using the Dewey Decimal and Library of Congress systems, preparation of catalog cards and computer database records, and use of electronic bibliographic utilities.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

LIB 130  
LIBRARY MEDIA SERVICES 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week and

**LABORATORY:** 1.5 hours per week.

Provides an overview of a wide variety of media services within a library setting, ranging from the more traditional formats of film and video to the more recent compact disc technologies, digital audio, digitized video, telecommunications, and hypermedia.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

LIB 132  
LIBRARY AUTOMATION FOR LIBRARY TECHNICIANS 2 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** LIB 122, LIB 126, and LIB 128.

**LECTURE:** 1.5 hour per week and

**LABORATORY:** 1.5 hours per week.

Introduction to the application and integration of computer systems in libraries. Students will be exposed to a variety of computer applications including online public access catalogs, automated circulation and cataloging systems. In addition, students will gain entry-level proficiency in utilizing compact disc technology and in conducting online database searches.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

LIB 198  
LIBRARY WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

LIB 296-297-298-299  
SPECIAL TOPICS IN LIBRARY TECHNOLOGY .25-1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 4 hours per semester per 1/4 unit.

Selected topics for those working in the library field. Topics will vary, but may include coping with difficult patrons, children's programming, legal research materials, medical library service, book repair, video camera techniques, advanced reference skills, and disaster preparedness for libraries.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## MACHINIST TECHNOLOGY

DIVISION:	Technical
DIVISION DEAN:	Thomas Bauman, M.S.C.
DEPARTMENT HEAD:	William Clarke, Ed.D. (909) 384-8504
OTHER FACULTY:	Norman Simpson
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical 108 (909) 384-4451
LIAISON COUNSELOR:	George Fleming, M.S. (909) 384-8975

The Machinist Technology curriculum is designed to prepare students for entry-level employment in manufacturing. The courses train first-time students and re-train students already employed in the machine trades industry. The curriculum has been developed in collaboration with local industries to meet the National Industry Metalworking Standard (NIMS) Industry. Supporters of this program are Society of Plastics Industry (SPI) S&C Mold, W.A. Lane Corporation, Wilden Pump, Service Industrial Tool and Supply, Rettig Machine, Prestige Mold, Fontana Machines, MWYP International, and Zwerner Industries.

**MACHINIST TECHNOLOGY  
ASSOCIATE OF SCIENCE DEGREE**

To graduate with a specialization in one of the Machinist Technology majors, students must complete all the requirements for the appropriate certificate with a grade of C or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

**MACHINIST TECHNOLOGY CERTIFICATES**

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.

There are four Machine Technology certificates: (1) Computer Numerical Control: CAD/CAM, (2) Machine Technology, (3) Machinist Standard, and (4) Tool and Die. Each of these certificates requires the core courses plus specialized courses.

<b>REQUIRED CORE COURSES:</b>	<b>UNITS</b>
MACH 120A Machine Shop Theory	2
MACH 021A Machine Shop I	4
MACH 022A Machine Shop II	4
MACH 023A Machine Shop III	4
MACH 024A Machine Shop IV	4
MACH 090A Engineering Blueprint Reading, Geometric Dimensioning and Tolerancing	3
TECALC 097 Technical Calculations	4
<b>TOTAL UNITS for Core Requirements</b>	<b>25</b>
<i>*Effective SP03</i>	

**1. COMPUTER NUMERICAL CONTROL: CAD/CAM**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<b><u>Machine Technology Core Requirements</u></b>	<b>25</b>
MACH 070A Computer Numerical Control Machining I	3
MACH 071A Computer Numerical Control Machining II	3
MACH 072A Computer Aided Design/Computer Aided Manufacturing I	3
MACH 073A Computer Aided Design/Computer Aided Manufacturing II	3
MACH 074A Set-up and Operation of Various Machine Controls	3
MACH 129A Manufacturing Processes	3
<b><u>Total Units for the Computer Numerical Control: CAD/CAM specialized courses</u></b>	<b>18</b>
<b>TOTAL UNITS required for the Computer Numerical Control: CAD/CAM Certificate</b>	<b>43</b>

**2. MACHINE TECHNOLOGY  
REQUIRED COURSES: UNITS**

<b><u>Machine Technology Core Requirements</u></b>	<b>25</b>
<b>TOTAL UNITS required for the Machine Technology Certificate</b>	<b>25</b>

**3. MACHINIST STANDARD  
REQUIRED COURSES: UNITS**

<b><u>Machine Technology Core Requirements</u></b>	<b>25</b>
MACH 070A Computer Numerical Control Machining I	3
MACH 129A Manufacturing Processes	3
<b><u>Total Units for the Machinist Standard specialized courses</u></b>	<b>6</b>

**TOTAL UNITS required for the Machinist Standard  
Certificate 31**

**4. TOOL AND DIE**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<b><u>Machine Technology Core Requirements</u></b>	<b>25</b>
MACH 060A Tool and Die	4
MACH 061A Jig and Fixture Making	4
MACH 062X3 Introduction to Mold Making	3
MACH 129A Manufacturing Processes	3
<b><u>Total Units for the Tool and Die specialized courses</u></b>	<b>14</b>

**TOTAL UNITS required for the Tool and Die  
Certificate 39**

**COURSES OFFERED BY THE  
DEPARTMENT OF MACHINIST TECHNOLOGY:**

MACH 021A  
MACHINE SHOP I 4 UNITS  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: MACH 120A.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 6 hours per week.**  
First semester machine shop practices with emphasis on safety, shop mathematics, measurements and the correct use of the basic machine tools, mills, lathes, saws and drill presses.  
*Associate Degree Applicable*

MACH 022A  
MACHINE SHOP II 4 UNITS  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: MACH 021A.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 6 hours per week.**  
Second semester intermediate machine shop with a machining background. Emphasis on safety, applied mathematics and advanced processes on mills, lathes and tool grinding.  
*Associate Degree Applicable*

MACH 023A  
MACHINE SHOP III 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** MACH 022A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 6 hours per week.  
Third semester intermediate machine shop with a machining background. Emphasis on safety, applied mathematics for tool manufacturing, surface grinding, milling and turning operations.  
*Associate Degree Applicable*  
*Course Credit transfers to CSU.*

MACH 024A  
MACHINE SHOP IV 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** MACH 023A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 6 hours per week.  
Fourth semester of advanced machine shop with a machining background. Emphasis on safety, special tool grinding, gear cutting, carbide usage and tool manufacturing.  
*Associate Degree Applicable*  
*Course Credit transfers to CSU.*

MACH 060A  
TOOL AND DIE 4 UNITS  
**PREREQUISITE:** MACH 120A.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
The study and design of advanced tools and dies, blanking processes, metal die cutting and forming processes and power presses for stamping and forming metal parts. Duties and standards apply to the National Metal Working Standards (NIMS).  
*Associate Degree Applicable*  
*Course Credit transfers to CSU.*

MACH 061A  
JIG AND FIXTURE MAKING 4 UNITS  
**PREREQUISITES:** MACH 021A and MACH 120A.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
The study of jig and fixtures applications for conventional and computerized numerical machining processes. Skills and standards apply to the National Metal Working Standards (NIMS).  
*Associate Degree Applicable*

MACH 062X3  
INTRODUCTION TO MOLD MAKING 3 UNITS  
**PREREQUISITE:** MACH 021A, assessment exam or equivalent skills verified through occupational experience.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 4 hours per week.  
Introduction to mold making and injection molding technology designed to give students a history and practical application of mold making for the industry. An overview of all mold making and basic procedures involving setup and operation of injection molding machines.  
*Associate Degree Applicable*

MACH 070A  
COMPUTER NUMERICAL CONTROL MACHINING I 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Beginning Computer Numerical Control (CNC) programming covering programming concepts, cartesian coordinate systems, geometric principles and hands on programming.  
*Associate Degree Applicable*

MACH 071A  
COMPUTER NUMERICAL CONTROL MACHINING II 3 UNITS  
**PREREQUISITE:** MACH 070A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Intermediate computer numerical control (CNC) programming covering programming concepts, hands-on programming, computer assisted programming and down load programs to the mill and turning center.  
*Associate Degree Applicable*

MACH 072A  
COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING I 3 UNITS  
**PREREQUISITE:** MACH 071A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
The study and use of MasterCam software with emphasis on 2-D geometry construction, part design basics and part programming for mills and lathes machining centers.  
*Associate Degree Applicable*

MACH 073A  
COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING II 3 UNITS  
**PREREQUISITE:** MACH 071A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
The study and use of MasterCam's 2-D software to generate tool path, program codes, tooling information and part coordinate information.  
*Associate Degree Applicable*

MACH 074A  
SET-UP AND OPERATION OF VARIOUS MACHINE CONTROLS 3 UNITS  
**PREREQUISITES:** MACH 070A, MACH 071A, MACH 072A and MACH 073A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
The study of 2-D tool path, machine control programming, part fixture, tool applications and management of data required to operate various CNC machines and inspection equipment.  
*Associate Degree Applicable*

MACH 090A  
ENGINEERING BLUEPRINT READING, GEOMETRIC DIMENSIONING AND TOLERANCING 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Blueprint interpretation with emphasis on terminology and concepts related to engineering drawing standards, geometric dimensioning and tolerancing language ANSI Y14.5 and how these apply to the engineering blueprint inspection processes  
*Associate Degree Applicable*



**MACH 120A**  
**MACHINE SHOP THEORY** 2 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 2 hours per week.*  
 The basic cutting concepts of machine tools are described and diagramed with cutting tool geometric and variations examined. New technologies in manufacturing are explored as well as discussion of specialty areas of training.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MACH 129A**  
**MANUFACTURING PROCESSES** 3 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 3 hours per week.*  
 Manufacturing processes, tapping and threading terminology, machining speeds/feeds, basic heat treating, turning processes, tool selection for turning, milling and drilling, processing of plastics and basic machine design.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MACH 198**  
**MACHINIST TECHNOLOGY**  
**WORK EXPERIENCE** 1-4 UNITS  
*PREREQUISITE: None.*  
 Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## MANAGEMENT INFORMATION SYSTEMS

**DIVISION:** Business and Information Technology  
**DIVISION DEAN:** Margaret Ortiz, M.A.  
**DEPARTMENT HEAD:** Vernon Stauble, Ph.D.  
 Business 200C  
 (909) 384-8915  
**OTHER FACULTY:** Daniel T. Angelo, M.H.R.O.D.  
 Maha Al-Husseini, B.A.  
 Mona Jackson, M.A.  
 Barbara Saxon, B.S.I.S.  
 Roger Powell, M.S.  
 Mary Lou Vasquez, B.A.  
**DIVISION SECRETARY:** Chris Williams  
**DIVISION OFFICE:** Business 101  
 (909) 384-8908  
**LIAISON COUNSELOR:** Wilma Cochrane, M.A.  
 (909) 384-8986

The Management Information Systems (MIS) Department provides a program of study for students who are preparing for employment in the field of computer management in business. The MIS Department offers a complete introduction to computers and software, specific training in selected software packages, and advanced courses dealing with networks, specialized programming techniques, and management of computer facilities.

## MANAGEMENT INFORMATION SYSTEMS ASSOCIATE OF ARTS DEGREE

To graduate with a degree in Management Information Systems, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

REQUIRED COURSES	UNITS
MIS 101 Introduction to Management Information Systems	3
MIS 176 Spreadsheets: Excel	2
MIS 179 Database Management: Access	2
OIS 180 Windows	2
or	
MIS 181A Windows 95	(2)
MIS 182 Internet	2
MIS 200 Business Programming I (Visual BASIC)	3
MIS 210 Systems Analysis and Design	3
MIS 215 Database Management Systems	3
MIS 250 Telecommunications and LAN Management	3
<b>TOTAL UNITS</b>	<b>23</b>

## MANAGEMENT INFORMATION SYSTEMS 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.

The MIS Certificate offers a complete introduction to computers, specific training in selected software packages, advanced courses dealing with networks, and management of computer facilities.

REQUIRED COURSES	UNITS
MIS 101 Introduction to Management Information Systems	3
MIS 176 Spreadsheets: Excel	2
MIS 179 Database Management: Access	2
OIS 180 Windows	2
Or	
MIS 181A Windows 95	(2)
MIS 182 Internet	2
MIS 200 Business Programming I (Visual BASIC)	3
MIS 210 Systems Analysis and Design	3
MIS 215 Database Management Systems	3
MIS 250 Telecommunications and LAN Management	3
OIS 144 Business English	3
Or	
ENGL 015 Preparation for College Writing	(4)
Or	
ENGL 101 Freshman Composition	(4)
Nine units from the list of RECOMMENDED COURSES	9
<b>TOTAL UNITS</b>	<b>35-36</b>

RECOMMENDED COURSES	UNITS
MIS 220 Information Systems in Organizations	3
MIS 225 Business Systems for Decision Making	3
MIS 265 Artificial Intelligence and Executive Information	3
MIS 222 Special Problems in Management Information Systems I	1
MIS 223 Special Problems in Management Information Systems II	2
OIS 173A Word Processing: Microsoft Word	4

COURSES OFFERED BY THE DEPARTMENT OF  
MANAGEMENT INFORMATION SYSTEMS:

MIS 070  
INTRODUCTION TO DISK OPERATING SYSTEM  
(PC/MS DOS) 1.5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week.

The basics of DOS including the terms that describe PC hardware and software; the syntax of basic DOS commands; disk and file management; tree-structured directories; and batch processing. This course is also offered as OIS 070.

*Associate Degree Applicable*

MIS 073  
MICROSOFT POWERPOINT FOR WINDOWS 95 1 UNIT

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Any MIS 181 course or OIS 180.

**LECTURE:** .5 hour per week and

**LABORATORY:** 1.5 hours per week.

Orientation to Powerpoint, a presentation graphics program for the creation of effective and compelling presentations. Includes use of 35 mm slides, overheads, speaker's notes, audience hand-outs, outline pages, and on screen presentations. This course is also offered as OIS 073.

*Associate Degree Applicable*

MIS 090  
NETWORKING FUNDAMENTALS, SEMESTER ONE  
(CISCO NETWORKING ACADEMY) 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** MATH 952 and any MIS 181 course.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Designed to provide students with classroom and laboratory experience in the fundamentals of current and emerging networking technology. Topics covered include network topology, cabling, electrical considerations, the OSI model, Internet protocol addressing, bridges, switches, hubs, and routers. This is the first course in a four-course CCNA preparation sequence.

*Associate Degree Applicable*

MIS 091  
NETWORKING FUNDAMENTALS BASIC ROUTING,  
SEMESTER TWO (CISCO NETWORKING ACADEMY) 3 UNITS

**PREREQUISITE:** MIS 090.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

This course is the second in a series of four semester courses designed to prepare the student to test for the Cisco Certified Network Associate (CCNA) certification. CCNA certification indicates a foundation in and apprentice knowledge of networking for the small home/office market. Topics covered include router fundamentals, router setup and configuration, network management, routing and routed protocols, and network troubleshooting.

*Associate Degree Applicable*

MIS 092  
FUNDAMENTALS OF LANS, LOCAL AREA NETWORKS,  
SEMESTER THREE (CISCO NETWORKING ACADEMY) 3 UNITS

**PREREQUISITE:** MIS 091.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

The third semester of the Cisco Academy provides students with classroom and laboratory experience in configuring routers for various industry standard protocols. It includes, but is not limited to segmentation of LAN's using bridges, routers, and switches; and virtual LANs, Fast Ethernet, cut-through and store and forward LAN switching.

*Associate Degree Applicable*

MIS 093  
FUNDAMENTALS OF WANS WIDE AREA NETWORKS,  
SEMESTER FOUR (CISCO NETWORKING ACADEMY) 3 UNITS

**PREREQUISITE:** MIS 092.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

The fourth semester of the Cisco Academy provides students with classroom and laboratory experience in designing, configuring, installing and implementing a Wide Area Network. It includes but is not limited to WAN topologies, interfaces, protocols, and frame encapsulation.

*Associate Degree Applicable*

MIS 094  
ADVANCED ROUTERS, SEMESTER 5 (CISCO  
NETWORKING ACADEMY) 3 UNITS

**PREREQUISITE:** MIS 093.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Cisco Semester Five focuses on advanced routing and using Cisco routers connected to local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites where students will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. This is a first in a series of four courses recommended for CCNP (Cisco Certified network Professional) certification.

*Associate Degree Applicable*

MIS 095  
REMOTE ACCESS, SEMESTER 6 (CISCO NETWORKING  
ACADEMY) 3 UNITS

**PREREQUISITE:** MIS 093.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Cisco Semester Six focuses on Remote Access to the network. This course will provide students with learning experiences in asynchronous dial-up, ISDN, DDR, X.25, Frame Relay, ODR, Wan backup, queuing, compression, NAT, and AAA. This is the second in a series of four courses recommended for CCNP (Cisco Certified network Professional) certification.

*Associate Degree Applicable*

MIS 101  
INTRODUCTION TO  
MANAGEMENT INFORMATION SYSTEMS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** OIS 100.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

An introduction to information systems concepts, hardware, Internet access and usage and general software applications in word processing, spreadsheets, database management, operating systems and desktop publishing.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

MIS 102  
 ADVANCED MANAGEMENT INFORMATION SYSTEMS 3 UNITS

**PREREQUISITE:** MIS 101.  
**DEPARTMENTAL ADVISORIES:** Any MIS 181 course and OIS 100.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
 Advanced management information systems expands upon the basic fundamentals of hardware computer concepts, theory and software applications, by creating word processing, spreadsheet, database, and presentation graphics documents introduced in Introduction to Management Information Systems.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 140  
 INTEGRATED SOFTWARE: MICROSOFT WORKS 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 100.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.

A review of Microsoft Works with a focus on the integration of the three elements of this software: word processor, spreadsheet, and database.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 171  
 ADVANCED PC/MS DOS 1.5 UNITS  
**PREREQUISITE:** MIS 070 or OIS 070.

**LECTURE:** 1.5 hours per week.  
 Advanced commands in Disk Operating Systems includes methods for redirecting input and output and sorting; learning the DOS shell; use of the editor; how to create batch files; and hard disk backup procedures.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 176  
 SPREADSHEETS: EXCEL 2 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** OIS 180.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.  
 The production of documents with EXCEL, which integrates spreadsheets analysis, information management, and graphics. Includes the design and use of worksheets; how to enter labels, numbers, formulas, and graphs; the use of macros, importing files from other software, and spell checking the spreadsheet. This course is also offered as OIS 176.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 178  
 ADVANCED DATABASE 1.5 UNITS  
**PREREQUISITE:** MIS 177 or OIS 177.

**LECTURE:** 1.5 hours per week.  
 Advanced database programming including menu-driven programs, procedures files, update and inquiry programs, and compiled database programs. The software package (DBase III Plus, Paradox, or DBase IV) varies depending on current business trends.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 179  
 DATABASE MANAGEMENT: ACCESS 2 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** OIS 180.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.  
 Development and maintenance of a database. Provides a working knowledge of storing, retrieving, indexing and printing. Includes object based tools such as: buttons, dialogue boxes, macros, reports, queries, tables and forms. Emphasis on developing a practical ability to use a database in a Windows environment with full graphical user interface functionality. This course is also offered as OIS 179.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 181  
 INTRODUCTION TO WINDOWS 98 2 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.  
 Course will provide the necessary background to understand the graphical user interface of the most widely used operating system. An introduction to the computer operating system that simplifies the process of working with documents and applications, transferring data between documents, and organizing the manner in which one interacts with a computer. (Formerly MIS 181A)  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 182  
 INTERNET 2 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** OIS 180.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.  
 Basics of the Internet using the World Wide Web, Mosaic and Netscape Navigator. Internet and the Information Superhighway provide electronic access to products, services and resources available throughout the United States and the world.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 183  
 ADVANCED SPREADSHEETS: EXCEL 2 UNITS  
**PREREQUISITE:** MIS 176 or OIS 176.

**DEPARTMENTAL ADVISORY:** Any MIS 181 course.  
**LECTURE:** 1.50 hours per week and  
**LABORATORY:** 1.50 hours per week.  
 This course provides the essential information needed to develop, design and implement advanced worksheets. This course will cover the integration of Excel with other Windows based applications. Students will create data tables, data maps and scenario management used to solve complex business problems. This course is also offered as OIS 183.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 198  
 MANAGEMENT INFORMATION SYSTEMS  
 WORK EXPERIENCE 1-4 UNITS  
**PREREQUISITE:** None.

Supervised occupational work experience related to students' major (MIS) resulting in an increase in both career awareness and job skill level. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

MIS 200  
BUSINESS PROGRAMMING I (VISUAL BASIC) 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** MIS 101.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Introduction of fundamental computer concepts in the BASIC language, which allows students to create limited computer programs for business applications. Emphasis on the syntax of computer language.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

MIS 201  
ADVANCED BUSINESS PROGRAMMING 3 UNITS

**PREREQUISITE:** MIS 200.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

A continuation of MIS 200, which covers the creation of interactive programs in BASIC language. Emphasis on developing user friendly screens and codes.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MIS 210  
SYSTEMS ANALYSIS AND DESIGN 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** MIS 101.

**LECTURE:** 3 hours per week.

Introduction to structured design techniques for the development and implementation of business applications including an analysis of current systems, interviewing, flow charting, data flows, and system specifications used in the design of a new system.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MIS 215  
DATABASE MANAGEMENT SYSTEMS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** MIS 101.

**LECTURE:** 3 hours per week.

An introduction to the components of relational database management including data definition language, data manipulation language, screen generation, the use of report writers, and Structured Query Language (SQL).

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MIS 220  
INFORMATION SYSTEMS IN ORGANIZATIONS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** MIS 101.

**LECTURE:** 3 hours per week.

The impact of management information systems in organizations on professional practices and methodologies including systems theory, decision theory, and information systems planning and development.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MIS 222  
SPECIAL PROBLEMS IN  
MANAGEMENT INFORMATION SYSTEMS I 1 UNIT

**PREREQUISITE:** MIS 200.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of management information systems on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MIS 223  
SPECIAL PROBLEMS IN  
MANAGEMENT INFORMATION SYSTEMS II 2 UNITS

**PREREQUISITE:** MIS 200.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of management information systems on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MIS 225  
BUSINESS SYSTEMS FOR DECISION MAKING 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** MIS 101.

**LECTURE:** 3 hours per week.

The role of computers in decision-making for managers at the operational, tactical and strategic levels of an organization including the strategy, framework, design, implementation and evaluation of decision-support systems.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MIS 250  
TELECOMMUNICATIONS AND LAN MANAGEMENT  
3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** MIS 101.

**LECTURE:** 3 hours per week.

An introduction to the telecommunications field for the business major. Topics include: evaluation, planning and design of local area networks, telecommunication components, data communications, distributed processing, interactive systems, telecommunications management and security.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MIS 265  
ARTIFICIAL INTELLIGENCE AND  
EXECUTIVE INFORMATION SYSTEMS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** MIS 215.

**LECTURE:** 3 hours per week.

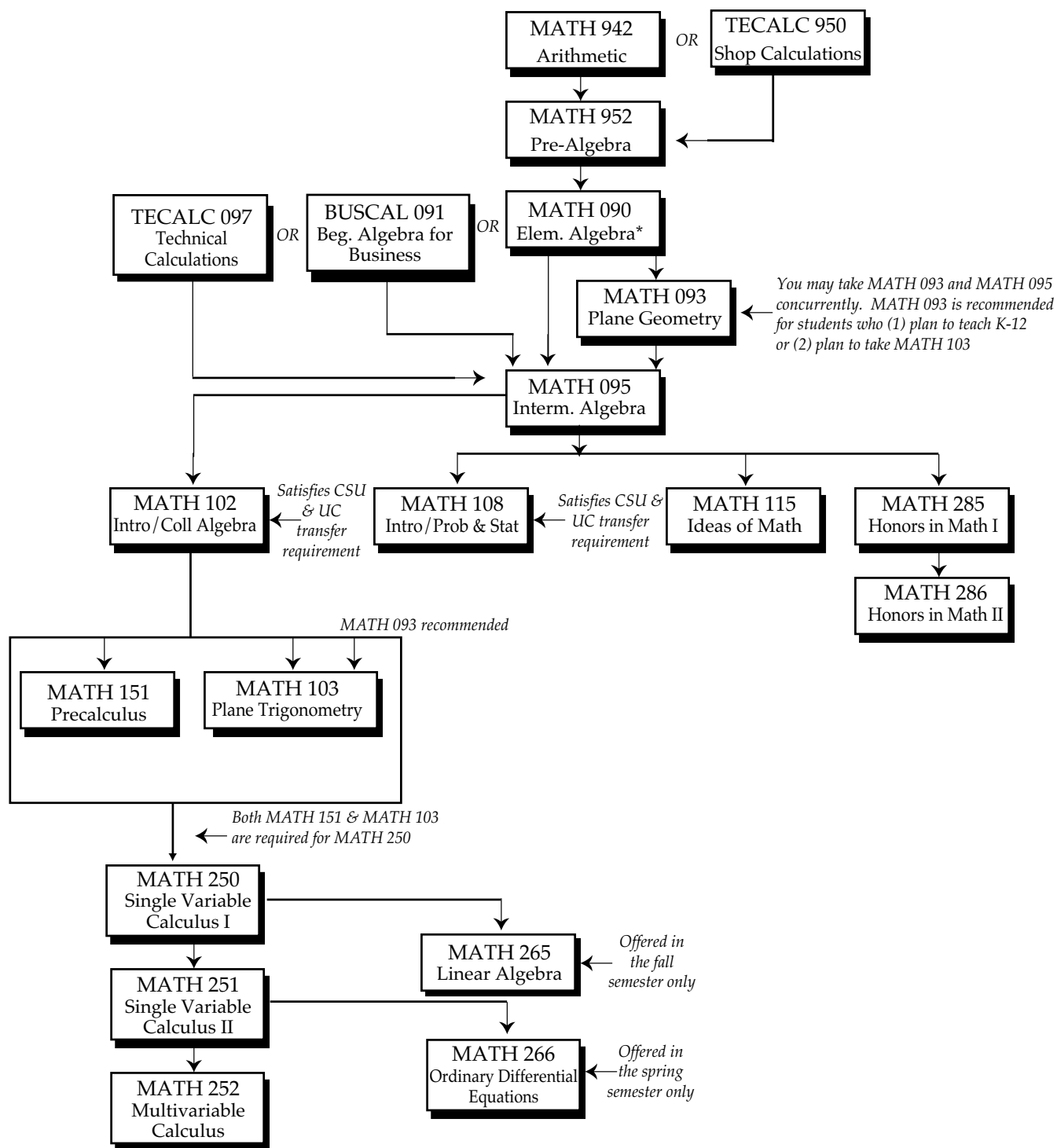
An introduction to the concepts and techniques of Artificial Intelligence Systems (AIS) and Expert and Executive Information Systems (EIS). Includes hands-on experience in using Executive Information Systems and Expert Systems within a business setting.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## Sequence of Mathematics Courses at SBVC

You may follow this sequence of courses to develop proficiency in mathematics  
or  
you may be eligible to begin this sequence with MATH 952, MATH 090, MATH 095,  
or higher depending on results of the SBVC assessment process.  
(Contact a counselor for details and assessment dates.)



*\*The Associate Degree proficiency requirement in mathematics can also be satisfied by successful completion of Business Calculations 091 and Technical Calculations 097.*

## MATHEMATICS

For **MATH WITHOUT FEAR**, see course description in the **PSYCHOLOGY** Department section of this catalog.

DIVISION:	Science and Math
DIVISION DEAN:	W. William Hughes, Ph.D.
DEPARTMENT HEAD:	Haragewen Kinde, M.A. Physical Science 248 (909) 384-8265
DEPARTMENT SECRETARY:	Sylvia McDaniel Physical Science 230 (909) 384-8520
OTHER FACULTY:	Diana Avila, Ph.D. Kristen Dillard, M.A. Yvonne Ellis, M.S. Lori Ann Giannini, M.S. Ann Leal, M.A. Keith Lee, M.S. Michael Mayne, M.S. Zadock Reid, Ph.D. Scott Rippy, M.A. Robert Stafford, M.A. Teri Strong, M.A. Rita Sturgeon, M.A.
DIVISION SECRETARY:	Rose Garcia
DIVISION OFFICE:	Chemistry 121 (909) 384-8645
LIAISON COUNSELOR:	Diana Rodriguez, M.A. (909) 384-8950 (909) 384-8234

The Mathematics Department offers course work in all levels of mathematics from arithmetic through differential equations and linear algebra. Students seeking improvement in their basic mathematical skills and those desiring development of advanced mathematical methods can all find meaningful activities in the mathematics program. While there are job opportunities in pure mathematics, there are even more in education, business, engineering, and other technical fields that rely on mathematics. Students planning to transfer to a four-year institution and major in mathematics or a related field should consult with a counselor regarding the transfer process and lower division requirements.

### MATHEMATICS ASSOCIATE OF SCIENCE DEGREE

An Associate of Science degree with a specialization in Mathematics can be earned by completing the following required courses in addition to fulfilling the breadth requirements for the associate degree (minimum 60 semester units).

REQUIRED COURSES:	UNITS
MATH 151 Precalculus	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
MATH 252 Multivariable Calculus	5
Four units from the list of RECOMMENDED COURSES	4
<b>TOTAL UNITS</b>	<b>21</b>

RECOMMENDED COURSES:	UNITS
CS 120 Visual BASIC Programming I	4
MATH 102 Introduction to College Algebra	4
MATH 103 Plane Trigonometry	4
MATH 108 Introduction to Probability and Statistics	4
MATH 265 Linear Algebra	3
MATH 266 Ordinary Differential Equations	3

### COURSES OFFERED BY THE DEPARTMENT OF MATHEMATICS:

**MATH 090**  
**ELEMENTARY ALGEBRA** 4 UNITS  
**PREREQUISITE:** MATH 952, MATH 952D or eligibility for MATH 090 as determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.

Covers the basic concepts typically introduced in high school algebra including operations on polynomials, exponents, solve linear and quadratic equations, inequalities, word problems, factoring, fractions, and graphing linear equations.

*Associate Degree Applicable*

**MATH 093**  
**PLANE GEOMETRY** 3 UNITS  
**PREREQUISITE:** MATH 090 or eligibility for MATH 095 as determined through the SBVC assessment process.

**LECTURE:** 3 hours per week.

A review of high school geometry including mathematical logic, geometric constructions, congruences, similarities, and other properties of basic closed plane figures.

*Associate Degree Applicable*

**MATH 095**  
**INTERMEDIATE ALGEBRA** 4 UNITS  
**PREREQUISITE:** MATH 090 or eligibility for MATH 095 as determined through the SBVC assessment process OR BUSCAL 091.

**DEPARTMENTAL ADVISORY:** MATH 093, taken concurrently.  
**LECTURE:** 4 hours per week.

A second course in algebra which builds on the skills of solving equations, manipulating polynomials, factoring, and algebraic fractions. This course includes simplifying complex fractions, finding real solutions to quadratic and rational equations, an introduction to linear inequalities, rational exponents and radicals, graphing equations of straight lines, solving linear systems of equations and application problems through the different topics.

*Associate Degree Applicable*

**MATH 102**  
**INTRODUCTION TO COLLEGE ALGEBRA** 4 UNITS  
**PREREQUISITE:** MATH 095 or eligibility for MATH 102 as determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.

Designed for students with a strong foundation in algebra. This course includes the study of absolute value equations and inequalities, quadratic and rational inequalities, in-depth work with rational exponents, radicals and quadratic equations, introduction to functions and their inverses, exponential functions and their graphs, logarithmic functions and their graphs and their algebraic properties, and introduction to sequences, series and the binomial expansion.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

MATH 103  
PLANE TRIGONOMETRY 4 UNITS

**PREREQUISITE:** MATH 102 or eligibility for MATH 103  
as determined through the SBVC assessment process.

**DEPARTMENTAL ADVISORY:** MATH 093.

**LECTURE:** 4 hours per week.

The study of trigonometry including trigonometric functions, identities, trigonometric equations, periodicity, graphs of the trigonometric functions, inverse functions, and solution of triangles.

Associate Degree Applicable

Course credit transfers to CSU.

CAN (California Articulation Number): MATH8

MATH 108  
INTRODUCTION TO PROBABILITY AND STATISTICS 4 UNITS

**PREREQUISITE:** MATH 095 or eligibility for MATH 102  
as determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.

An introduction to probability, descriptive and inferential statistics with application to the natural sciences, business, economics, and behavioral sciences.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN (California Articulation Number): STAT2

MATH 115  
IDEAS OF MATHEMATICS 3 UNITS

**PREREQUISITE:** MATH 095 or eligibility for MATH 102  
as determined through the SBVC assessment process.

**LECTURE:** 3 hours per week.

Designed for liberal arts majors. This transfer-level course includes sets, propositional logic, inductive reasoning and applications such as mathematical patterns, counting methods, finite probability spaces and an introduction to statistics.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN (California Articulation Number): MATH2

MATH 151  
PRECALCULUS 4 UNITS

**PREREQUISITE:** MATH 102 or eligibility for MATH 151  
as determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.

This course provides foundational skills to facilitate success in calculus. Includes inequalities, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, conics, sequences and series, mathematical induction and the binomial theorem and systems of equations and inequalities.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN (California Articulation Number): MATH16

MATH 222  
SPECIAL PROBLEMS IN MATHEMATICS I 1 UNIT

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of mathematics on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

MATH 223  
SPECIAL PROBLEMS IN MATHEMATICS II 2 UNITS

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of mathematics on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU.

Limited transfer to UC; contact a counselor for details.

MATH 250  
SINGLE VARIABLE CALCULUS I 4 UNITS

**PREREQUISITES:** MATH 103 and MATH 151.

**LECTURE:** 4 hours per week.

A first course in calculus including limits, continuity, derivatives of algebraic and trigonometric functions, applications of derivatives, anti-derivatives, definite integrals and their applications.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN (California Articulation Number): MATH18

MATH 251  
SINGLE VARIABLE CALCULUS II 4 UNITS

**PREREQUISITE:** MATH 250.

**LECTURE:** 4 hours per week.

A second course in calculus including applications of definite integrals, differentiation and integration of transcendental functions, techniques of integration, L'Hopital's rule and improper integrals, infinite sequences and series, power series.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN (California Articulation Number): MATH20

MATH 252  
MULTIVARIABLE CALCULUS 5 UNITS

**PREREQUISITE:** MATH 251.

**LECTURE:** 5 hours per week.

A third course in calculus including vectors, lines and simple surfaces in 3-dimensional space, some linear algebra topics, vector-valued functions, partial derivatives, multiple integrals, line integrals and Green's theorem, surface integrals and the theorems of Gauss and Stokes.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN (California Articulation Number): MATH22

MATH 265  
LINEAR ALGEBRA 3 UNITS

**PREREQUISITE:** MATH 250.

**LECTURE:** 3 hours per week.

An introduction to linear algebra that compliments advanced courses in calculus. Topics include systems of linear equations, matrix operations, determinants, vectors and vector spaces. Eigenvalues and eigenvectors and linear transformations.

Associate Degree Applicable

Course credit transfers to CSU and UC.

CAN (California Articulation Number): MATH26

MATH 266  
ORDINARY DIFFERENTIAL EQUATIONS 3 UNITS  
**PREREQUISITE:** MATH 251.

**DEPARTMENTAL ADVISORY:** MATH 252, taken concurrently.  
**LECTURE:** 3 hours per week.

An introduction to differential equations that compliments advanced courses in calculus. Topics include first-order differential equations and applications, linear differential equations and some applications of second order differential equations, linear systems, an introduction to series solutions and the Laplace Transform.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): MATH24*

MATH 285  
HONORS IN MATHEMATICS I 3 UNITS  
**PREREQUISITE:** MATH 095 or MATH 102.

**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.

An introduction to algebraic concepts and functional properties necessary for understanding limits and the application of those limits to their derivative functions in calculus.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MATH 286  
HONORS IN MATHEMATICS II 3 UNITS  
**PREREQUISITE:** MATH 285.

**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.

Further study and application of the derivative function in calculus, exponential and logarithmic functions and their applications, properties and applications of the integral, and simple differential equations, their solutions and application to mathematics models in nature.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MATH 942  
ARITHMETIC 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A basic skills course in arithmetic including the fundamental operations of whole numbers, fractions, decimals, ratios, proportions, and percents.

*Not applicable to the Associate Degree*

MATH 942A  
VOCATIONAL ARITHMETIC: WHOLE NUMBERS 1 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

This is the first of a basic skills sequence emphasizing arithmetic. The skills to be learned include addition, subtraction, multiplication and division of whole numbers as they apply to vocational fields.

*Not applicable to the Associate Degree*

MATH 942B  
VOCATIONAL ARITHMETIC: FRACTIONS AND DECIMALS 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

This is the second of a basic skills sequence emphasizing arithmetic. The skills to be learned include addition, subtraction, multiplication and division of fractions and decimals as they apply to vocational fields.

*Not applicable to the Associate Degree*

MATH 942C  
VOCATIONAL ARITHMETIC: RATIO, PROPORTIONS AND PERCENTS 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

This is the third of a basic skills sequence emphasizing arithmetic. The skills to be learned include the use of ratios, proportions and percents as they apply to vocational fields.

*Not applicable to the Associate Degree*

MATH 952  
PREALGEBRA 4 UNITS  
**PREREQUISITE:** MATH 942.

**LECTURE:** 4 hours per week.

A basic skills course designed to bridge students between arithmetic and algebra with an emphasis on speaking, listening, reading, and writing in communicable mathematics terminology. Topics include constants and variables; simple word problems; linear equations; exponential notation; and appropriate operational rules for rational numbers, whole numbers, and integers.

*Not applicable to the Associate Degree*

MATH 952A  
PREALGEBRA (INTEGERS) 1 UNIT  
**PREREQUISITE:** MATH 942 or MATH 942 A, B, C or eligibility as determined through the SBVC assessment process

**LECTURE:** 1 hour per week.

Math 952A is a self-paced, computer-assisted program of operations using positive and negative #'s. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. In addition, supplemental materials may be used for further explanation and/or to help the student complete assignments at the level of the computer generated assignments that are typical for this type of course. The skills to be learned include addition, subtraction, multiplication and division of integers; introduction of variables; simplifications of algebraic expressions; addition, subtraction and multiplication of polynomials.

*Not Applicable to Associate Degree*

MATH 952B  
PREALGEBRA (FRACTIONS) 1 UNIT  
**PREREQUISITE:** MATH 952A or eligibility as determined through the SBVC assessment process.

**LECTURE:** 1 hour per week.

Math 952B is a self-paced, computer-assisted program of operations using fractions. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. In addition, supplementary materials may be used for further explanation and/or to help the student complete assignments at the level of the computer generated assignments that are typical for this type of course. The skills to be learned include addition, subtraction, multiplication, division and the Basic Property of Fractions.

*Not Applicable to Associate Degree*



MATH 952C  
PREALGEBRA (LINEAR EQUATIONS IN 1 VARIABLE) 1 UNIT

**PREREQUISITE:** MATH 952B or eligibility as determined through the SBVC assessment process.

**LECTURE:** 1 hour per week.

Math 952C is a self-paced, computer-assisted program of linear equations in 1 variable. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. In addition, supplemental materials may be used for further explanation and/or to help the student complete assignments at the level of the computer generated assignments that are typical for this type of course. The skills to be learned include the use of the properties of equality.

*Not Applicable to Associate Degree*

MATH 952D  
PREALGEBRA (DECIMAL AND PERCENT) 1 UNIT

**PREREQUISITE:** MATH 952C or eligibility as determined through the SBVC assessment process.

**LECTURE:** 1 hour per week.

Math 952D is a self-paced, computer-assisted program of decimals and percents. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. In addition, supplementary materials may be used for further explanation and/or to help the student complete assignments at the level of the computer generated assignments that are typical for this type of course. The skills to be learned include addition, subtraction, multiplication and division of decimals; conversion of decimals to percent and the ability to solve linear equations in 1 variable containing decimals.

*Not Applicable to Associate Degree*

## MATHEMATICS APPLIED

See the Department of BUSINESS CALCULATIONS or Technical Calculations courses within the Department of ELECTRICITY/ELECTRONICS

## MICROBIOLOGY

See courses within the BIOLOGY DEPARTMENT

## MODERN LANGUAGES

**FOR COURSES IN MODERN LANGUAGES, SEE:  
AMERICAN SIGN LANGUAGE, PAGE 54  
FRENCH, PAGE 117  
SPANISH, PAGE 196**

## MUSIC

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippey, M.F.A.
DEPARTMENT HEAD:	Sherrie Guerrero, Ed.D. Liberal Arts 241 (909) 384-8625
FACULTY:	Paul Kardos, M.Ed.
DIVISION SECRETARIES:	Kelly Adcock North Hall 240 (909) 384-8906 To Be Announced Liberal Arts 217 (909) 384-8633
LIAISON COUNSELOR:	Richard Long, M.A. (909) 384-8972

Music is one of the most rewarding of all human endeavors, and the faculty and students in the Department of Music share a deep love for their art and a common desire to achieve excellence in it. The curriculum provides basic preparation for careers in music or further study, and is designed to provide a balanced education in the many facets of musical experience. It is the goal of the Music Department to help students develop their musical and intellectual potential to the highest possible level.

Students planning to transfer to a four-year institution and major in music should consult with a counselor regarding the transfer process and lower division requirements.

## MUSIC ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES:	UNITS
MUS 101 Music Theory I: Fundamentals	3
MUS 102 Music Theory II: Harmony	3
MUS 103 Musicianship	3
MUS 121 Appreciation of Music Literature I	3
MUS 122 Appreciation of Music Literature II	3
MUS 130 Elementary Voice	3
MUS 133 Beginning Piano	3

Two semester units from the following performance courses: MUS 150x4, 152x4, 154x4, 156x4, 158x4, 160x2, 164x2, 170x4, 171x4, 172x4, 174x4, 176x4, 178x4

**TOTAL UNITS 23**

RECOMMENDED COURSES:	UNITS
MUS 104 History of Rock and Roll	3
MUS 105 American Popular Music	3
MUS 107 Music of the World	3
MUS 117x4 Guitar Instruction	1
MUS 123 Beginning MIDI Workstation	3
MUS 131 Intermediate Voice	3
MUS 134 Intermediate Piano	3
MUS 141x4 Applied Music	2
MUS 285 Honors in Music	3

## MUSIC 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.

## ELECTRONIC MUSIC

This music certificate program is designed for the music student who desires a concentrated course of study in the field of computer (electronic) music. The courses are organized to emphasize the structural and artistic dimension of music in addition to the practical applications of MIDI (musical instrument digital interface). Participants must successfully complete a minimum of 33 units with a grade of C or better in each course.

REQUIRED COURSES:	UNITS
BUSAD 105 Small Business Management	3
CSYS 101 Computer Literacy	3*
CSYS 104 Using Macintosh	2*
MUS 101 Music Theory I: Fundamentals	3
MUS 102 Music Theory II: Harmony	3
Two of the following:	
MUS 104 History of Rock and Roll	(3)
MUS 105 American Popular Music	(3)
MUS 107 Music of the World	(3)
MUS 123 Beginning MIDI Workstation	3
MUS 124 MIDI Workstation: Songs and Styles	3
MUS 125 MIDI Workstation: TV and Film	3
MUS 127x4 MIDI Workstation: Practicum Laboratory	1
MUS 136 Introduction to Jazz Rock Piano	3*
<b>TOTAL UNITS</b>	<b>33</b>

RECOMMENDED COURSES	UNITS
MUS 126 History and Appreciation of Electronic Music	3
MUS 127x4 MIDI Workstation: Practicum Laboratory	1

\* CSYS 101, 104, and MUS 136 may be waived if proficiency can be demonstrated to the department head.

## COURSES OFFERED BY THE DEPARTMENT OF MUSIC:

MUS 100 INTRODUCTION TO MUSIC <i>PREREQUISITE: None.</i> <i>LECTURE: 3 hours per week.</i>	3 UNITS
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This course introduces students to music and methods of music listening. Included in this course will be guidelines for music selection, cross-cultural studies in music, a discussion of patrons and audiences, consideration of the roles of women in creating music, and a history of popular music.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

MUS 101 MUSIC THEORY I: FUNDAMENTALS <i>PREREQUISITE: None.</i> <i>LECTURE: 3 hours per week.</i>	3 UNITS
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This course is designed to teach music terminology, rhythm, pitch, notation, meter, key signatures, scales, chords, and keyboard geography. Included in this course will be a study of the role that music plays in society, its aesthetic impact, and some of the music of important composers in the development of music including J. S. Bach, Mozart, Beethoven, Brahms, Wagner, and Copland.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

MUS 102 MUSIC THEORY II: HARMONY <i>PREREQUISITE: MUS 101.</i> <i>LECTURE: 2 hours per week and</i> <i>LABORATORY: 2 hours per week.</i>	3 UNITS
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This course is designed to teach analytical and compositional techniques through a progressive study of the following: counterpoint, harmony, modulation, voice leading, harmonic and formal analysis, and 20th century atonality. This course will examine key works by important composers in the development of music such as J. S. Bach, Beethoven, Debussy, Schoenberg and Stravinsky and the impact these pieces have made in our society and its aesthetic development.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

MUS 103 MUSICIANSHIP <i>PREREQUISITE: MUS 101.</i> <i>LECTURE: 1 hour per week and</i> <i>LABORATORY: 2 hours per week.</i>	2 UNITS
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A general study of the components of musicianship, this course explores how musical sounds are represented on paper through the use of graphic symbols and the basic ways in which they relate to each other in music composition. The course further explores how the musician interprets these symbols.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

MUS 104 HISTORY OF ROCK AND ROLL <i>PREREQUISITE: None.</i> <i>LECTURE: 3 hours per week.</i>	3 UNITS
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A chronological survey of rock music styles including origins, development, effects on today's society, and major artists.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

MUS 105 AMERICAN POPULAR MUSIC <i>PREREQUISITE: None.</i> <i>LECTURE: 3 hours per week.</i>	3 UNITS
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This course traces the social history of America through its music by comparing the works of outstanding musicians and examining them in detail to demonstrate similarities and differences among the various styles.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

MUS 106  
HISTORY OF JAZZ 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Provides the student with a chronological survey of jazz music styles, including origins, development, effects on today's society, and major artists and styles. Concepts such as musical structure and form are explored.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MUS 107  
MUSIC OF THE WORLD 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of the traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Sahara Africa. Live and filmed performances introduce students to the instrumental and vocal techniques, musical structures and performance contexts within selected cultures of these areas. Includes the impact of western influences.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 117x4  
GUITAR INSTRUCTION 1 UNIT

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

A progressive study of the guitar beginning with stringing, tuning and fingering, and continuing with the development of playing techniques, notation, reading guitar music, playing melodies, chord construction, and accompaniment. Students must provide their own instruments. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 121  
APPRECIATION OF MUSIC LITERATURE I 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course is designed to teach skills for music listening and will present an overview of music's historical development through lecture and multi-media examples. This course will focus on the stylistic periods of music from the Middle Ages through Classicism and the major composers, their relationship to a multicultural society and their involvement in the political and artistic movements of their times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 122  
APPRECIATION OF MUSIC LITERATURE II 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course is designed to teach skills for music listening and provide an overview of music's historical development through lecture and multi-media examples. The focus of this course will be major composers and stylistic periods of music from Classicism to the present and composers relationships to a multicultural society.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 123  
BEGINNING MIDI WORKSTATION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

An introduction to MIDI and its applications, the use of computers, MIDI interface, synthesizers, drum machine and tape recorder in developing musical projects. This course will emphasize developing competency in music sequencing and the use of graphics software.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MUS 124  
MIDI-WORKSTATION: SONGS AND STYLES 3 UNITS

**PREREQUISITE:** MUS 123.

**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 127.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Practical experience in MIDI (Musical Instrument Digital Interface) and its applications, with an emphasis on song writing and constructing stylistic demonstrations similar to those used in the music and film industries. Competencies in music sequencing and the use of graphics software will be developed.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MUS 125  
MIDI WORKSTATION: TV AND FILM 3 UNITS

**PREREQUISITE:** MUS 123.

**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 127.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Advanced practical experience in MIDI and its applications. Emphasis will be placed on advanced projects in musical composition and film scoring. Students will use computers, synthesizers, samplers, audio and video equipment.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MUS 126  
HISTORY AND APPRECIATION OF ELECTRONIC MUSIC 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

This course is an exploration of the theory and techniques of electronic/computer composition. Topics will include electronics and acoustics, knowledge of synthesizer modules, computer programs, and recording techniques. Weekly compositional and technical projects will be realized in the electronic/computer music studio.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MUS 127x4  
MIDI WORKSTATION: PRACTICUM LABORATORY 1 UNIT

**PREREQUISITE:** MUS 123.

**LABORATORY:** 3 hours per week.

Practical experience in MIDI and its applications. Workstation format will provide the basis for MIDI instruction, benefiting both the beginner and experienced user. Subsequent enrollment will provide the student an opportunity for developing additional skill and competency in the subject matter. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

- MUS 130  
ELEMENTARY VOICE 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
An introduction and progressive study of vocal techniques including muscular aspects, sound producing properties of the vocal mechanism with emphasis on singing and vocal projection used in a speech and drama and standard vocal literature.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- MUS 131  
INTERMEDIATE VOICE 3 UNITS  
**PREREQUISITE:** MUS 130.  
**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 141.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
This course is designed for the singer who has had formal vocal training and wishes to pursue additional training for a career in the vocal arts. Emphasis is on vocal technique, voice quality, expression, style, interpretation, stage presence, and multi-language diction.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- MUS 133  
BEGINNING PIANO 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 101.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
This course teaches practical keyboard facility, sight reading, elementary improvisation and harmonization of folk melodies, and leads to the performance of simple piano selections. This course will be useful for those desiring to learn to play the piano, organ, or electronic keyboards.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- MUS 134  
INTERMEDIATE PIANO 3 UNITS  
**PREREQUISITE:** MUS 133.  
**DEPARTMENTAL ADVISORY:** MUS 102.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
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 current keyboard skills.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- MUS 136  
INTRODUCTION TO JAZZ ROCK PIANO 3 UNITS  
**PREREQUISITE:** MUS 133.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
An introduction to the contemporary styles of piano performance with an emphasis on jazz, rock, Latin and pop. Includes contemporary theory, ear training and improvisation skills.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- MUS 141x4  
APPLIED MUSIC 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
Applied music study in piano, voice and orchestral instruments with an approved off-campus instructor. Students are required to have 16 one-hour lessons during the semester, and are responsible for the cost of private instruction. At the end of the semester, each student will perform before the music faculty to determine semester grade. This course may be taken four times. **AT LEAST THREE YEARS OF PREVIOUS STUDY ON INSTRUMENT OR VOICE IS REQUIRED.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- MUS 150x4  
MIXED CHORUS 1 UNIT  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 101 or MUS 130.  
**LABORATORY:** 3 hours per week.  
Foundational techniques in such aspects of choral music as breathing, posture, tone production, enunciation and musicianship, especially recommended for education and liberal arts majors who desire vocal training. Includes choral music from a variety of stylistic periods including classical, spiritual, folk and musical theatre. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- MUS 152x4  
CHAMBER SINGERS 2 UNITS  
**PREREQUISITES:** None.  
**LABORATORY:** 6 hours per week.  
Study and performance of a wide variety of outstanding music literature from all periods suitable to a chamber group including classical genres and contemporary art music as well as musical theater and opera excerpts. This course may be taken four times. **PREVIOUS CHORAL EXPERIENCE AND/OR ABILITY TO READ MUSIC IS REQUIRED.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- MUS 154x4  
COLLEGE SINGERS 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Choral experience and/or MUS 101 or MUS 130 or equivalent.  
**LABORATORY:** 6 hours per week.  
Rehearsal and performance of college level choral literature from various style periods. The performance schedule includes both on and off campus concerts throughout the semester. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*
- MUS 156x4  
CONCERT CHOIR 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Choral experience or MUS 101.  
**LABORATORY:** 6 hours per week.  
Progressive study and performance of outstanding representative choral works from all periods of music history. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

MUS 158x4  
GOSPEL CHOIR 1 UNIT

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

For students interested in the performance of a unique genre of African-American music; emphasis is on the evolutionary aspects of gospel as reflected the growth of American civilization. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 160x2  
INTRODUCTION TO WOODWIND BRASS AND  
PERCUSSION ENSEMBLE 2 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 4 hours per week.

Study, rehearsal, and performance of standard literature for chamber ensembles. Composition of the ensemble depends on students' interests and abilities. This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 162x2  
INTRODUCTION TO STRING ENSEMBLE 2 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 4 hours per week.

Study of music literature for the performing string ensemble (violin, viola, violoncello, contra bass), with an emphasis on appreciation, improvement of playing technique, performance styles, and performance of chamber and orchestral works for this type of ensemble. **TWO YEARS EXPERIENCE PLAYING A STRINGED INSTRUMENT (VIOLIN, VIOLA, CELLO, BASS) IS REQUIRED.** This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 168x4  
JAZZ ENSEMBLE 2 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 4 hours per week.

This course provides an opportunity to learn the techniques and repertoire of current commercial bands. It will assist players in sight reading, improvisation, and contemporary music theory as relates to jazz/rock/Latin and ethnic styles of music. **BAND EXPERIENCE OR THE ABILITY TO PERFORM MUSIC OF MODERATE DIFFICULTY ON STANDARD BAND INSTRUMENTS IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 170x4  
COLLEGE BAND 2 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 4 hours per week.

Study, rehearsal and performance of current and historical scores in the style of the Sousa Band. Performances are required. Designed for non-music majors and community players. **BAND EXPERIENCE OR ABILITY TO PERFORM MUSIC OF MODERATE DIFFICULTY ON STANDARD BAND INSTRUMENTS IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 171x4  
STAGE BAND: KICKS BIG BAND 2 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 4 hours per week.

Study, rehearsal and performance of commercial dance band music, emphasizing the styles of the 1930s and 1940s. **INTERMEDIATE OR ADVANCED JAZZ IDIOM READING SKILLS ON A "BIG BAND" INSTRUMENT IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 174x4  
WIND SYMPHONY 2 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 4 hours per week.

The comprehensive study of wind band repertoire of the last 100 years along with transcriptions of the orchestral classics. Formal concert participation is required. Designed for students majoring or minoring in music. **BAND EXPERIENCE OR THE ABILITY TO PERFORM MUSIC OF MODERATE DIFFICULTY ON STANDARD BAND INSTRUMENTS IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 176x4  
ORCHESTRA 2 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 4 hours per week.

Rehearsal and performance of orchestral literature, with an emphasis on performance styles, appreciation, and performance techniques for the orchestral ensemble (strings, winds, brass, percussion). **A COLLEGE-LEVEL COURSE IN INSTRUMENTAL INSTRUCTION OR A DEPARTMENTAL AUDITION IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 178x4  
CHAMBER MUSIC 2 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 4 hours per week.

Rehearsal, study and performance of chamber music literature, with an emphasis on performance styles, appreciation, and performance techniques for the small chamber ensemble. **TWO YEARS EXPERIENCE PLAYING AN INSTRUMENT AND AN AUDITION IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

MUS 222  
INDEPENDENT STUDY IN MUSIC 1-3 UNITS

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned projects involving research and analysis of selected topics or directed study for students who are interested in furthering their knowledge of music on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

MUS 285  
HONORS IN MUSIC 3 UNITS

**PREREQUISITE:** MUS 101 or MUS 121 or MUS 122.

**LECTURE:** 3 hours per week.

A study of selected topics from musical literature ranging from Gregorian Chant to Twentieth Century composition, focusing on the analysis of structure, thematic material and, in some cases, literary relationships.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## NURSING

**DIVISION:** Health Science  
**INTERIM DIVISION DEAN:** Marilyn Johnson, M.N.  
**DEPARTMENT HEADS:** Full-Time Program  
Priscilla Taylor, M.S.N.  
(909) 384-8925  
Part-Time Program  
Rebecca Whitfield, M.S.N.  
(909) 384-8932  
**OTHER FACULTY:** June Hill, M.S.  
Laura Henretta-Leedahl, Ed.D.  
Tamara Maurizi, M.S.N.  
Marion Meines, M.S.N.  
Monica Temple, M.S.  
Judith Tobin, M.S.N.  
Alicia Tuvida, M.N.  
Sandra Waters, M.S.N.  
Christie Winter, M.S.  
**DIVISION SECRETARY:** Dorothy N. Fierro  
**DIVISION OFFICE:** Medical Arts Building  
(909) 384-4450  
**LIAISON COUNSELOR:** Linda Young, M.S.  
(909) 384-8980

The Nursing Department offers a sequence of courses leading to an Associate of Science degree with a major in nursing. Students learn to function in a variety of health care settings and aid clients, through the nursing process, attain or maintain their optimum level of wellness. Graduates are eligible to take the national licensing exam and become licensed as a Registered Nurse in the state of California.

Learning activities are conducted on the San Bernardino Valley College campus and in local hospitals and community agencies. After completion of prerequisites students must apply and be admitted. Prerequisite courses and the admission process is explained below as well as in a booklet available in the Medical Arts Building and the Counseling Center (*SBVC Associate Degree Nursing Program*). The program is accredited by both the National League for Nursing and the California State Board of Registered Nursing.

Licensed Vocational Nurses may also take courses leading to Registered Nursing licensure. See the following section, on **OPTIONS FOR LICENSED VOCATIONAL NURSES**.

California law allows for the denial of Registered Nurse Licensure on the basis of any conviction or action substantially related to nursing practice. The California Board of Registered Nursing requires applicants for licensure with prior convictions to provide proof of rehabilitation that establishes fitness for performing nursing functions. For further clarification, contact the Nursing Department or the California Board of Registered Nursing.

## PREREQUISITES FOR THE NURSING PROGRAM

1. Graduation from high school or its equivalent (G.E.D. or the California State High School Proficiency Exam).
2. Demonstrate competency in English and mathematics by satisfying the following criteria:
  - a. Competency in English is demonstrated by completion of ENGL 015 or ENGL 101 with a grade of C or higher.
  - b. Competency in mathematics is demonstrated by:
    - i. Completion of MATH 090 or a higher level course in mathematics with a grade of C or higher.  
or
    - ii. Completion of a mathematics proficiency examination which is equivalent to a comprehensive final examination in MATH 090 with the equivalent to a grade of C or higher.  
or
    - iii. Completion of BUSCAL 091 or TECALC 097 with a grade of C or higher.
3. Prerequisite courses listed below must be completed before entry into the nursing program. A grade of C or better must be earned in each prerequisite course and a minimum G.P.A. of 2.75 in prerequisite courses.

BIOL 250 and BIOL 251                      Human Anatomy and Physiology I and II

Or  
BIOL 260 and BIOL 261                      Human Anatomy and Human Physiology  
BIOL 270    General Microbiology  
PSYCH 100                                        General Psychology

### NOTE:

BIOL 261 (or BIOL 250 and 251) and BIOL 270 must be taken within 5 years of admission to nursing courses.

BIOL 251 has a prerequisite of BIOL 250

BIOL 261 has a prerequisite of BIOL 260 and CHEM 101

CHEM 101 has a prerequisite of MATH 090

## REQUIRED SUPPORT COURSES FOR THE NURSING PROGRAM

The following courses must be completed prior to graduation, or may be completed before entering the nursing program. A grade of C or better must be earned in each:

ENGL 101                      Freshman Composition  
SPEECH 100                    Elements of Public Speaking  
Or  
SPEECH 111                    Interpersonal Communication  
SOC 100                        Introduction to Sociology  
Or  
ANTHRO 102                    Cultural Anthropology

## PROGRAM OPTIONS

The **full-time program** consists of 4 semesters of Monday thru Friday, day-time classes with day or evening labs. Students are admitted in the Fall and Spring semesters.

The **part-time program**, designed for working students, is 8 semesters with evening classes and weekend labs. Students are admitted in the Spring semester.

## STEPS TO APPLY FOR THE NURSING PROGRAM

Applications for the **Full-time Regular Nursing program** must be completed by **February 1** for entry in the Fall semester OR by **September 1** for entry in the Spring semester.

**Part-time Regular Nursing program** applications must be completed by **September 1** for entry in the Spring semester.

- Application and admission to San Bernardino Valley College (Admissions Office.)
- Submit to the Nursing Department:
  - a. "Application For Admission" form (available in the Medical Arts Building)
  - b. Official college transcripts showing prerequisites that meet the required G.P.A. If prerequisite courses are in progress at the time of application, the student must arrange to have the instructor submit the final grade that maintains the required G.P.A.
  - c. Documents showing competency in English and mathematics.
  - d. High School completion document (transcript, or diploma, or G.E.D. score, or Calif. High School Proficiency exam score)

## ADMISSION TO THE NURSING PROGRAM

Applications will be evaluated according to the prerequisites stated above. Students meeting all prerequisites will be considered "qualified". Admission into the nursing program is dependent upon space availability. If there are more qualified students than available spaces, qualified students will be ranked according to the number of qualified applications. Students with 2 or more qualified applications will be admitted into the program first in descending order, then randomly selected applicants with no previous application. If space is available, late applications will be considered until the class is filled.

## OPTIONS FOR LICENSED VOCATIONAL NURSES

Students with a current California Vocational Nursing License who wish to become Registered Nurses may select one of the following:

- Regular Nursing Program: complete prerequisites and support courses listed previously, apply and be admitted to the regular nursing program
- LVN to RN program (with or without an Associate Degree): complete prerequisites and support courses listed above, apply and be admitted to the LVN to RN program. Complete each of the following courses with a grade of C or better; NURS 116, 200, 202, 210, 211, 212, and 217. If degree is desired, also complete general education graduation requirements.

- LVN to RN: 30 unit option: complete the following prerequisites with a grade of C or better in each; BIOL 261 (or BIOL 250 and 251) and BIOL 270. Apply and be admitted to the LVN to RN: 30 unit option program. Complete each of the following courses with a grade of C or better; NURS 108, 114, 200, 210, 211, 212, and 217.

## NURSING

### ASSOCIATE OF SCIENCE DEGREE

To graduate with a major in Nursing, students must complete each of the following courses plus the general education requirements for the Associate of Science Degree with a grade of C or better.

REQUIRED NURSING COURSES	UNITS
NURS 100 Introduction to the Associate Degree Nursing Program	1
NURS 102 Fundamentals of Nursing	4.5
NURS 104 Medical-Surgical Nursing I	5
NURS 108 Pharmacology for Nurses	1
NURS 110 Medical-Surgical Nursing II	5.5
NURS 112 Maternity Nursing	5
NURS 200 Medical-Surgical Nursing III	5.5
NURS 202 Pediatric Nursing	4.75
NURS 210 Nursing Care of the Critically Ill	2.5
NURS 211 Medical-Surgical Nursing IV	3.75
NURS 212 Psychiatric Nursing	2.75
NURS 217 Advanced Ethical and Legal Aspects of Nursing	1
<b>TOTAL UNITS</b>	<b>42.25</b>

## COURSES OFFERED BY THE DEPARTMENT OF NURSING:

NURS 011  
NURSING ASSISTANT 7 UNITS  
**DEPARTMENTAL ADVISORIES: ENGL 015 and READ 970 and MATH 942.**

**LECTURE: 4 hours per week and LABORATORY: 9 hours per week.**

Prepare students to function as an entry-level member of the health care team in a long-term care setting. Focuses on communication, ethical issues, patient's rights and nursing care skills. Prepares students for the California Certified Nursing Assistant exam.

*Associate Degree Applicable*

NURS 012  
HOME HEALTH AIDE 2 UNITS

**PREREQUISITE: NURS 011.**  
**LECTURE: 1.50 hours per week and LABORATORY 1.50 hours per week.**

Prepares Nurse Assistants for certification as a Home Health Aid in California. Includes basic personal and environmental care skills used in the home setting.

*Associate Degree applicable*

NURS 021  
PREPARATION FOR A CAREER IN THE HEALTH CARE FIELD 2 UNITS

**PREREQUISITE: None.**  
**LECTURE: 2 hours per week.**

Designed for students interested in a career in nursing, pharmacy technology, or psychiatric technology. Explores roles, functions and skills and specialty areas of these careers. Includes information about requirements for admission into these programs and strategies for achieving success. This course is also offered as PHT 021 and PSYTCH 021.

*Associate Degree Applicable*

**Registration in the following nursing courses is limited to students who have completed prerequisites and have been accepted into the Nursing Program.**

NURS 100  
INTRODUCTION TO THE ASSOCIATE DEGREE NURSING PROGRAM 1 UNIT

**PREREQUISITE: None.**  
**LECTURE: 1 hour per week.**

Introduction to core concepts of the nursing curriculum conceptual framework, anxiety / stress, defense mechanisms, crisis intervention, death and dying, and nursing ethics. Includes student learning responsibilities and strategies for success in the nursing program. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 101**  
**APPLICATION OF CRITICAL THINKING TO FIRST LEVEL NURSING PRACTICE** 1 UNIT

**PREREQUISITE:** None.

**COREQUISITES:** NURS 102 or NURS 104.

**LECTURE:** 0.5 hour per week and

**LABORATORY:** 1.5 hours per week.

Designed to facilitate development of critical thinking and the application of first level medical-surgical nursing theory. Includes analysis of clinical situations, practice of selected first level nursing skills, basic mathematical nursing problems, learning techniques and use of the nursing process. Graded on Credit/No Credit basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 102**  
**FUNDAMENTALS OF NURSING** 4.5 UNITS

**PREREQUISITES:** BIOL 250 and BIOL 251 (or BIOL 260, BIOL 261 and BIOL 270) and PSYCH 100 and ENGL 015.

**COREQUISITE:** NURS 100.

**DEPARTMENTAL ADVISORY:** READ 970.

**LECTURE:** 2.5 hours per week and

**LABORATORY:** 6 hours per week.

Introduction to the nursing care of adult and elder adult clients with basic alterations in the psychological variable. Includes fundamental nursing concepts/skills and beginning application of the nursing process to assist clients attain or maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 103**  
**APPLICATION OF CRITICAL THINKING TO SECOND LEVEL NURSING PRACTICE** 1 UNIT

**PREREQUISITE:** None.

**COREQUISITES:** NURS 110 or NURS 112.

**LECTURE:** 0.5 hour per week and

**LABORATORY:** 1.5 hours per week.

Designed to facilitate development of critical thinking and the application of second level medical-surgical and maternity nursing theory. Includes analysis of clinical situations, practice of selected second level nursing skills, mathematical nursing programs and use of the nursing process. Graded on Credit/No-Credit basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 104**  
**MEDICAL-SURGICAL NURSING I** 5 UNITS

**PREREQUISITE:** NURS 102.

**LECTURE:** 2.75 hours per week and

**LABORATORY:** 6.75 hours per week.

First level medical-surgical nursing focuses on the physiological, sociocultural and developmental variables as they relate to selected alterations in integumentary, immunological, metabolism, reproduction, and musculoskeletal subsystems. Application of the nursing process to assist clients to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 108**  
**PHARMACOLOGY FOR NURSES** 1 UNIT

**PREREQUISITE:** NURS 102.

**LECTURE:** 1 hour per week.

Fundamental principles of pharmacology that govern the action of drugs on the human body. Overview of major classifications of drug therapy in relation to the physiological and developmental variables. Includes role of drug therapy in assisting clients to attain and maintain their optimal level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 110**  
**MEDICAL-SURGICAL NURSING II** 5.5 UNITS

**PREREQUISITE:** NURS 104.

**LECTURE:** 3.25 hours per week and

**LABORATORY:** 6.75 hours per week.

Second level medical-surgical nursing focusing on the physiological, sociocultural and developmental variables as they relate to selected alterations in oxygenation, digestion and bowel elimination, metabolism and cerebral/peripheral neurological innervation subsystems. Application of the nursing process to assist clients to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 112**  
**MATERNITY NURSING** 5 UNITS

**PREREQUISITE:** NURS 104.

**LECTURE:** 2.75 hours per week and

**LABORATORY:** 6.75 hours per week.

Maternity nursing focuses on the physiological, psychological, sociocultural and developmental variables. Applicable of the nursing process to assist childbearing families to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*



NURS 114  
ADVANCEMENT FOR THE VOCATIONAL NURSE:  
30 UNIT OPTION 4 UNITS

**PREREQUISITES:** BIOL 261 and BIOL 270.  
**DEPARTMENTAL ADVISORIES:** ENGL 015 and READ 970.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Prepares Licensed Vocational Nurses to become Registered Nurses in California. Includes first and second level medical-surgical nursing content not contained in vocational nursing curricula, equivalency testing for previous learning in nursing and an introduction to the conceptual framework used throughout nursing courses. Prepare students to enter NURS 200. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE A CURRENT CALIFORNIA LVN LICENSE AND HAVE BEEN ACCEPTED INTO THE LVN TO RN: 30 UNIT OPTION NURSING PROGRAM.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

NURS 116  
PROFESSIONAL ADVANCEMENT  
FOR THE VOCATIONAL NURSE 5 UNITS

**PREREQUISITES:** BIOL 250 and BIOL 251 (or BIOL 260 and 261) and BIOL 270 and PSYCH 100.  
**DEPARTMENTAL ADVISORIES:** ENGL 015 and READ 970.  
**LECTURE:** 4 hours per week and  
**LABORATORY:** 3 hours per week.

Prepares Licensed Vocational Nurses to become Registered Nurses in California. Includes first and second level medical-surgical and maternity nursing content not contained in vocational nursing curricula. Prepare students to enter NURS 200 and NURS 202. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE A CURRENT CALIFORNIA LVN LICENSE AND HAVE BEEN ACCEPTED INTO THE LVN TO RN NURSING PROGRAM.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

NURS 118  
NURSING CARE PLAN ENRICHMENT 1 UNIT

**PREREQUISITE:** NURS 102.

**LECTURE:** 1 hour per week.  
Supplementary course to assist students to increase understanding and improve ability to construct client-focused nursing care plans using the case analysis method. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

NURS 190A-Z  
SELECTED STUDIES IN HEALTH SCIENCES .25-3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** .25-3 hours per week and/or  
**LABORATORY:** .75-9 hours per week.

Varying topics in the health field selected by the Health Sciences Division for currency and pertinence. Specific content of the course will be announced in the Schedule of Classes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

NURS 191A-Z  
SELECTED STUDIES IN NURSING .25-3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** .25-3 hours per week and/or  
**LABORATORY:** .75-9 hours per week.

Varying topics in nursing selected by the Health Sciences Division for currency and pertinence. Specific content of the course will be announced in the Schedule of Classes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

NURS 198  
NURSING WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.  
Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

NURS 200  
MEDICAL-SURGICAL NURSING III 5.5 UNITS

**PREREQUISITES:** NURS 108 and NURS 110 and NURS 112.  
**LECTURE:** 3.25 hours per week and  
**LABORATORY:** 6.75 hours per week.

Third level medical-surgical nursing focusing on the physiological, psychological, sociocultural and developmental variables as they relate to specific alterations in urinary elimination, circulation, metabolism, immunological and hematological subsystems. Application of the nursing process to assist clients to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

NURS 201  
APPLICATION OF CRITICAL THINKING TO THIRD LEVEL  
NURSING PRACTICE 1 UNIT

**PREREQUISITE:** None.  
**PREREQUISITE/COREQUISITE:** NURS 200 or NURS 202.  
**LECTURE:** 0.5 hour per week and  
**LABORATORY:** 1.5 hours per week.

Designed to facilitate development of critical thinking and the application of third level medical-surgical and pediatric nursing theory. Includes analysis of clinical situations, practice of third level skills, mathematical nursing problems and use of the nursing process. Graded on Credit/No Credit basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

NURS 202  
PEDIATRIC NURSING 4.75 UNITS

**PREREQUISITES:** NURS 108 and NURS 110 and NURS 112.  
**LECTURE:** 2.75 hours per week and  
**LABORATORY:** 6 hours per week.

A family-centered approach to the nursing care of infants and children. Application of the nursing process to pediatric clients with commonly occurring alterations in the physiological, psychological, sociocultural and developmental variables to assist them to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 203**  
**APPLICATION OF CRITICAL THINKING TO**  
**FOURTH LEVEL NURSING PRACTICE** 1 UNIT

**PREREQUISITE:** None.  
**COREQUISITE:** NURS 210 or NURS 211 or NURS 212.  
**LECTURE:** 0.5 hour per week and  
**LABORATORY:** 1.5 hours per week.

Designed to facilitate development of critical thinking and the application of fourth level medical-surgical, psychiatric and critical care nursing theory. Includes analysis of complex clinical situations, NCLEX style test taking practice, complex mathematical nursing problems and use of the nursing process. Graded on Credit/No-Credit basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 208**  
**CASE ANALYSIS I** 3 UNITS

**PREREQUISITE:** NURS 104.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

A supplementary course designed to strengthen knowledge, physical assessment skills and critical thinking abilities related to first and second level medical-surgical nursing content with application of theory to simulated nursing practice. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 209**  
**CASE ANALYSIS II** 3 UNITS

**PREREQUISITE:** NURS 200.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

A supplementary course designed to strengthen knowledge, physical assessment skills and critical thinking abilities related to third level medical-surgical nursing content with application of theory to simulated nursing practice. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 210**  
**NURSING CARE OF THE CRITICALLY ILL** 2.5 UNITS

**PREREQUISITES:** NURS 200 and NURS 202.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 3 hours per week.

Advanced medical-surgical nursing with a focus on the physiological, psychological, sociocultural and developmental variables. Application of the nursing process to adult clients with single or multiple subsystem failure to reestablish equilibrium and assist critically ill clients to attain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 211**  
**MEDICAL-SURGICAL NURSING IV** 3.75 UNITS  
**PREREQUISITES/COREQUISITE:** NURS 210 and NURS 212.

**LECTURE:** 1 hour per week and  
**LABORATORY:** 8.25 hours per week.

Fourth level medical-surgical nursing focusing on the physiological, psychological, sociocultural and developmental variables. Application of the nursing process to the management of groups of clients to assist them to attain and maintain their optimum level of wellness. Included are advanced concepts in nursing leadership, home health care, disaster nursing, and aging. Includes preparation for the NCLEX examination and explores employment opportunities. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 212**  
**PSYCHIATRIC NURSING** 2.75 UNITS

**PREREQUISITES:** NURS 200 and NURS 202.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 3.75 hours per week.

Introduction to psychiatric nursing with a special focus on neurobiological theory and application of the nursing process to clients with alterations in the psychological variable. Other topics include suicide, substance abuse and domestic violence. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 217**  
**ADVANCED ETHICAL AND LEGAL ASPECTS OF**  
**NURSING** 1 UNIT

**PREREQUISITES:** NURS 200 and NURS 202.  
**LECTURE:** 1 hour per week.

Explores ethical, legal, and professional aspects related to nursing practice. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 285**  
**HONORS IN NURSING:**  
**APPLICATION OF THEORY TO PRACTICE** 3 UNITS

**PREREQUISITE:** None.  
**LABORATORY:** 9 hours per week.

Designed to provide nursing program students with learning experiences in a variety of advanced acute care settings. Excellence in the analysis and application of theory to client care is emphasized. **COMPLETION OF THE SECOND SEMESTER OF THE NURSING PROGRAM IS REQUIRED.**

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## NUTRITION/FOOD

See the Department of  
FAMILY AND CONSUMER SCIENCE

## OCEANOGRAPHY

DIVISION: Science and Math  
 DIVISION DEAN: W. William Hughes, Ph.D.  
 DEPARTMENT HEAD: Susan Bangasser, Ph.D.  
 Chemistry 118  
 (909) 384-8650  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Diana Rodriguez, M.A.  
 (909) 384-8950  
 (909) 384-8234

Oceanography courses provide a sound introduction to the marine environment which comprises 71% of the earth's surface. The courses are designed for both science and non-science majors and are fundamental for students planning to major in oceanography.

Students planning to transfer to a four-year institution and major in oceanography should consult with a counselor regarding the transfer process and lower division requirements.

COURSES OFFERED BY THE  
DEPARTMENT OF OCEANOGRAPHY:

OCEAN 100  
INTRODUCTION TO OCEANOGRAPHY 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

An introduction to the study of the oceans including the geological processes that created the ocean basins; the type and character of ocean sediments; the chemistry of sea water; the physical motions of the oceans; waves, tides, and circulation; a survey of the variety of life in the oceans and the interrelationships of biological communities with their physical environments. Laboratory activities are coordinated with lecture topics.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

OCEAN 101  
ELEMENTS OF OCEANOGRAPHY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The lecture portion of OCEAN 100 without the required laboratory.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

OCEAN 111  
INVESTIGATIONS IN OCEANOGRAPHY 1 UNIT

**PREREQUISITE/COREQUISITE:** OCEAN 101.

**LABORATORY:** 3 hours per week.

Techniques of oceanography including bathymetry, charts, and methods of studying the physical ocean environment.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details*

## OFFICE INFORMATION SYSTEMS

DIVISION: Business and Information  
Technology  
 DIVISION DEAN: Margaret Ortiz, M.A.  
 DEPARTMENT HEAD: Vernon Stauble, Ph.D.  
 Business 200C  
 (909) 384-8915  
 OTHER FACULTY: Daniel T. Angelo, M.H.R.O.D.  
 Maha Al-Husseini, B.A.  
 Mona Jackson, M.A.  
 Barbara Saxon, B.S.I.S.  
 Roger Powell, M.S.  
 Mary Lou Vasquez, B.A.  
 DIVISION SECRETARY: Chris Williams  
 DIVISION OFFICE: Business 101  
 (909) 384-8908  
 LIAISON COUNSELOR: Wilma Cochran, M.A.  
 (909) 384-8986

The Office Information Systems curriculum prepares students to succeed in a work environment where change is continuous and adaptability is an essential employee attribute. The evolution of technology, the increasing diversity of the workplace, the emerging global marketplace are all critical factors in preparing for success in tomorrow's office. Training on currently popular software and hardware prepares students for successful employment in the area of business and office automation.

A specialization in Office Information Systems prepares students for work in every sector of the economy such as educational institutions, health care facilities, law, real estate, and insurance offices. Students who specialize in Office Information Systems qualify for promotion to supervisory jobs, such as administrative assistants or similar jobs that require computer expertise, notetaking, and writing skills.

OFFICE INFORMATION SYSTEMS  
ASSOCIATE OF ARTS DEGREE

To graduate with a degree in Office Information Systems, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

REQUIRED COURSES:	UNITS
MIS 101 Introduction to Management Information Systems	3
MIS 181 Windows 98	2
OIS 081 Strategies for Successful Employment	3
OIS 102 Advanced Keyboarding	3
OIS 109 Machine Transcription	3
OIS 130 Records and Database Management	3
OIS 173 Word Processing: Microsoft Word	4
Or	
OIS 181 Word Processing: WordPerfect 6.1 Windows	(4)
ELECTIVES-choose from the list of RECOMMENDED COURSES	2-4
<b>TOTAL UNITS</b>	<b>23-25</b>

RECOMMENDED COURSES	UNITS
OIS 115A Pagemaker	4
OIS 176 Spreadsheets: Excel	2
OIS 179 Database Management: Access	2

## OFFICE INFORMATION SYSTEMS CERTIFICATES

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.

There are five Office Information Systems Certificates: Administrative Assistant, Clerical Assistant, Legal Administrative Assistant, Medical Administrative Assistant, and Information Processing Specialist. **Each of these certificates requires the core courses plus specialized courses.**

## CORE REQUIREMENTS FOR OFFICE INFORMATION SYSTEMS CERTIFICATES:

MIS 181 Windows 98	2
OIS 050x3 Office Experience	1
Or	
OIS 198 OIS Work Experience	(1-4)
OIS 081 Strategies for Successful Employment	3
OIS 101 Intermediate Keyboarding	3
OIS 144 Business English	3
OIS 173 Word Processing: Microsoft Word	4
Or	
OIS 181 Word Processing: WordPerfect for Windows	(4)
<b>TOTAL UNITS for Office Information Core Requirements</b>	<b>(16-19)</b>

## 1. ADMINISTRATIVE ASSISTANT

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<b>Office Information Core Requirements</b>	<b>16-19</b>
MIS 101 Introduction to Management Information Systems	3
OIS 102 Advanced Keyboarding	3
OIS 109 Machine Transcription	3
OIS 115A Pagemaker	4
OIS 123A Alphabetic Writing Shorthand System	4
OIS 130 Records and Database Management	3
OIS 142 Machine Calculations	3
OIS 176 Spreadsheets: Excel	2
OIS 179 Database Management: Access	2
ELECTIVES-choose from the list of RECOMMENDED COURSES	3-4
<b>RECOMMENDED COURSES</b>	<b>UNITS</b>
BUSCAL 050 Quantitative Methods in Business	3
OIS 080x4 Building Keyboarding Skills	1
OIS 148 Fashion Selection	3
SPAN 015 Conversational Spanish	3
<b>TOTAL UNITS</b>	<b>46-50</b>

## 2. CLERICAL ASSISTANT

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<b>Office Information Core Requirements</b>	<b>16-19</b>
MIS 101 Introduction to Management Information Systems	3
OIS 102 Advanced Keyboarding	3
OIS 130 Records and Database Management	3
OIS 142 Machine Calculations	3
ELECTIVES-choose from the list of RECOMMENDED COURSES	2-3
<b>RECOMMENDED COURSES</b>	<b>UNITS</b>
BUSCAL 050 Quantitative Methods in Business	3
OIS 080x4 Building Keyboarding Skills	1
OIS 176 Spreadsheets: Excel	2
OIS 179 Database Management: Access	2
SPAN 015 Conversational Spanish	3
<b>TOTAL UNITS</b>	<b>30-34</b>

## 3. INFORMATION PROCESSING SPECIALIST

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<b>Office Information Core Requirements</b>	<b>16-19</b>
MIS 101 Introduction to Management Information Systems	3
OIS 080x4 Building Keyboarding Skills	1
OIS 115A Pagemaker	5
OIS 176 Spreadsheets: Excel	2
OIS 179 Database Management: Access	2
ELECTIVES-choose from the list of RECOMMENDED COURSES	3

<b>RECOMMENDED COURSES</b>	<b>UNITS</b>
BUSCAL 050 Quantitative Methods in Business	3
OIS 102 Advanced Keyboarding	3
OIS 109 Machine Transcription	3
OIS 130 Records and Database Management	3
SPAN 015 Conversational Spanish	3
<b>TOTAL UNITS</b>	<b>31-34</b>

## 4. LEGAL ADMINISTRATIVE ASSISTANT

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<b>Office Information Core Requirements</b>	<b>16-19</b>
BUSAD 210 Business Law	3
PARLGL 120 Wills, Probate and Estate Planning	3
PARLGL 200 Civil Litigation Procedures	3
OIS 102 Advanced Keyboarding	3
OIS 109 Machine Transcription	3
OIS 130 Records and Database Management	3
OIS 142 Machine Calculations	3
OIS 150 Legal Office Procedures	3
ELECTIVES-choose from the list of RECOMMENDED COURSES	2-4

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
BUSCAL 050 Quantitative Methods in Business	3
MIS 101 Introduction to Management Information Systems	3
OIS 123 Alphabetic Shorthand Writing System	4
OIS 176 Spreadsheets: Excel	2
OIS 179 Database Management: Access	2
SPAN 015 Conversational Spanish	3
<b>TOTAL UNITS</b>	<b>42-47</b>

## 5. MEDICAL ADMINISTRATIVE ASSISTANT

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<b>Office Information Core Requirements</b>	<b>16-19</b>
MIS 101 Introduction to Management Information Systems	3
OIS 102 Advanced Keyboarding	3
OIS 130 Records and Database Management	3
OIS 142 Machine Calculations	3
BIOL 050 Anatomy and Physiology	4
OIS 165 Medical Machine Transcription	3
OIS 167 Beginning Medical Terminology	3
OIS 169 Medical Insurance Forms	3

ELECTIVES-choose from the list of RECOMMENDED COURSES 2-3

RECOMMENDED COURSES	UNITS
BUSCAL 050 Quantitative Methods in Business	3
OIS 080x4 Building Keyboarding Skills	1
OIS 179 Database Management: Access	2
PSYCH 100 General Psychology	3
SPAN 015 Conversational Spanish	3
<b>TOTAL UNITS</b>	<b>43-47</b>

#### COURSES OFFERED BY THE DEPARTMENT OF OFFICE INFORMATION SYSTEMS:

OIS 041-042-043  
WORD PROCESSING SEMINAR 1 UNIT  
*PREREQUISITE: None.*  
*LECTURE: 0.5 hour per week and*  
*LABORATORY: 1.5 hours per week.*  
Mini-course in word processing designed to train students in information processing concepts, careers, applications, implementation, and equipment usage. Recommended for management personnel, educators, and SBVC staff.  
*Associate Degree Applicable*

OIS 050x3  
OFFICE EXPERIENCE 1 UNIT  
*PREREQUISITE: None.*  
*DEPARTMENTAL ADVISORY: OIS 100.*  
*LABORATORY: 3 hours per week.*  
On-the-job training in a business office atmosphere. This course may be taken three times.  
*Associate Degree Applicable*

OIS 070  
INTRODUCTION TO DISK OPERATING SYSTEM  
(PC/MS DOS) 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1.5 hours per week.*  
The basics of DOS including the terms that describe PC hardware and software; the syntax of basic DOS commands; disk and file management; tree-structured directories; and batch processing. This course is also offered as MIS 070.  
*Associate Degree Applicable*

OIS 073  
MICROSOFT POWERPOINT FOR WINDOWS 95 1 UNIT  
*PREREQUISITE: None.*  
*DEPARTMENTAL ADVISORY: OIS 180 or any MIS 181 course.*  
*LECTURE: .5 hour per week and*  
*LABORATORY: 1.5 hours per week.*  
Orientation to Powerpoint, a presentation graphics program for the creation of effective and compelling presentations. Includes use of 35 mm slides, overheads, speaker's notes, audience hand-outs, outline pages, and on-screen presentations. This course is also offered as MIS 073.  
*Associate Degree Applicable*

OIS 080x4  
BUILDING KEYBOARDING SKILLS 1 UNIT  
*PREREQUISITE: None.*  
*DEPARTMENTAL ADVISORY: OIS 100.*  
*LECTURE: 0.5 hour per week and*  
*LABORATORY: 1.5 hours per week.*  
This course is designed for students who want to maintain and/or develop speed and accuracy in keyboarding. This course may be taken four times.  
*Associate Degree Applicable*

OIS 081  
STRATEGIES FOR SUCCESSFUL EMPLOYMENT 3 UNITS  
*PREREQUISITE: None.*  
*DEPARTMENTAL ADVISORY: OIS 100.*  
*LECTURE: 3 hours per week.*  
Designed to help students develop the skills needed to successfully seek employment, including job search strategies, career paths, cover letter and resume writing, mock interviews, job applications, and positive workplace attitudes.  
*Associate Degree Applicable*

OIS 100  
BEGINNING KEYBOARDING 3 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 2 hours per week and*  
*LABORATORY: 3 hours per week.*  
Fundamentals of keyboarding including operation of a standard keyboard by touch. Instruction and practice in formatting a variety of personal and business documents, such as letters, reports, and tables. Use of speed and accuracy drills designed to develop a keyboarding speed of 30 words per minute for five minutes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

OIS 100A  
BEGINNING KEYBOARDING, PART I 1.5 UNITS  
*PREREQUISITE: None.*  
*LECTURE: 1 hour per week and*  
*LABORATORY: 1.5 hours per week.*  
Keyboard mastery and correct stroking techniques leading to maximum skills in typing. Includes simple problem work involving centering and typing of notices, announcements, and personal letters.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

OIS 100B  
BEGINNING KEYBOARDING, PART II 1.5 UNITS  
*PREREQUISITE: OIS 100A.*  
*LECTURE: 1 hour per week and*  
*LABORATORY: 1.5 hours per week.*  
Instruction and practice in typing personal and business letters, rough drafts, simple manuscripts, simple tabulation reports and various styles of letters. Practice in developing speed and control. Designed to develop a minimum keyboarding speed of 30 words per minute for five minutes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

OIS 101  
INTERMEDIATE KEYBOARDING 3 UNITS

**PREREQUISITE:** OIS 100.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Procedures for arranging and tabulating materials and preparing letters and business forms. Emphasis on accuracy and speed. Designed to develop a keyboarding speed of 45 words per minute for five minutes.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 102  
ADVANCED KEYBOARDING 3 UNITS

**PREREQUISITE:** OIS 101.

**DEPARTMENTAL ADVISORY:** OIS 171 or OIS 172 or OIS 173.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Presents advanced applications of document processing that occur in modern offices including preparation of legal papers, financial reports, statistical materials, introductory desktop applications, and advanced letter production. Emphasis on skill-building; producing documents with a computer; following directions; and the use of judgment and initiative in preparing documents.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 109  
MACHINE TRANSCRIPTION 3 UNITS

**PREREQUISITE:** Ability to type 40 words per minute for five minutes.

**PREREQUISITE/COREQUISITE:** OIS 171 or OIS 172 or OIS 173.

**DEPARTMENTAL ADVISORY:** OIS 144.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Development of the skill of transcribing from the recorded voice to a computer. Emphasis is on language competencies, proofreading, and formatting skills.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 115A  
DESKTOP PUBLISHING: PAGEMAKER 4 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** OIS 172 or OIS 173 and any MIS 181 course.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Covers the production, from beginning to end, of high-quality publications using a computer, page composition software, and a laser printer. Emphasis on the development of skills necessary to create forms, flyers, brochures, newsletters, pamphlets, business cards, and other business publications.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 123  
ALPHABETIC WRITING SHORTHAND SYSTEM 4 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** OIS 100.

**LECTURE:** 3 hours per week and

**LABORATORY:** 2 hours per week.

An introduction to an alphabetical shorthand system which is useful in office work or for personal notes. Emphasis on accurate reading from printed shorthand and accurate writing from dictation. Designed to develop the ability to take dictation at 50 to 70 words per minutes with accurate transcription.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 130  
RECORDS AND DATABASE MANAGEMENT 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** OIS 179.

**LECTURE:** 3 hours per week.

Introduction to manual and computerized filing systems including which records to keep, how to store them, and how to apply consistent criteria for determining the disposition or retention of documents.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 142  
MACHINE CALCULATIONS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** BUSCAL 050 or MATH 952.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Instruction and practice on electronic desk calculators with application of skills to problems and mathematical computation for business and industry.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 144  
BUSINESS ENGLISH 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Review of basic grammar, punctuation, capitalization and spelling. Emphasis on grammar, vocabulary building for effective business communication, and writing common business letters and memos.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 148  
FASHION SELECTION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The study and application of the principles of design with emphasis on figure analysis, color selection and apparel coordination for men and women. Includes business etiquette and manners to improve image and self esteem, the psychological significance of fashion selection, and strategies for successful wardrobe planning for specific lifestyles and professional positions. This course is also offered as FCS 148.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

- OIS 150  
LEGAL OFFICE PROCEDURES 3 UNITS  
**PREREQUISITE:** OIS 100.  
**LECTURE:** 3 hours per week.  
Specialized training for the legal office assistant including legal terminology; legal correspondence; professional relations with employers and clients; California Codes and court rules; and preparation and handling of legal forms.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- OIS 163  
MEDICAL OFFICE PROCEDURES 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 173 or OIS 181.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Prepares students for employment as "front office" administrative medical assistants. Students learn to input patient information, schedule appointments, handle billing, produce lists and reports, and handle insurance claims manually and electronically.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- OIS 165  
MEDICAL TRANSCRIPTION 3 UNITS  
**PREREQUISITE:** OIS 167.  
**DEPARTMENTAL ADVISORY:** OIS 172 or OIS 173.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
A beginning medical machine transcription course designed to provide students with a working knowledge of the transcription of medical reports both in a doctor's office and in a hospital.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- OIS 167  
BEGINNING MEDICAL TERMINOLOGY 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
The origin, meaning, spelling, pronunciation, and current use of medical terms and their application to medical records and reports.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- OIS 169  
MEDICAL INSURANCE FORMS 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORIES:** OIS 100 and OIS 167.  
**LECTURE:** 3 hours per week.  
A comprehensive study of various types of health insurance programs including insurance benefits, patient cost, sharing coverages, insurance terminology, and the proper handling of insurance claims in medical and dental offices.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- OIS 173  
WORD PROCESSING: MICROSOFT WORD 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 100.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
The production of professional quality documents using MICROSOFT WORD software including the use and design of macros, and special features such as merging, preparing labels, and making columns and tables.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- OIS 174A  
WORD PROCESSING: ADVANCED MICROSOFT WORD 4 UNITS  
**PREREQUISITE:** OIS 173.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
This course examines the production of professional quality documents using Word's advanced features, such as enhancing and manipulating documents with special features. Also covered will be enhancing and organizing text in documents with bookmarks, annotations, macros, borders, frames, WordArt, Equation Editor, newspaper columns, styles, form templates, tables of contents, indexes, table figures, table of authorities, charts, and hyperlinks. The Microsoft Certification exam contains each of these elements.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- OIS 176  
SPREADSHEETS: EXCEL 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 180.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.  
The production of documents with EXCEL, which integrates spreadsheets analysis, information management, and graphics. Includes the design and use of worksheets; how to enter labels, numbers, formulas, and graphs; the use of macros, importing files from other software, and spell-checking the spreadsheet. This course is also offered as MIS 176.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*
- OIS 179  
DATABASE MANAGEMENT: ACCESS 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 180.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.  
Development and maintenance of a database. Provides a working knowledge of storing, retrieving, indexing and printing. Includes object based tools such as: buttons, dialogue boxes, macros, reports, queries, tables and forms. Emphasis on developing a practical ability to use a database in a Windows environment with full graphical user interface functionality. This course is also offered as MIS 179.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

OIS 181  
WORD PROCESSING: WORDPERFECT  
FOR WINDOWS 4 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** OIS 180 and OIS 100.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Use of the Windows environment to create and edit documents such as letters, address lists, mailing labels, brochures, and multiple newsletters.

*Associate Degree Applicable.*

*Course credit transfers to CSU.*

OIS 183  
ADVANCED SPREADSHEETS: EXCEL 2 UNITS

**PREREQUISITE:** MIS 176 or OIS 176.

**DEPARTMENTAL ADVISORY:** Any MIS 181 course.

**LECTURE:** 1.50 hour per week and

**LABORATORY:** 1.50 hours per week.

This course provides the essential information needed to develop, design and implement advanced worksheets. This course will cover the integration of Excel with other Windows based applications. Students will create data tables, data maps and scenario management used to solve complex business problems. This course is also offered as MIS 183.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 198  
OFFICE INFORMATION SYSTEMS WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 222  
SPECIAL PROBLEMS IN OFFICE INFORMATION  
SYSTEMS I 1 UNIT

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of office information systems on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

OIS 223  
SPECIAL PROBLEMS IN  
OFFICE INFORMATION SYSTEMS II 2 UNITS

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of office information systems on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## PARALEGAL STUDIES

DIVISION: Business and Information  
Technology  
DIVISION DEAN: Margaret Ortiz, M.A.  
DEPARTMENT HEAD: Nickolas Zoumbos, M.S.  
Business 100D  
(909) 384-8912  
OTHER FACULTY: Donald Schall, J.D.  
(909) 384-8908  
Chris Williams  
Business 101  
(909) 384-8908  
DIVISION SECRETARY:  
DIVISION OFFICE: Business 101  
(909) 384-8908  
LIAISON COUNSELOR: Wilma Cochrane, M.A.  
(909) 384-8986

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 Office Information Systems are recommended.

### PARALEGAL STUDIES ASSOCIATES OF ART DEGREE

REQUIRED COURSES:	UNITS
PARLGL 100 Law Office Management for the Paralegal	3
PARLGL 110 Legal Research Methods:Federal & California	3
PARLGL 111 Legal Writing and Analysis	3
PARLGL 200 Civil Litigation Procedures	3
PARLGL 220 Legal Ethics	3
PARLGL 230 Torts	3
BUSAD 210 Business Law I	3
BUSAD 211 Business Law II	3
OIS 173 Word Processing:Microsoft Word	(4)
Or	
OIS 181 Word Processing:Word Perfect for Windows	4

Select three courses form the list of RECOMMENDED COURSES 7-11

RECOMMENDED COURSES:	
ACCT 200 Principles of Accounting	4
ADJUS 103 Concepts of Criminal Law	3
BUSAD 198 Business Administration Work Experience	1-4
PARLGL 120 Wills, Probate and Estate Planning	3
PARLGL 130 Family Law	3
PARLGL 205 Legal Remedies	3
PARLGL 240 Bankruptcy Law and Procedures	3
REALST 215 Legal Aspects of Real Estate	3
<b>TOTAL UNITS</b>	<b>35-39</b>

**PLUS completion of the general education graduation requirements as described in the catalog.**

PARLGL 100  
LAW OFFICE MANAGEMENT FOR THE PARALEGAL  
3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

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. Other topics covered include: malpractice avoidance; strategic planning and marketing; records management; technology in the law office.

*Associate Degree Applicable*

*Course credit transfers to CSU.*



PARLGL 110  
LEGAL RESEARCH METHODS: FEDERAL AND CALIFORNIA 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Provides instruction in the use of different research tools relevant to state statutes and case law, including the use of Shepard's Citations.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PARLGL 111  
LEGAL WRITING AND ANALYSIS 3 UNITS

**PREREQUISITE:** PARLGL 110.

**DEPARTMENTAL ADVISORY:** ENGL 101.

**LECTURE:** 3 hours per week.

Designed to help a student develop skills in writing a variety of legal documents, including interoffice research memorandums, memorandums of points and authorities, motions and responses, and trial briefs. Assists in the development of the ability to critically analyze and apply case law.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PARLGL 120  
WILLS, PROBATE AND ESTATE PLANNING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An in-depth study of the laws affecting wills, trusts, and probate in California. Emphasis is placed on interstate succession, probate avoidance, and practical matters that occur on death. Procedures for preparing legal forms are highlighted.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PARLGL 130  
FAMILY LAW 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hour per week.

An in-depth study of the laws affecting domestic relations in California with an emphasis on marriage, divorce (dissolution), separation, annulment, Marvin actions, paternity, and adoptions.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PARLGL 200  
CIVIL LITIGATION AND PROCEDURES 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** BUSAD 210

**LECTURE:** 3 hours per week.

Designed to help the student develop an understanding of the procedural rules and laws that apply to the area of civil litigation. Topics covered include territorial and subject matter jurisdiction and scope of discovery.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PARLGL 205  
LEGAL REMEDIES 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** PARLGL 200.

**LECTURE:** 3 hours per week.

Designed to help a student develop an understanding of the various remedies that are available in the area of civil litigation. Topics covered include tort vs. contract damages; equitable remedies; injuries to property, business, commercial and personal interests; and breach of contract.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PARLGL 220  
LEGAL ETHICS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PARLGL 230  
TORTS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** PARLGL 100.

**LECTURE:** 3 hours per week.

This course is designed to develop an overview of tort law for the paralegal. Topics include: intentional torts; negligence; absolute liability; product liability; the role of the paralegal in preparing tort cases for litigation.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PARLGL 240  
BANKRUPTCY LAW AND PROCEDURES 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** OIS 144 or ENGL 015.

**LECTURE:** 3 hours per week.

An in-depth look into bankruptcy and the laws which govern its use. Includes a review of voluntary and involuntary bankruptcies filed under Chapters 7, 11, and 13 of the United States Code, and an overview of the paralegal's role in evaluating bankruptcy information and in preparing and filing petitions and claims.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## PHARMACY TECHNOLOGY

DIVISION:	Health Science
INTERIM DIVISION DEAN:	Marilyn Johnson, M.N.
DIVISION SECRETARY:	Dorothy N. Fierro
DIVISION OFFICE:	Medical Arts Building (909) 384-4450
LIAISON COUNSELOR:	Linda Young, M.S. (909) 384-8980

PHARMACY TECHNOLOGY  
ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Pharmacy Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum total = 60 units)

REQUIRED COURSES:	UNITS
PHT 020 Introduction to Pharmacy Technology	2
PHT 030 Pharmacology	3
PHT 031 Pharmacy Calculations	3
PHT 041 Pharmacy Systems	3
PHT 042 Pharmacy Intern Seminar	1
PHT 043 Pharmacy Clinical Experience	4
<b>TOTAL UNITS</b>	<b>16</b>

RECOMMENDED COURSES:	
ANTHRO 102 Cultural Anthropology	3
BIOL 100 General Biology	4
CHEM 101 Introductory Chemistry	4
ENGL 101 Freshman Composition	4
or	
ENGL 015 Preparation for College Writing	(4)
MATH 090 Elementary Algebra	4
PSYCH 100 General Psychology	3
SPAN 101 College Spanish	5
SPEECH 111 Interpersonal Communication	3

PHARMACY TECHNOLOGY 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.

REQUIRED COURSES	Units
PHT 020 Introduction to Pharmacy Technology	2
PHT 030 Pharmacology	3
PHT 031 Pharmacy Calculations	3
PHT 041 Pharmacy Systems	3
PHT 042 Pharmacy Intern Seminar	1
PHT 043 Pharmacy Clinical Experience	4
MATH 952 PreAlgebra	4
or	
MATH 090 Elementary Algebra	(4)
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
<b>TOTAL UNITS</b>	<b>24</b>

COURSES OFFERED BY THE  
DEPARTMENT OF PHARMACY TECHNOLOGY:

PHT 020  
INTRODUCTION TO PHARMACY TECHNOLOGY 2 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week.  
An introduction to the role of the Pharmacy Technician in the delivery of pharmacy services in acute and ambulatory care settings. Emphasizes pharmaceutical terminology, distribution systems, and pharmacy standards. Includes ethical, legal, and professional issues.  
*Associate Degree Applicable*

PHT 021  
PREPARATION FOR A CAREER IN THE HEALTH  
CARE FIELD 2 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week.  
Designed for students interested in a career in nursing, pharmacy technology, or psychiatric technology. Explores roles, functions and skills that comprise the art and science of these careers. Introduction to specialty areas within the fields of nursing, pharmacy technology, and psychiatric technology. Includes information about requirements for admission into the Health Science programs and strategies for achieving success. This course is also offered as NURS 021 and PSYTCH 021.  
*Associate Degree Applicable*

PHT 030  
PHARMACOLOGY 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
An introduction to the mechanisms of actions and therapeutic uses of drugs within broad classifications. Includes physical, chemical and pharmacological incompatibilities and adverse reactions of drugs. Emphasizes common drug dosages, dosage forms, and recognition of inconsistencies in drug orders.  
*Associate Degree Applicable*

PHT 031  
PHARMACY CALCULATIONS 3 UNITS

**PREREQUISITE/COREQUISITE:** MATH 952.  
**LECTURE:** 3 hours per week.  
Designed to assist students in applying mathematical skills in calculating accurate dosages of medications and intravenous solutions. Includes the application of business calculations in pharmacy operations.  
*Associate Degree Applicable*

PHT 041  
PHARMACY SYSTEMS 3 UNITS

**PREREQUISITES:** PHT 030 and PHT 031.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
This course focuses on the application of advanced distribution and dispensing methods for medications within a laboratory setting. Emphasizes advanced concepts of inventory control and repackaging systems.  
*Associate Degree Applicable*

PHT 042  
PHARMACY INTERN SEMINAR 1 UNIT

**PREREQUISITE/COREQUISITE:** PHT 041.  
**COREQUISITE:** PHT 043.  
**LECTURE:** 1 hour per week.  
This course emphasizes the application of methods for dispensing medications, inventory control and repackaging systems within a laboratory setting. Serves as lecture-based support for the students' clinical experience.  
*Associate Degree Applicable*

PHT 043  
PHARMACY CLINICAL EXPERIENCE 4 UNITS

**PREREQUISITES:** PHT 030 and PHT 031.  
**PREREQUISITE/COREQUISITE:** PHT 041  
**COREQUISITE:** PHT 042.

**LABORATORY:** 20 hours clinical experience per week.

This course includes application of the distribution and dispensing of medications in a pharmacy under the direct supervision of a pharmacist. Emphasizes inventory control and repackaging systems.

*Associate Degree Applicable*

## PHILOSOPHY/ RELIGIOUS STUDIES

DIVISION: Social Science and  
Organizational Development  
DIVISION DEAN: Troy Sheffield, Ed.D.  
DEPARTMENT HEAD: Julius Jackson, Ph.D.  
OTHER FACULTY: Sydney Allen, Jr., Ph.D.  
DIVISION SECRETARY: Laura Cross  
DIVISION OFFICE: Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Juan Zepeda, M.S.C.  
(909) 384-8976

Whatever the vocational goal, students benefit from completing courses in philosophy and religious studies. Nearly everyone is concerned with the kinds of questions and experiences studied in philosophy and religion. Both fields of study are concerned with the nature of reality, truth and value, the human response to death and suffering, and those perennial human questions: Who am I? Why am I here? And where am I going?

Philosophy and religious studies courses require critical analysis, clarity, and understanding. These skills are achieved through careful and close reading of texts, images, and symbols as well as through descriptive and analytic writing. These are invaluable skills transferrable to most vocations.

Philosophy and religion courses require the study of diverse and often competing belief systems. This is a challenging and exciting endeavor that can help us make sense of the events taking place in the world around us.

Students planning to transfer to a four-year institution and major in philosophy or religious studies should consult a counselor regarding the transfer process and lower division requirements.

### COURSES OFFERED BY THE DEPARTMENT OF PHILOSOPHY/RELIGIOUS STUDIES:

PHIL 101  
INTRODUCTION TO PHILOSOPHY 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

General introduction to the major problems of philosophy with attention directed to classical and modern philosophical literature as a basis for discussion of epistemology, metaphysics, ethics and / or aesthetics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): PHIL 2*

PHIL 102  
INTRODUCTION TO CRITICAL THINKING 3 UNITS

**PREREQUISITE:** English 101.  
**LECTURE:** 3 hours per week.

An introduction to critical thinking focusing on argument and evidence. 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.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PHIL 103  
INTRODUCTION TO LOGIC:  
ARGUMENT AND EVIDENCE 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Introduction to the techniques of critical thought including language analysis, inductive and deductive logic, symbolic logic and the development of scientific method.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): PHIL6*

PHIL 105  
INTRODUCTION TO ETHICS 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Moral philosophy with an analysis of the basic ideas and principles involved in moral conduct and including the concepts of good, right, obligation and conscience. Problems of truthfulness, race, sex, marriage and war are examined in relation to moral philosophy. Special attention is given to contemporary problems of value pertinent to the interests of students majoring in medical arts and in administration of justice.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): PHIL 4*

PHIL 112  
PHILOSOPHY IN LITERATURE 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Ethical and metaphysical themes as presented in literature from the classical to the modern period with emphasis on the literary treatment of such problems as freedom and determinism, the nature of virtue, the meaning of death, the individual's relationship to the state and the structure of reality.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PHIL 119  
ANCIENT AND MEDIEVAL WESTERN PHILOSOPHY 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Introduction to some of the major ideas of western civilization, attempting to trace significant developments in western thought from the Pre-Socratics to the end of the Medieval period.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PHIL 120  
MODERN WESTERN PHILOSOPHY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to some of the major ideas of Western Civilization, tracing significant developments in western thought from Descartes to the present.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PHIL 180  
DEATH AND DYING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A study of dying, death, and bereavement. Medical, ethical, legal, philosophical, and religious considerations will be explored. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as RELIG 180.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PHIL 222  
SPECIAL PROBLEMS IN PHILOSOPHY I 1 UNIT

**PREREQUISITE:** PHIL 101.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library work for selected students who are interested in furthering their knowledge of philosophy on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PHIL 223  
SPECIAL PROBLEMS IN PHILOSOPHY II 2 UNITS

**PREREQUISITES:** PHIL 101.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library work for selected students who are interested in furthering their knowledge of philosophy on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PHIL 285  
HONORS IN PHILOSOPHY 3 UNITS

**PREREQUISITE:** PHIL 101.

**COREQUISITE:** PHIL 101.

**LECTURE:** 3 hours per week.

Building on the concepts introduced in Philosophy 101, this class focuses on models of philosophical inquiry and in-depth confrontation of classical philosophical questions including the issues of ethics, evil, aesthetics, conceptions of the ideal society, and / or the forgotten voices in philosophy (women and minorities).

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

RELIG 100  
INTRODUCTION TO RELIGIOUS STUDIES 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introductory study of religion with emphasis on religious experience, the origins and function of religion and religious and theological modes of expression, drawing on Eastern and Western, ancient and modern religious phenomena.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

RELIG 101  
INTRODUCTION TO WORLD RELIGIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the major traditions of the world with an emphasis on the beliefs, practices, and histories of Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, and Taoism.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

RELIG 110  
TRIBAL AND ETHNIC RELIGIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A comparative study of supernaturalism in primitive 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 belief systems of selected tribal peoples. This course is also offered as ANTHRO 110.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

RELIG 135  
RELIGION IN AMERICA 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Principal figures, groups, issues and trends in religion from colonial times to the present including such topics as the Puritans, growth of religious liberty in America; religion and social protest; the African-American religious experience; the Catholic, Protestant and Jews, and contemporary religious phenomena. This course is also offered as HIST 135.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

RELIG 150  
INTRODUCTION TO MYTHOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An overview of myth and its function in culture through an introduction to origin and end-time stories from many traditions including native American, the classical mythology of Greece and the major living religions.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

RELIG 175  
LITERATURE AND RELIGION OF THE BIBLE 3 UNITS

**PREREQUISITE:** ENGL 101.

**LECTURE:** 3 hours per week.

The English Bible as literature and as religion including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed and an extensive reading of the two testaments. This course is also offered as ENGL 175.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

RELIG 176  
JESUS AND HIS INTERPRETERS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A study of images and interpretations of Jesus with three principle divisions: Jesus and the gospels or biblical tradition; Jesus and the historians including the quest of historians and theologians for the Jesus of history; and Jesus and the arts (Jesus in art, music, film, and the literary arts, such as novels, poems, and plays).

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

RELIG 180  
DEATH AND DYING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A study of dying, death, and bereavement. Medical, ethical, legal, philosophical, and religious considerations will be explored. This course qualifies for continuing education credit for nurses. Approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as PHIL 180.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

RELIG 222  
SPECIAL PROBLEMS IN RELIGIOUS STUDIES I 1 UNIT

**PREREQUISITE:** RELIG 100 or RELIG 101.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and/or conference work for selected students who are interested in furthering their knowledge of religious studies on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

RELIG 223  
SPECIAL PROBLEMS IN RELIGIOUS STUDIES II 2 UNITS

**PREREQUISITE:** RELIG 100 or RELIG 101.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and/or conference work for selected students who are interested in furthering their knowledge of religious studies on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

## PHOTOGRAPHY

See courses within the ART Department

## PHYSICAL EDUCATION AND ATHLETICS

DIVISION: Physical Education and Athletics

INTERIM DIVISION DEAN: Jane Evanson, Ph.D.

FACULTY: Dawn Adler, M.S.

Ken Blumenthal, M.A.

Ingrid Dahlgren, M.S.

Marie Hollis, M.A.

David Rubio, M.A.

Cindy Runyon, M.A.

Ron Smedley, M.Ed.

John Smith, M.A.

Spencer Watkins, M.Ed.

Leslye Williams, M.A.

DIVISION SECRETARY: Atrina Sloan

DIVISION OFFICE: Snyder Gym 28

(909) 384-8514

LIAISON COUNSELOR: To Be Announced

(909) 384-4404

Courses in the Physical Education Department are designed to increase students' skills in activities that produce physiological results and promote lifelong habits of fitness.

Within this department, courses are grouped in three areas: Health Education, Physical Education, and Recreation.

Four-year graduates in Health Education, Physical Education, and Athletics qualify for employment in private industry and recreational agencies and are prepared to seek teaching credentials in elementary or secondary education.

Students planning to transfer to a four-year institution and major in physical education or related fields should consult with a counselor regarding the transfer process and lower division requirements.

### ATHLETIC TRAINING AND SPORTS MEDICINE CERTIFICATE

REQUIRED COURSES:	UNITS
BIOL 250 Human Anatomy and Physiology	4
PE 200 Introduction to Physical Education	3
PE 231 First Aid and CPR	3
PE 232A Athletic Training Procedures: Fall Sports	3
PE 232B Athletic Training Procedures: Spring Sports	3
PE 234A P.E. Sports Medicine: Fall Sports	1
PE 234B P.E. Sports Medicine: Spring Sports	1
PE 262 Body Conditioning and Nutrition	3
Nine units from the list of RECOMMENDED COURSES:	9
<b>TOTAL UNITS</b>	<b>30</b>

RECOMMENDED COURSES:	UNITS
CHEM 101 Introductory Chemistry	4
CSYS 101 Computer Literacy	3
FCS 162 Nutrition	3
PHYSIC 101 Basic Physics	4
PSYCH 100 General Psychology	4

COURSES OFFERED BY THE DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS:

HEALTH EDUCATION

HEALTH 101  
HEALTH EDUCATION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The meaning of health as a fundamental quality of human life with emphasis on the importance of participation in a positive health program for the individual and the community.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

HEALTH 102  
BIOLOGIC PRINCIPLES OF HEALTH 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Principles of personal, physical and emotional health in a complex community; designed for physical education, recreation and health education majors.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

HEALTH 103  
INTRODUCTION TO HOLISTIC HEALTH 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Information on the principles of holistic health including physical, emotional, and psychological well-being.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PHYSICAL EDUCATION

PE 198  
PHYSICAL EDUCATION WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PE 200  
INTRODUCTION TO PHYSICAL EDUCATION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A formal introduction into the heritage, programs, philosophies and potential careers in Physical Education. Emphasis is on describing and assessing this multifaceted field and the career potential it offers. An understanding of how the philosophies and programs of Physical Education evolved is stressed.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PE 201  
INTRODUCTION TO COACHING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Motivational practices in team sports including psychological approaches to team play in intercollegiate athletics.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE 202  
INTRODUCTION TO INTRAMURAL SPORTS 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

Preparation for physical education majors in the development of a successful intramural program including student involvement in organizing and promoting the college intramural sports program.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE 210  
TEAM SPORTS OFFICIATING: FALL SPORTS 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

Survey of the rules, techniques, and mechanics of officiating fall sports including football and basketball.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE 211  
TEAM SPORTS OFFICIATING: SPRING SPORTS 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 1 hour per week.

Survey of the rules, techniques, and mechanics of officiating spring sports including baseball and track and field.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE 222  
SPECIAL PROBLEMS IN PHYSICAL EDUCATION 2 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** One of the following courses:

PE 200, 201, 202, 203, 231, 232A, 232B or any one of the series 282 to 293.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of physical education on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE 223  
LIFEGUARDING AND  
LIFEGUARDING INSTRUCTOR TRAINING 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 3 hours per week.

Lifeguarding and lifeguarding instructor training; certifies lifeguards to work at pools, lakes and ocean. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PE 231  
FIRST AID AND CPR 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course involves the theory and practice of First Aid and CPR. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all National Safety Council requirements will receive a First Aid Certificate.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PE 232A  
ATHLETIC TRAINING PROCEDURES: FALL SPORTS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** PE 231 and PE 234A.

**COREQUISITE:** PE 234A.

**LECTURE:** 3 hours per week.

Study of the types of injuries which occur in athletic participation. Prevention, care and rehabilitation of injuries through selection and use of equipment, and properly applied techniques of training and conditioning of fall sports.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE 232B  
ATHLETIC TRAINING PROCEDURES: SPRING SPORTS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** PE 231 and PE 234B.

**LECTURE:** 3 hours per week.

Study of the types of injuries which occur in athletic participation. Prevention, care and rehabilitation of injuries through selection and use of equipment, and properly applied techniques of training and conditioning of spring sports.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE 234A  
P.E. SPORTS MEDICINE: FALL SPORTS 1 UNIT

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** PE 232A.

**LABORATORY:** 3 hours per week.

A laboratory companion to PE 232A. Exposure to immediate recognition and treatment of sports injuries unique to fall sports. Emphasis on rehabilitation and taping techniques to enable athletes to return to competition.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE 234B  
P.E. SPORTS MEDICINE: SPRING SPORTS 1 UNIT

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** PE 232B.

**LABORATORY:** 3 hours per week.

A laboratory companion to PE 232B. Exposure to immediate recognition and treatment of sports injuries unique to spring sports. Emphasis on rehabilitation and taping techniques to enable athletes to return to competition.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE 236  
STRESS MANAGEMENT AND WELLNESS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Stress, produced by our hectic pace and lifestyles, reduce the quality of life and endangers our health. This course is designed to re-energize students by making them aware of the symptoms and origins of stress and what can be done to relieve stress. Includes dietary and physical fitness strategies to relieve stress. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PE 238  
EXERCISE THEORY, TESTING AND PRESCRIPTION 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** PE 138x4.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

This course is designed to teach the recreational exerciser or fitness instructor basic exercise physiology, health screening and risk appraisal, exercise testing, exercise prescription and program design. Practical skills are applied with hands-on technique training, assessment, and program design. Students will be taught how to tailor programs to meet health, fitness or performance goals.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PROFESSIONAL ACTIVITIES 2 UNITS

PE 282X2 BASEBALL  
PE 283X2 BASKETBALL  
PE 285X2 FOOTBALL  
PE 288X2 SOFTBALL  
PE 290X2 TENNIS  
PE 291X2 TRACK & FIELD  
PE 293X2 VOLLEYBALL

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Physical Education Major or Minor.

**LECTURE:** 1 hour per week and

**LABORATORY:** 3 hours per week.

Designed for students majoring or minoring in physical education, these professional activities courses cover the fundamentals of each sport including the skills, techniques, strategies, etiquette, and rules of the sport or activity indicated. Each course may be taken twice.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PE-I 116X4  
EPEE FENCING 1 UNIT

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

History, rules, terminology and skills of Epee Fencing. The selection, use and care of Epee equipment. Basic skills of footwork, attacks, defenses, bouting, refereeing and judging. Mental preparation and strategies for competition will also be taught. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

INDIVIDUAL/ DUAL ACTIVITIES AND SPORTS 1 UNIT

PE-I 103x4 BADMINTON

PE-I 105x4 LOW IMPACT AEROBICS

PE-I 107x4 CROSS COUNTRY SKIING

PE-I 108x4 WEIGHT TRAINING

PE-I 110x4 FOIL FENCING

PE-I 111x4 MOUNTAIN BIKING

PE-I 115x4 EPEE-SABRE FENCING

PE-I 127x4 WALKING FOR FITNESS

PE-I 138x4 PHYSICAL FITNESS

PE-I 144x4 RACQUETBALL

PE-I 148x4 TENNIS

PE-I 164x4 SWIMMING

PE-I 168x4 YOGA

PE-I 173x4 WATER AEROBICS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** PE-I 115x4 is PE-I 110x4.

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

ADAPTED PHYSICAL EDUCATION 1 UNIT

PE-I 184x4 SWIMMING

PE-I 185x4 SPORTS AND GAMES

PE-I 186x4 STRETCHING AND STRESS REDUCTION

PE-I 187x4 CARDIOVASCULAR FITNESS

PE-I 188x4 FITNESS AND CONDITIONING

PE-I 189x4 WEIGHT TRAINING

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

These courses are designed for students with disabilities. An individualized program of appropriate activities is provided. These courses emphasize improving or maintaining range of motion, muscular strength, and cardiovascular endurance. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

TEAM SPORTS ACTIVITIES 1 UNIT

PE-T 100x4 BASEBALL

PE-T 104x4 BASKETBALL

PE-T 108x4 FOOTBALL

PE-T 116x4 SOCCER

PE-T 120x4 SOFTBALL

PE-T 124x4 VOLLEYBALL

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introduction to the rules and techniques of popular sports, taught in the context of an activity class. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

PE-T 132x4

ADVANCED VOLLEYBALL

1 UNIT

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Interscholastic or Intercollegiate experience.

**LABORATORY:** 3 hours per week.

Designed to provide the volleyball student with the opportunity to develop advanced skills in serving, setting, spiking, passing, blocking, and offensive and defensive strategies.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

PE-V 100-103

INTERCOLLEGIATE SPORTS ACTIVITIES (VARSITY)

2 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 10 hours per week.

Physical education credit for such varsity intercollegiate sports as baseball, basketball, cross-country, football, golf, swimming, softball, tennis, track and field, volleyball, water polo, and wrestling (Fall and Spring).

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

## RECREATION

REC 012

ADVANCED TECHNIQUES OF BACKPACKING 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 3 hours per week.

Designed to introduce the backpacker to some of the advanced techniques of backpacking, this course is a practical guide to the many forms of backpacking with an emphasis on proper group planning, equipment selection, conditioning and safety. Includes two three-day outings.

*Associate Degree Applicable*

REC 198

RECREATION WORK EXPERIENCE

1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

*Course credit transfers to CSU.*



## PHYSICAL SCIENCE

DIVISION:	Science and Math
DIVISION DEAN:	W. William Hughes, Ph.D.
DIVISION SECRETARY:	Rose Garcia
DIVISION OFFICE:	Chemistry 121 (909) 384-8645
LIAISON COUNSELOR:	Diana Rodriguez, M.A. (909) 384-8950 (909) 384-8234

PS 101  
INTRODUCTION TO PHYSICAL SCIENCE 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Fundamental concepts of chemistry, physics, and earth sciences (astronomy, geology, and oceanography) as they apply to everyday life.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

## PHYSICS/ASTRONOMY

DIVISION:	Science and Math
DIVISION DEAN:	W. William Hughes, Ph.D.
DIVISION SECRETARY:	Sylvia McDaniel
DIVISION OFFICE:	Physical Science 230 (909) 384-8520
OTHER FACULTY:	Robert Wilson, M.A.
DIVISION SECRETARY:	Rose Garcia
DIVISION OFFICE:	Chemistry 121 (909) 384-8645
LIAISON COUNSELOR:	Diana Rodriguez, M.A. (909) 384-8950 (909) 384-8234

Physics is fundamental science. It is concerned with finding and using the rules that govern everything—from the smallest pieces of the atom to the various collections of atoms—molecules, balls, planets, stars, and more—that compose the myriad contents of the universe.

Physics courses are offered to meet diverse students' needs: (1) an introductory course which is descriptive and uses little mathematics provides an overview of physics for Liberal Arts and Science majors; (2) Physics for the Life Sciences presents physics in sufficient depth for students whose careers in life sciences and related fields will require a physics background with some experience with calculus and (3) PHYSIC 200, 201 and 210 provide a rigorous development of physics using calculus to prepare students for further studies in the physical sciences, engineering, and mathematics.

Students majoring in physics will be rewarded on the personal level with a deep understanding of the world around us. On a professional level, physicists find a variety of employment opportunities which are relatively free of ethnic and gender bias, pay well, reward creativity, and are just plain fun.

Astronomy is the study of the vast universe around us. We start on the earth and sweep outward past the moon to the planets of the solar system and our sun, one of the billions of stars in our galaxy. On our journey through the universe, we explore an exciting realm populated by black holes, quasars, red giants, white dwarfs, and more.

Astronomy is taught in a modern planetarium which accurately simulates the nighttime sky, showing the positions and motions of the stars and planets. The real sky can be viewed through the sixteen-inch reflector telescope in the N. A. Richardson Astronomical Observatory.

Students planning to transfer to a four-year institution and major in either physics or astronomy should consult with a counselor regarding the transfer process and lower division requirements.

## PHYSICS ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
PHYSIC 200 Physics I	6
PHYSIC 201 Physics II	6
PHYSIC 210 Modern Physics	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
MATH 252 Multivariable Calculus	5
<b>TOTAL UNITS</b>	<b>29</b>

RECOMMENDED COURSES	UNITS
CHEM 150 General Chemistry I	5
CHEM 151 General Chemistry II	5

## ASTRONOMY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Astronomy, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units).

REQUIRED COURSES:	UNITS
ASTRON 123 Introduction to Astronomy	4
or	
ASTRON 120 Introduction to Astronomy and	(3)
ASTRON 125 Astronomy Laboratory	(1)
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
MATH 252 Multivariable Calculus	5
PHYSIC 200 Physics I	6
<b>TOTAL UNITS</b>	<b>23</b>

COURSES OFFERED BY THE  
DEPARTMENT OF PHYSICS/ASTRONOMY:

PHYSIC 101  
BASIC PHYSICS 4 UNITS

**PREREQUISITE:** MATH 090.

**DEPARTMENTAL ADVISORY:** ENGL 015 or eligibility for ENGL 101.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

A first course in physics. Topics include motion, forces, energy, waves, light, electricity, magnetism and concepts of modern physics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

PHYSIC 150A  
GENERAL PHYSICS FOR THE LIFE SCIENCES I 5 UNITS

**PREREQUISITE:** PHYSIC 101 and MATH 103 and ENGL 015.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 6 hours per week.

The first course in a two-semester physics sequence designed primarily for students in biology, pharmacology, pre-medicine, physical therapy, allied health services, and physical education. Topics include mechanics, waves, fluids, and thermodynamics. Concepts of calculus will be developed and applied to a variety of situations.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

**CAN (California Articulation Number):** PHYSIC 150A + PHYSIC 150B=CAN: PHYS SEQ A

PHYSIC 150B  
GENERAL PHYSICS FOR THE LIFE SCIENCES II 5 UNITS

**PREREQUISITE:** PHYSIC 150A.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 6 hours per week.

The second course in two-semester physics sequence designed primarily for students in biology, pharmacology, pre-medicine, physical therapy, allied health services, and physical education. Topics include electricity, magnetism, optics, and modern physics. The needed concepts of calculus will be developed and used where appropriate.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

**CAN (California Articulation Number):** PHYSIC 150A + PHYSIC 150B=CAN: PHYS SEQ A

PHYSIC 200  
PHYSICS I 6 UNITS

**PREREQUISITES:** PHYSIC 101 and ENGL 015 or eligibility for ENGL 101.

**PREREQUISITE/COREQUISITE:** MATH 250.

**DEPARTMENTAL ADVISORY:** Students who have successfully completed High School Physics may substitute that for the Physics prerequisite listed above.

**LECTURE:** 4 hours per week and  
**LABORATORY:** 5 hours per week.

A calculus based physics course covering mechanics, waves, fluids, and thermodynamics. This course is designed to satisfy the lower division physics requirement for majors in physics, engineering, astronomy, chemistry, geology, computer science and mathematics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

PHYSIC 201  
PHYSICS II 6 UNITS

**PREREQUISITES:** PHYSIC 200.

**PREREQUISITE/COREQUISITE:** MATH 251.

**LECTURE:** 4 hours per week and  
**LABORATORY:** 5 hours per week.

A calculus based physics course covering electricity, magnetism, optics, and modern physics. This course is designed to satisfy the lower division physics requirement for majors in physics, engineering, astronomy, chemistry, geology, computer science and mathematics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

PHYSIC 210  
MODERN PHYSICS 4 UNITS

**PREREQUISITES:** PHYSIC 201 or PHYSIC 150B and MATH 251.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

A calculus based physics course in modern physics. Topics include relativity, quantum mechanics, atoms, molecules, condensed matter, nuclear and particle physics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

PHYSIC 222  
SPECIAL PROBLEMS IN PHYSICS I 1 UNIT

**PREREQUISITES:** PHYSIC 101 and ENGL 101.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of physics on an independent study basis. Students are required to devote three hours per week to their project throughout the semester.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

PHYSIC 223  
SPECIAL PROBLEMS IN PHYSICS II 2 UNITS

**PREREQUISITES:** PHYSIC 101 and ENGL 101.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of physics on an independent study basis. Students are required to devote six hours per week to their project throughout the semester.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

ASTRON 120  
INTRODUCTION TO ASTRONOMY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to astronomy, the ultimate adventure. Our very big universe can be described by a small set of knowable rules through a logical method called science, where the excitement of an evolving and sometimes violent universe of stars and galaxies is explored. Topics include the night sky, motions of the Sun, the Moon, and the planets, light, properties and life-cycles of stars with a detailed look at our Sun, galaxies and the origin of the universe.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

**ASTRON 123**  
**INTRODUCTION TO ASTRONOMY** 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

An introduction to astronomy, the ultimate adventure. Our very big universe can be described by a small set of knowable rules through a logical method called science, where the excitement of an evolving and sometimes violent universe of stars and galaxies is explored. Topics include the night sky, motions of the Sun, the Moon, and the planets, light, properties and life-cycles of stars with a detailed look at our Sun, galaxies and the origin of the universe. A series of laboratories supplement and enhance topics discussed in lecture.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

**ASTRON 125**  
**ASTRONOMY LABORATORY** 1 UNIT

**PREREQUISITE:** ASTRON 120.

**LABORATORY:** 3 hours per week.

Our very big universe can be described by a small set of knowable rules through a logical method called science. Laboratory work brings a hands-on enrichment and deeper understanding of topics discussed in the astronomy lecture. Topics include use of star maps, identification of constellations, determination of orbits, rotation rate and mass of celestial objects using astronomical methods of observation and analysis. Students will also perform 3-D modeling of the solar system and constellations, study the nature of light, lenses and telescopes, make some direct observations with telescopes and utilize astronomical software.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

**ASTRON 222**  
**SPECIAL PROBLEMS IN ASTRONOMY I** 1 UNIT

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 3 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of astronomy on an independent study basis. Students are required to devote three hours per week to their project throughout the semester.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

**ASTRON 223**  
**SPECIAL PROBLEMS IN ASTRONOMY II** 2 UNITS

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 6 hours per week.

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of astronomy on an independent study basis. Students are required to devote six hours per week to their project throughout the semester.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

## PHYSIOLOGY

See courses within the Department of BIOLOGY

## POLICE SCIENCE

(also see CRIMINAL JUSTICE)

<b>DIVISION:</b>	Criminal Justice
<b>DIVISION DEAN:</b>	Gloria Fisher, J.D.
<b>DIVISION SECRETARY:</b>	Sharen Chavira
<b>CAMPUS OFFICE:</b>	Planetarium, 2nd Floor (909) 384-4431
<b>GLEN HELEN OFFICE:</b>	Sheriff's Training Center (909) 473-2695
<b>LIAISON COUNSELOR:</b>	To Be Announced (909) 384-4404

One of modern government's most challenging tasks is the enforcement of laws and the protection of lives and property while respecting constitutional individual rights. Carefully selected, highly trained and motivated peace officers are central in this task.

The Police Science program offers three types of training: (1) the Basic Law Enforcement Academy is presented in both an intensive and extended format for students interested in becoming peace officers; (2) reserve officer training is offered, leading to positions as Reserve Deputy Sheriffs or Police Officers; and (3) an advanced training program is offered for those currently employed as peace officers.

The state screening requirements for admission into the Basic Law Enforcement Academy are: A person must have a physical examination, stress EKG, Department of Justice/Federal Bureau of Investigation fingerprint check, a valid California drivers license, and never have been convicted of a felony. The Police Science classes are certified by the California Commission on Peace Officer Standards and Training.

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.

### BASIC LAW ENFORCEMENT ACADEMY CERTIFICATE

This certificate is designed for state certified entry level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agency's probationary period in a Peace Officers Standards and Training (POST) certified agency qualifies the student for a California POST certificate. This program meets Penal Code Section 832 requirement of training as a peace officer in the state of California. This program is offered in two formats: the Intensive format (approximately 23 weeks) and the Extended format (approximately 48 weeks).

<b>REQUIRED COURSE:</b>	<b>UNITS</b>
POLICE 001 Basic Law Enforcement Academy	30
<b>TOTAL UNITS</b>	<b>30</b>

COURSES OFFERED BY THE  
DEPARTMENT OF POLICE SCIENCE:

POLICE 001  
BASIC LAW ENFORCEMENT ACADEMY 30 UNITS

**PREREQUISITE:** None.

**LECTURE:** 504 hours per semester and

**LABORATORY:** 392 hours per semester.

Basic training for new Law Enforcement Officers including criminal law, laws of evidence, administration of justice, criminal investigation, patrol procedures, firearms, defensive tactics, physical training, First Aid, cardiopulmonary resuscitation (CPR), traffic investigation, water safety, driver training and police-community relations. **MUST MEET STATE SCREENING REQUIREMENTS.** (Formerly POLICE 032).

*Associate Degree Applicable*

POLICE 003X20  
USE OF FORCE-FIRST AID CROWD CONTROL .25 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 2 hours per semester and

**LABORATORY:** 6 hours per semester.

This course provides use of force training updates and instruction in tactics, law enforcement procedures, and case law, which are essential for the law enforcement professional. This course emphasizes training in CPR/First Aid training, and the use of passive resistor crowd control techniques. This training qualifies as credit toward POST's 24-hour Continuous Professional Training (CPT) requirement for peach officers. This course may be taken twenty times. (Formerly POLICE 003x20).

*Associate Degree Applicable*

POLICE 004X20  
USE OF FORCE-DECISION MAKING LESS .25 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 2 hours per semester and

**LABORATORY:** 6 hours per semester.

This course provides use of force training updates and instruction in tactics, law enforcement procedures, and case law, which are essential for the law enforcement professional. This course emphasizes training in less lethal systems, as well as critical incident judgement and decision-making skills. A variety of subjects are combined to provide the most current training available, training which will also satisfy POST's 24-hour Continuous Professional Training (CPT) requirement for peach officers. This course may be taken twenty times. (Formerly CRMJUS 004x20).

*Associate Degree Applicable*

POLICE 005X20  
USE OF FORCE-TACTICAL COMMUNICATION AND  
CHEMICAL AGENTS .25 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 2 hours per semester and

**LABORATORY:** 6 hours per semester.

This course provides use of force training updates and instruction in tactics, law enforcement procedures, and case law, which are essential for the law enforcement professional. This course emphasizes training in tactical communication and the use of chemical agents in the field. This course qualifies as credit toward POST's 24-hour Continuous Professional Training (CPT) requirement for peach officers. This course may be taken twenty times. (Formerly CRMJUS 005x20).

*Associate Degree Applicable*

POLICE 010  
INTERVIEW AND INTERROGATION .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

The systematic questioning of a suspect including legal constraints; the Miranda warning; absence of coercion; when and where to interrogate; suspect evaluation; interrogation techniques; interviewing victims and witnesses; and developing other sources of information. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 090).

*Associate Degree Applicable*

POLICE 011  
ADVANCED INTERVIEW AND INTERROGATION-  
HOMICIDE/CRIMES AGAINST CHILDREN .25 UNIT

**PREREQUISITE:** POLICE 010.

**LABORATORY:** 8 hours per semester.

This course provides instruction in the interview and interrogation process and instruction in tactics, law enforcement procedures, and case law, which are essential for the law enforcement professional. Emphasizes training in scene containment, evidence preservation, and developing interview skill centralized in the field of Homicide, and Crimes Against Children. A variety of sources are combined to provide the most current training available: training which qualifies for Commission on Peace Officer Standards and Training (P.O.S.T.) 24-hour Continuous Professional Training (C.P.T.) requirement for peace officers. (Formerly CRMJUS 012).

*Associate Degree Applicable*

POLICE 015  
BASIC MOUNTED PATROL 1.25 UNITS

**PREREQUISITE:** CRMJUS 059.

**LECTURE:** 10 hours per semester and

**LABORATORY:** 30 hours per semester.

This course is designed to train mounted personnel with a focus on patrol functions and techniques to control their mounts in various situations. Horse and rider will be exposed to crowd control, congested areas and noise-structured distractions. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly CRMJUS 080).

*Associate Degree Applicable*

POLICE 016  
MOUNTED SEARCH AND RESCUE .75 UNIT

**PREREQUISITE:** None.

**LECTURE:** 8 hours per semester and

**LABORATORY:** 8 hours per semester.

The intent of this class is to provide the students with an understanding of the responsibilities and functions of mounted personnel for search and rescue. This is a beginning course for students interesting in joining a search and rescue mounted team. (Formerly CRMJUS 081).

*Associate Degree Applicable*

POLICE 018  
BUILDING ENTRIES AND SEARCHES .50 UNIT  
**PREREQUISITE: POLICE 001.**

**LECTURE: 6 hours per semester and  
LABORATORY: 2 hours per semester.**

This course provides law enforcement officers with the knowledge needed to gather intelligence information, prepare a tactical plan, and execute a proper building entry and search. Officers will participate in open classroom discussion and role-playing exercises. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly CRMJUS 082).

*Associate Degree Applicable*

POLICE 020  
GANG AWARENESS 1.25 UNITS  
**PREREQUISITE: POLICE 001 or CRMJUS 059.**

**LECTURE: 20 hours per semester and  
LABORATORY: 4 hours per semester.**

This course provides a thorough overview that will enable law enforcement students to apply the information they will learn about street, prison and motorcycle gangs to their positions as field officers or jail deputies. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 001).

*Associate Degree Applicable*

POLICE 021x4  
ADVANCED GANG AWARENESS, UPDATE .5 UNIT  
**PREREQUISITE: POLICE 020.**

**LECTURE: 8 hours per semester.**

This constantly updated course will enable students to apply information they will learn about the most current street, prison and motorcycle gang trends to their daily assignments as law enforcement officers. Officer safety issues will also be addressed. This course may be taken four times. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 002x4).

*Associate Degree Applicable*

POLICE 025  
CLANDESTINE LABORATORY SAFETY .5 UNIT  
**PREREQUISITE: POLICE 001 or CRMJUS 059.**

**LECTURE: 8 hours per semester.**

Law enforcement officers and other public safety professionals will learn of current trends as well as potential safety concerns, (fire, explosions, poisoning, etc.) related to clandestine drug laboratories. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 005).

*Associate Degree Applicable*

POLICE 027  
PASSIVE ALCOHOL SCREENING DEVICE TRAINING .25 UNIT

**PREREQUISITES: POLICE 028 or CRMJUS 059.**

**LECTURE: 3 hours per semester and  
LABORATORY: 1 hour per semester.**

Introduces the proper procedures for conducting an in the field breath test, accuracy check and calibration of the Intoximeter Alco-Sensor IV Passive Alcohol Screening (PAS) device. Officers will receive instruction relating to the laws and recent case law relevant to the PAS device. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 007).

*Associate Degree Applicable*

POLICE 028  
BREATHALYZER TRAINING .25 UNIT  
**PREREQUISITE: None.**

**LECTURE: 3 hours per semester and  
LABORATORY: 1 hour per semester.**

Covers the chemical and psychological effects of alcohol on the human body, the theory of breath testing, and the proper use of current breath testing equipment. The course will also cover legal aspects of breath testing and courtroom testimony as it applies to breath test results. (Formerly POLICE 008).

*Associate Degree Applicable*

POLICE 029  
DRIVING WHILE INTOXICATED 1.2 UNITS  
**PREREQUISITE: CRMJUS 058.**

**LECTURE: 20 hours per semester and  
LABORATORY: 4 hours per semester.**

All aspects of driving while intoxicated from detection to courtroom testimony including nystagmus, the field testing of alcohol and drug use, and recent case law. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 079).

*Associate Degree Applicable*

POLICE 030  
PERFORMANCE APPRAISALS .5 UNIT  
**PREREQUISITE: None.**

**LECTURE: 8 hours per semester.**

This course is designed to help law enforcement supervisors develop their skills in evaluating subordinate employees. Topics include the purpose of performance appraisals; using performance appraisals to manage and motivate employees; creating the paper trail; elements and styles of grammar. (Formerly POLICE 010).

*Associate Degree Applicable*

POLICE 035  
SPANISH FOR LAW ENFORCEMENT SITUATIONS 4 UNITS

**PREREQUISITE: CRMJUS 058.**

**LECTURE: 64 hours per semester.**

This course is designed to provide law enforcement with the background to communicate effectively in the Spanish language. Focus is on practical phrases, commands and questions needed by law enforcement in commonly encountered field situations specific to officer safety, booking, searching and transportation of inmates. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 019).

*Associate Degree Applicable*

POLICE 039  
DIVE RESCUE 1 UNIT  
**PREREQUISITE: POLICE 001.**

**LECTURE: 10 hours per semester and  
LABORATORY: 14 hours per semester.**

Students already possessing a Basic SCUBA certification and who are interested in joining a dive rescue team will learn about team organization, cold water rescue, search patterns, victim retrieval, auto accidents, underwater retrieval, and media relations. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 018).

*Associate Degree Applicable*

POLICE 040  
 BASIC BICYCLE POLICE COURSE 1 UNIT  
**PREREQUISITE:** POLICE 001 or CRMJUS 058.  
**DEPARTMENTAL ADVISORY:** Students must be in good physical condition and be proficient bicyclers.  
**LECTURE:** 12 hours per semester and  
**LABORATORY:** 20 hours per semester.  
 This course is designed to improve student's bicycle riding skills and techniques of bicycle patrolling. The course will cover topics dealing with skills, equipment, nutrition, physical fitness and subject/suspect contacts. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

POLICE 041  
 BICYCLE PATROL INSTRUCTOR COURSE 1.5 UNITS  
**PREREQUISITE:** POLICE 040.  
**DEPARTMENTAL ADVISORY:** Students must be in good physical condition and be proficient bicyclers.  
**LECTURE:** 14.5 hours per semester and  
**LABORATORY:** 25.5 hours per semester.  
 This course is designed to give students the skills to teach courses in bicycle patrolling and an opportunity to improve their bicycle riding skills. The course will cover topics dealing with skills, equipment, nutrition, physical fitness, subject/suspect contacts and curriculum development and presentation. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

POLICE 042  
 AIRBORNE LAW ENFORCEMENT  
 OPERATIONS (GROUND OFFICER) 1 UNIT  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 16 hours per semester.  
 Strategies for coordinating ground and airborne law enforcement operations from the ground officer's perspective. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 046).  
*Associate Degree Applicable*

POLICE 045  
 PRINCIPLES OF SHOOTING .2 UNIT  
**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 4 hours per semester and  
**LABORATORY:** 4 hours per semester.  
 A review of basic shooting fundamentals with emphasis on combat shooting and tactics for defense against the most common officer-involved shootings. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 080).  
*Associate Degree Applicable*

POLICE 046  
 BASIC POLICE RIFLE MARKSMANSHIP 1.5 UNITS  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 20 hours per semester and  
**LABORATORY:** 20 hours per semester.  
 This course provides students with the basic rifle marksmanship skills necessary to effectively perform a vital component of a police SWAT or tactical operation. The course will familiarize students with the history, duties, equipment and skills of the police rifle marksman, and will also address legal and liability issues. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 013).  
*Associate Degree Applicable*

POLICE 047  
 FIREARMS INSTRUCTOR COURSE 3 UNITS  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 40 hours per semester and  
**LABORATORY:** 40 hours per semester.  
 This course is designed to prepare students to become firearms instructors. Includes both theory and practice in strategies of firearms training. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 060).  
*Associate Degree Applicable*

POLICE 050  
 NARCOTICS .5 UNIT  
**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 8 hours per semester.  
 A narcotics update for patrol officers with an emphasis on identification of narcotics, current street trends, terminology, packaging, price, case preparation and the effects of drugs on users. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 078).  
*Associate Degree Applicable*

POLICE 051  
 RECOGNIZING NARCOTICS TRAFFICKERS .5 UNIT  
**PREREQUISITE:** CRMJUS 059.  
**LECTURE:** 8 hours per semester.  
 This course will provide students with the knowledge of and ability to recognize signs and indicators related to narcotic/contraband trafficking. Examines recent case law interpretations related to search and seizure, detentions, evidence collection and case preparation. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 014).  
*Associate Degree Applicable*

POLICE 053  
 DEALING WITH INFORMANTS .25 UNIT  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 5 hours per semester and  
**LABORATORY:** 3 hours per semester.  
 Scenarios and basic skills will provide students with approaches for making day-to-day contact with informants. Identify potential informant, and deal with department policy and procedure. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 029).  
*Associate Degree Applicable*

POLICE 054  
SUBJECT CONTACTS .25 UNIT

**PREREQUISITE:** POLICE 001.

**LECTURE:** 5 hours per semester and  
**LABORATORY:** 3 hours per semester.

Scenarios and basic skills will provide the law enforcement officer with some new ideas and approaches to the everyday subject contacts. A mixture of lecture and practical application will reinforce the information discussed in the classroom. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 050).

*Associate Degree Applicable*

POLICE 055  
MDT, VDT AND CAD COMPUTER OPERATIONS .2-4 UNITS

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 4-60 hours per semester.  
**LABORATORY:** 4-60 hours per semester.

Mobile Digital Terminal, Video Display Terminal, and Computer Aided Dispatch Operations course designed to train police personnel on computer law enforcement equipment. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 037).

*Associate Degree Applicable*

POLICE 057  
BASIC LAW ENFORCEMENT REPORT WRITING 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 21 hours per semester and  
**LABORATORY:** 35 hours per semester.

This course is designed to address fundamental problems in writing reports unique to the law enforcement field. Focus is on grammar, spelling, sentence structure, paragraph structure, report writing format, courtroom requirements, interviewing, scenario writing and crime scene note taking. (Formerly POLICE 016).

*Associate Degree Applicable*

POLICE 058  
REPORT WRITING AND COURTROOM SURVIVAL .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

A review of the five major report writing problems and the solution to each. Includes suggestions for reducing the time spent writing a report while increasing clarity and usefulness. Additionally, this course prepares officers to testify in court including pretrial preparation, the role of a witness, how to handle cross-examination, and the police/prosecutor relationship. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 076).

*Associate Degree Applicable*

POLICE 059  
SEARCH WARRANTS .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

How to assemble and execute a search warrant including definition, categories of property for which a warrant may be issued, descriptions of persons and places, description of property, officer expertise, probable cause, nighttime search authority, protection of informants, and serving the warrant. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 086).

*Associate Degree Applicable*

POLICE 063  
ARREST AND CONTROL .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

Designed as a review of basic fundamentals for controlling, searching, and cuffing single and multiple suspects, this course includes mental preparation and current techniques for arrest and control. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 085).

*Associate Degree Applicable*

POLICE 064  
IDENTIFICATION, COLLECTION AND  
PRESERVATION OF EVIDENCE .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

The advantages of careful collection and examination of physical evidence with an emphasis on what constitutes physical evidence, how to properly collect it, and how crime labs use the evidence. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 093).

*Associate Degree Applicable*

POLICE 065  
CIVIL LIABILITIES .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

A review of civil liabilities and current judicial thinking including suggestions for protecting officers from becoming targets for litigation and other adverse actions. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 074).

*Associate Degree Applicable*

POLICE 066  
PRELIMINARY INVESTIGATION .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

A review of preliminary investigation techniques including recognition and collection of evidence available at the scene, crime scene sketching and diagramming, latent print collection, and report preparation. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 084).

*Associate Degree Applicable*

POLICE 070  
VEHICLE STOPS .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

An update of current techniques utilized in car, van, and motorcycle stops including high-risk, low-risk, daytime, nighttime, use of lights, approaches, suspect control and removal of drivers from their vehicles. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 082).

*Associate Degree Applicable*

POLICE 071  
DRIVER AWARENESS .25 UNIT

**PREREQUISITE:** None.

**LECTURE:** 4 hours per semester.

**LABORATORY:** 4 hours per semester.

For peace officers driving patrol cars, this course reviews legal aspects and liabilities, emergency driving, and the care and maintenance of police vehicles. (Formerly POLICE 094).

*Associate Degree Applicable*

POLICE 072  
BASIC TRAFFIC COLLISION INVESTIGATION 2 UNITS

**PREREQUISITE:** POLICE 001.

**LECTURE:** 30 hours per semester and

**LABORATORY:** 10 hours per semester.

Accident investigation from on-the-scene procedures to follow-up. Practical application of how to use report forms and accident investigation terminology together with the study of vehicle code law, court decisions and other traffic-related subject matter. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 063).

*Associate Degree Applicable*

POLICE 073  
INTERMEDIATE TRAFFIC COLLISION INVESTIGATION 1.5 UNITS

**PREREQUISITE:** POLICE 072.

**LECTURE:** 22 hours per semester and

**LABORATORY:** 18 hours per semester.

This course is devoted to the basics of tiremark identification and analysis, including case preparation and courtroom testimony; determination of coefficient of friction and drag factor; and speed estimates using various equations. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 064).

*Associate Degree Applicable*

POLICE 074  
ADVANCED TRAFFIC COLLISION INVESTIGATION 4 UNITS

**PREREQUISITE:** POLICE 073.

**LECTURE:** 56 hours per semester and

**LABORATORY:** 24 hours per semester.

This course is designed for experienced traffic collision investigators. Emphasis is on the applications of mathematics and physics to collision analysis, scene documentation and evaluation. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 065).

*Associate Degree Applicable*

POLICE 075  
HOSTAGE SITUATIONS .5 UNIT

**PREREQUISITE:** CRMJUS 058.

**LECTURE:** 8 hours per semester.

Designed to provide patrol officers an understanding of the concept of hostage negotiations with emphasis on when to call the negotiation team and how to control the scene until assistance arrives. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 081).

*Associate Degree Applicable*

POLICE 076x4  
ADVANCED OFFICER COURSE 1 UNIT

**PREREQUISITE:** POLICE 001.

**LECTURE:** 20 hours per semester and

**LABORATORY:** 4 hours per semester.

Designed to review and update operation procedures, laws, current trends and fire and life safety as these pertain to field officers. Fulfills continuing education requirements for active field officers. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** These courses may be taken four times each. (Formerly POLICE 035x4-036x4).

*Associate Degree Applicable*

POLICE 077  
TACTICAL PLANNING FOR PATROL .5 UNIT

**PREREQUISITE:** POLICE 001.

**LECTURE:** 6 hours per semester and

**LABORATORY:** 2 hours per semester.

Supervising and participating in a critical incident can be, to say the least, challenging. This course is designed for patrol officers and supervisors who will have to plan, coordinate, and participate in tactical operations involving patrol personnel. Sound tactical principles and options, as well as psychological aspects of critical incident response are discussed. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 054).

*Associate Degree Applicable*

POLICE 078  
OFFICER SAFETY/FIELD TACTICS 2 UNITS

**PREREQUISITE:** POLICE 001.

**LECTURE:** 32 hours per semester and

**LABORATORY:** 8 hours per semester.

Safety awareness and the use of proper field tactics in the performance of peace officer duties. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 042).

*Associate Degree Applicable*

POLICE 079  
DEFENSIVE TACTICS AND WEAPONLESS DEFENSE  
INSTRUCTOR COURSE 2.50 UNITS

**PREREQUISITE:** POLICE 001.

**LECTURE:** 20 hours per semester and

**LABORATORY:** 60 hours per semester.

Scenarios and basic skills will provide law enforcement with some new ideas and approaches to delivering the everyday defensive tactics to officers. Topics include physical fitness, assessment tests, handcuffing and searching techniques and active counter measures, LVNR (Lateral Vascular Neck Restraint) case law, liability and instructor development. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 031).

*Associate Degree Applicable*



POLICE 080  
FIELD TRAINING OFFICER 2 UNITS  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 32 hours per semester and  
**LABORATORY:** 8 hours per semester.  
Instruction in skills and information necessary for competent performance in the role of a Field Training Officer. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 043).  
*Associate Degree Applicable*

POLICE 081  
PLAIN CLOTHES OFFICER SURVIVAL 1.5 UNITS  
**PREREQUISITE:** POLICE 001 or CRMJUS 060.  
**LECTURE:** 16 hours per semester and  
**LABORATORY:** 24 hours per semester.  
This course is designed to expose students to the unique challenges associated with off-duty and plainclothes assignments. Topics discussed will involve tactical considerations, current trends and liability issues. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 052).  
*Associate Degree Applicable*

POLICE 082  
PROBLEM-ORIENTED POLICING .25 UNIT  
**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 4.5 hours per semester and  
**LABORATORY:** 3.5 hours per semester.  
Alternatives to present policing attitudes with an emphasis on crime prevention, problem-solving, and communication skills. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 096).  
*Associate Degree Applicable*

POLICE 084  
POLICE SUPERVISION 4 UNITS  
**PREREQUISITE:** POLICE 076x4.  
**LECTURE:** 80 hours per semester.  
Techniques of police supervision including problems of policy and procedures, leadership and responsibilities, performance evaluation, field problems, instructional and disciplinary methods, motivation, supervisory investigations and reports, and psychological aspects of supervision. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 055).  
*Associate Degree Applicable*

POLICE 085  
ADVANCED POLICE SUPERVISION 2 UNITS  
**PREREQUISITE:** POLICE 084.  
**LECTURE:** 30 hours per semester and  
**LABORATORY:** 10 hours per semester.  
This course will expand on skills learned in the 80-hour Police Supervision course. It will expose new supervisors to incident command management, new training methods, supervisory styles, time management, and problem solving techniques and decision making skills. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 056).  
*Associate Degree Applicable*

POLICE 086  
DOMESTIC VIOLENCE .5 UNIT  
**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 8 hours per semester.  
An introduction to the psychological state of victims of violence including battering, child abuse, and sexual assault. Emphasis on the development of positive intervention strategies and the identification of agencies designed to assist victims. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 077).  
*Associate Degree Applicable*

POLICE 087  
CHILD ABUSE 2.25 UNITS  
**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 32 hours per semester and  
**LABORATORY:** 8 hours per semester.  
The Child Abuse Investigation course will provide students with the skills to recognize, evaluate and synthesize all aspects of investigating alleged crimes against children. The crimes of child neglect, sexual and physical abuse and exploitation will be analyzed by the students. The course will familiarize officers with the legal rights and responsibilities of all involved parties in these types of crimes. This course also is designed to satisfy Peace Officers Standards and Training's mandates on child abuse per the Penal Code sections 13516 and 13517. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 070).  
*Associate Degree Applicable*

POLICE 088  
HATE AND BIAS CRIMES 1.25 UNITS  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 16 hours per semester and  
**LABORATORY:** 9 hours per semester.  
The goal of the program is to give law enforcement agencies the tools needed to recognize hate/bias crimes. It enhances the effectiveness of law enforcement agencies with investigation and prosecution of hate/bias crimes. Emphasis will be placed on victim and community needs, and initial response on patrol units. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 038).  
*Associate Degree Applicable*

POLICE 090  
TERRORISM: CURRENT THREAT AND RESPONSE .5 UNIT  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 8 hours per semester.  
An advanced officer training course on the nature and severity of the threat by terrorist activities and strategies to mitigate the threat. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 097).  
*Associate Degree Applicable*

POLICE 091  
 TERRORISM: BOMBS AND BOMBINGS .25 UNIT  
**PREREQUISITE: POLICE 001.**  
**DEPARTMENTAL ADVISORY: POLICE 097.**  
**LECTURE: 4 hours per semester .**  
**LABORATORY: 4 hours per semester.**  
 An advanced officer training course on improvised explosive devices and strategies for effectively and safely responding to bomb-related incidents. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 098).  
*Associate Degree Applicable*

POLICE 092  
 HIGH TECH CRIMES .75 UNIT  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 12 hours per semester and**  
**LABORATORY: 4 hours per semester.**  
 This course is designed to assist investigators in becoming aware of high tech criminal activity and to increase arrest and conviction rates involving high tech crimes. Officers will learn how to identify, write search warrants for high tech crimes, and explain the procedures in collecting evidence for credit card, computer and cellular phone crimes. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 039).  
*Associate Degree Applicable*

POLICE 095  
 JAIL OPERATIONS 3.25 UNITS  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 56 hours per semester and**  
**LABORATORY: 3 hours per semester.**  
 The purpose of the course is to prepare the new or experienced peace officer for the duties or tasks which are performed by officers in correctional facilities, regardless of location, size or budget of the employing agency. This course will provide the student with the knowledge and skills to combine academic concepts of classroom training with the realities of correctional facility work. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** (Formerly POLICE 057).  
*Associate Degree Applicable*

POLICE 096  
 JAIL SECURITY TRAINING .5 UNIT  
**PREREQUISITE: None.**  
**LECTURE: 8 hours per semester.**  
 This course will enable students to recognize and respond to security problems within a correctional environment. Topics include: minimum jail standards; jail con-games; contraband; narcotics; classification of prisoners; personal safety; emergency operations. (Formerly POLICE 009).  
*Associate Degree Applicable*

POLICE 097x4  
 CORRECTIONAL OFFICER UPDATE 1 UNIT  
**PREREQUISITE: POLICE 095.**  
**LECTURE: 20 hours per semester and**  
**LABORATORY: 4 hours per semester.**  
 Designed to review and update operation procedures, laws, current trends and fire and life safety as these pertain to custodial facility on an annual basis. Fulfills continuing education requirements for correctional officers. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** These courses may be taken four times each. (Formerly POLICE 044x4-045x4).  
*Associate Degree Applicable*

POLICE 996-997  
 SELECTED STUDIES IN POLICE SCIENCE .25-4 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 4-64 hours per semester and/or**  
**LABORATORY: 8-144 hours per semester.**  
 Seminars on selected studies in Police Science designed to address current issues and help peace officers with everyday problems, on topics such as law enforcement for school police, law enforcement bicycle patrol, verbal judo for law enforcement officers, and use of force issues.  
*Not Applicable to the Associate's Degree*

## POLITICAL SCIENCE

DIVISION: Social Science and  
 Organizational Development  
 DIVISION DEAN: Troy Sheffield, Ed.D.  
 DEPARTMENT HEAD: Edward Millican, Ph.D.  
 OTHER FACULTY: Gordon Munro, Ph.D.  
 DIVISION SECRETARY: Laura Cross  
 DIVISION OFFICE: Liberal Arts 122  
 (909) 384-8603  
 LIAISON COUNSELOR: Laura Gomez-Guillen, M.A.  
 (909) 384-8979

The Department of Political Science offers courses which satisfy general education requirements for students who wish to graduate with an Associate of Arts degree and/or transfer to four year institutions in pursuit of a baccalaureate degree. Political science courses satisfy the California State government and institutions requirement for the baccalaureate degree.

Students planning to transfer to a four-year institution and major in political science should consult with a counselor regarding the transfer process and lower division requirements. Political science provides useful preparation for students interested in careers in politics or government service, teaching, law enforcement, and the legal professions.

### COURSES OFFERED BY THE DEPARTMENT OF POLITICAL SCIENCE:

POLIT 100  
 AMERICAN POLITICS 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 Basic introduction to American government and politics designed to meet the state requirement in United States and California constitution and government, primarily concerned with American national government. Includes an introduction to democratic political theory, the scope of modern government, and state and local government in California.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
 CAN (California Articulation Number): GOVT 2

POLIT 101  
 CONTEMPORARY POLITICAL ISSUES 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 Introduction to political studies through an examination and analysis of basic questions and problems dealing with contemporary political life, including such main topics as government, authority, power, law, right, war, revolution, racial and class conflict and contemporary issues of public policy. Designed to meet the state requirement in United States and California constitution and government.  
*Associate Degree Applicable*  
*Course credit transfer to CSU and UC.*

POLIT 138  
GROUP LEADERSHIP 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.  
Principles and practices for effective work in group, group processes, and group leadership.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

POLIT 139  
COMMUNITY LEADERSHIP 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.  
Principles and practices for effective participation in the larger community, to include communication with public officials, bureaucracies, and other social institutions.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

POLIT 200  
CALIFORNIA STATE AND LOCAL GOVERNMENT 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
An introduction to the various functions, structure and services of state government in California including the organization and problems of counties, cities and special districts. Especially recommended for those planning employment with governmental agencies.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

POLIT 222  
SPECIAL PROBLEMS IN POLITICAL SCIENCE I 1 UNIT  
**PREREQUISITE:** None.  
**INDEPENDENT STUDY:** 3 hours per week.  
Assigned readings, research, projects, intern assignments and conferences for selected students who are interested in furthering their knowledge of political science on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

POLIT 223  
SPECIAL PROBLEMS IN POLITICAL SCIENCE II 2 UNITS  
**PREREQUISITE:** None.  
**INDEPENDENT STUDY:** 6 hours per week.  
Assigned readings, research, projects, intern assignments and conferences for selected students who are interested in furthering their knowledge of political science on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

POLIT 285  
HONORS IN POLITICAL SCIENCE 3 UNITS  
**PREREQUISITE:** *POLIT 100.*  
**COREQUISITE:** *POLIT 100.*  
**LECTURE:** 3 hours per week.  
Building on the concepts introduced in POLIT 100, this course uses selected primary texts to provide students with an appreciation for the variation and scope of Western Political thought. Students will apply the techniques of critical analysis to the theories of aristocracy (Plato), classical republicanism/nationalism (Machiavelli), American Constitutionalism and socialism (Marx). The connection of these ideas with concrete historical circumstances will be stressed.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

## PSYCHIATRIC TECHNOLOGY

DIVISION: Health Science  
INTERIM DIVISION DEAN: Marilyn Johnson, M.N.  
DEPARTMENT HEAD: Mimi Tumang, M.N.  
(909) 384-8927  
OTHER FACULTY: Marcia Alfano-Wyatt, M.A.  
Kristine Kattus, M.S.  
Marianne Klingstrand, M.A.  
Ida Nunez, A.S.  
DIVISION SECRETARY: Dorothy N. Fierro  
DIVISION OFFICE: Medical Arts Building  
(909) 384-4450  
LIAISON COUNSELOR: Linda Young, M.S.  
(909) 384-8980

The Psychiatric Technology program is a one-year vocational program accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners. This curriculum prepares students for licensure as Psychiatric Technicians through academic course work as well as field experience with developmentally and mentally disabled clients in various local facilities.

To apply for admission to the Psychiatric Technology Program, complete an application available in the Division Office of Health Science or the Counseling Center. Completed applications must be filed by February 1st for the Fall semester and by September 1st for the Spring semester.

California law allows for the denial of Psychiatric Technician Licensure on the basis of any conviction or action substantially related to psychiatric technician practice. The California Board of Vocational Nurse and Psychiatric Technician Examiners requires applicants for licensure with prior convictions to provide proof of rehabilitation that establishes fitness for performing psychiatric technician functions. For further clarification, contact the Board of Vocational Nurse and Psychiatric Technician Examiners.

### PREREQUISITES FOR ADMISSION TO THE PSYCHIATRIC TECHNOLOGY PROGRAM:

Complete the following courses with a grade of C or better:

BIOL 050 Anatomy and Physiology	4 units
ENGL 015 Preparation for College Writing	4 units
MATH 952 Prealgebra	3 units
PSYCH 100 General Psychology	3 units

PSYCHIATRIC TECHNOLOGY  
ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
PSYTCH 084 Introduction to Psychiatric Technology	17
PSYTCH 085 Psychiatric Technology: Nursing Science	12
PSYTCH 086 Psychiatric Technology: Behavioral Science	17
BIOL 050 Anatomy and Physiology	4
PSYCH 100 General Psychology	3
PSYCH 112 Child and Adolescent Psychology	3
PSYCH 132 Counseling Techniques	3
Or	
PSYCH 118 Human Sexual Behavior	(3)
Or	
PSYCH 103 Psychology of the Personality	(3)
SOC 100 Introduction to Sociology	3
Or	
ANTHRO 102 Cultural Anthropology	(3)
ENGL 101 Freshman Composition	4
<b>TOTAL UNITS</b>	<b>66</b>

PSYCHIATRIC TECHNOLOGY 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.

REQUIRED COURSES:	UNITS
BIOL 050 Anatomy and Physiology	4
ENGL 015 Preparation for College Writing	4
PSYCH 100 General Psychology	3
PSYTCH 084 Introduction to Psychiatric Technology	17
PSYTCH 085 Psychiatric Technology: Nursing Science	12
PSYTCH 086 Psychiatric Technology: Behavioral Science	17
<b>TOTAL UNITS</b>	<b>57</b>

COURSES OFFERED BY THE DEPARTMENT OF  
PSYCHIATRIC TECHNOLOGY:

PSYTCH 021  
PREPARATION FOR A CAREER IN THE HEALTH  
CARE FIELD 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

Designed for students interested in a career in nursing, pharmacy technology, or psychiatric technology. Explores roles, functions and skills that comprise the art and science of these careers. Introduction to specialty areas within the fields of nursing, pharmacy technology, and psychiatric technology. Includes information about requirements for admission into the Health Science programs and strategies for achieving success. This course is also offered as NURS 021 and PHT 021.

*Associate Degree Applicable*

PSYTCH 084  
INTRODUCTION TO PSYCHIATRIC TECHNOLOGY 17 UNITS

**PREREQUISITE:** None.

**LECTURE:** 10 hours per week and

**LABORATORY:** 21 hours per week.

An introduction to psychiatric technology with a focus on normal growth and development and the causes and types of developmental disabilities. Lectures include current trends, pharmacology, basic nutrition, and preventative measures and intervention. Laboratories include the role of the psychiatric technician, basic nursing principles and administration of prescribed medication of developmentally disabled clients. Students work in clinical settings, caring for developmentally disabled clients of all ages and ethnicities, and with either physical handicaps and/or severe behavior deficits. Students must pass both theory and clinical portions of this class with a 75% or better in each. Failure to do so will necessitate repeating the entire course. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE PSYCHIATRIC TECHNOLOGY PROGRAM.**

*Associate Degree Applicable*

PSYTCH 085  
PSYCHIATRIC TECHNOLOGY: NURSING SCIENCE 12 UNITS

**PREREQUISITE:** PSYTCH 084.

**LECTURE:** 7.22 hours per week and

**LABORATORY:** 12.22 hours per week.

Continuation of basic nursing science concepts and skills with a focus on current interventions for medical and surgical disorders of pediatric, adolescent, adult and geriatric clients. Includes practical applications of theory in caring for physically ill patients of all ages and ethnicities in hospital settings. Students must pass both lecture and clinical portions of this class with a 75% or better in each portion. Failure to do so will necessitate repeating the entire course.

*Associate Degree Applicable*

PSYTCH 086  
PSYCHIATRIC TECHNOLOGY: BEHAVIORAL SCIENCE 17 UNITS

**PREREQUISITE:** PSYTCH 084.

**LECTURE:** 10 hours per week and

**LABORATORY:** 21 hours per week.

A review of psychiatric disorders according to DSM III-R criteria with emphasis on interventions and psychopharmacological agents. Includes age and cultural implications of mental disorders. Practical application of theory includes caring for and administering medications to clients of all ages and ethnicities in acute, community, and state institution settings. Students must pass both theory and clinical with a 75% in each portion of this class. Failure to do so will necessitate repeating entire course.

*Associate Degree Applicable*

PSYCHOLOGY

DIVISION:	Social Science and Organizational Development
DIVISION DEAN:	Troy Sheffield, Ed.D.
DEPARTMENT HEAD:	Diane Pfahler, Ph.D.
OTHER FACULTY:	Frank Bruno, Ph.D.; Terry Maul, Ph.D.
DIVISION SECRETARY:	Laura Cross
DIVISION OFFICE:	Liberal Arts 122 (909) 384-8603
LIAISON COUNSELOR:	Laura Gomez-Guillen, M.A. (909) 384-8979

Psychology is both a natural and a social science concerned with the study of human behavior, thoughts, and emotions. As such, it is a broad discipline which involves both pure science and practical application of science to matters of daily living.

Students planning to transfer to a four-year institution and major in psychology should consult with a counselor regarding the transfer process and lower division requirements.

#### COURSES OFFERED BY THE DEPARTMENT OF PSYCHOLOGY:

PSYCH 052  
PRACTICAL PSYCHOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Study of the principles of psychology as applied to everyday living, communication with others and effective behavior.

*Associate Degree Applicable*

PSYCH 080  
MATH WITHOUT FEAR 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Math Without Fear is a course for students at any level of mathematics who have avoided the subject due to a fear of mathematics. A variety of appropriate mathematical and psychological topics will be discussed through individual, small group, and large group activities. This class is not a review course in mathematics. It is designed to help students to recognize, understand, and deal with the fear of mathematics in a non-intimidating environment.

*Associate Degree Applicable*

PSYCH 100  
GENERAL PSYCHOLOGY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Survey of the nature of human behavior and a consideration of theories and principles pertaining to the topics of experimental design, perception, thinking, learning, personality, psychological testing, emotion and motivation. Includes essential features of the biological and neurological bases of behavior.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): PSY 2*

PSYCH 101  
EXPERIMENTAL PSYCHOLOGY 3 UNITS

**PREREQUISITE:** PSYCH 100.

**LECTURE:** 3 hours per week.

Designed primarily for psychology majors, this course is an advanced study of the principles of general psychology with special emphasis on the experimental method and the physiological bases of behavior.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PSYCH 102  
PERSONAL AND SOCIAL ADJUSTMENT 3 UNITS

**PREREQUISITE:** PSYCH 100.

**LECTURE:** 3 hours per week.

A look at personal growth and adjustment issues from a variety of theoretical perspectives. This course reviews the characteristics of healthy and unhealthy behavior patterns and discusses management techniques and coping devices by which one can more effectively deal with problems of day-to-day living.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PSYCH 103  
PSYCHOLOGY OF PERSONALITY 3 UNITS

**PREREQUISITE:** PSYCH 100.

**LECTURE:** 3 hours per week.

Factors contributing to the development of personality and to some of the major ideas found in personality theories; designed to help students become aware of and to better understand their own behavior and the behavior of others.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PSYCH 104  
HEALTH PSYCHOLOGY 3 UNITS

**PREREQUISITE:** PSYCH 100.

**LECTURE:** 3 hours per week.

Survey of research-based suggestions for how people can live longer and improve the quality of their lives physically and mentally through their behavioral choices. Topics include preventing illness and enhancing health through psychological factors in such areas as stress management, nutrition, weight control, avoidance of substance abuse, exercise, safety, pain management, and increasing happiness. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, Provider number 01480, for 45 hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PSYCH 105  
STATISTICS FOR THE BEHAVIORAL SCIENCES 3 UNITS

**PREREQUISITE:** PSYCH 100.

**LECTURE:** 3 hours per week.

Statistics as applied to the social sciences including such topics as measurement, frequency distributions, measures of central tendency, measures of variability, the normal distribution curve, correlation, sampling, statistical inference, hypothesis testing and an introduction to analysis of variance.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PSYCH 110  
ABNORMAL PSYCHOLOGY 3 UNITS

**PREREQUISITE:** PSYCH 100.

**LECTURE:** 3 hours per week.

Survey of the field of mental and emotional disturbances, emphasizing causes and types of disorders. Special attention is paid to the variety of suffering in our culture and the issues raised over classifications of normal and abnormal behavior. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PSYCH 111  
DEVELOPMENTAL PSYCHOLOGY: LIFESPAN 3 UNITS  
**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Introduction to the study of lifespan developmental psychology from conception through aging. The focus is on six issues: (1) the nature of change, (2) continuity and discontinuity in development, (3) the influence of genes and social context on growth, (4) the influence of culture, race, and ethnicity on development, (5) the effect of present experience on future outcomes, and (6) current theory and research which contribute to an understanding of human development over the lifespan.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PSYCH 112  
DEVELOPMENTAL PSYCHOLOGY: CHILD AND ADOLESCENT PSYCHOLOGY 3 UNITS

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Survey of psychological growth of the normal individual from conception through adolescence with emphasis on stages of development.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PSYCH 113  
DEVELOPMENTAL PSYCHOLOGY: ADULTHOOD AND AGING 3 UNITS

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Study of human development in adulthood with particular emphasis on biological and environmental influences. Social, cognitive, and physical changes are examined in light of contemporary research and theory. Designed to help persons of all ages understand the aging process from a psychological perspective.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; contact a counselor for details.*

PSYCH 114  
SOCIAL PSYCHOLOGY 3 UNITS  
**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

An analysis of the impact of social influence processes on individual behavior. The course contributes to an understanding of such phenomena as person perception, interpersonal attraction, aggression, altruism, attitudes, nonverbal communication, and group dynamics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PSYCH 116  
PSYCHOLOGY OF SEX ROLES 3 UNITS  
**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Survey of the psychological factors which influence the development of sex roles and the extent to which these roles influence the behavior of women and men in various spheres of interpersonal behavior.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PSYCH 118  
HUMAN SEXUAL BEHAVIOR 3 UNITS  
**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Study of selected factors in human sexual behavior. Emphasis on psychology of sex and an analysis of assumptions and attitudes toward human sexuality. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

PSYCH 132  
COUNSELING TECHNIQUES 3 UNITS  
**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

A general study of interviewing and counseling techniques and theory.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

PSYCH 222  
SPECIAL PROBLEMS IN PSYCHOLOGY I 1 UNIT  
**PREREQUISITE: PSYCH 100.**

**INDEPENDENT STUDY: 3 hours per week.**

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of psychology on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

PSYCH 223  
SPECIAL PROBLEMS IN PSYCHOLOGY II 2 UNITS  
**PREREQUISITE: PSYCH 100.**

**INDEPENDENT STUDY: 6 hours per week.**

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of psychology on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

PSYCH 285  
HONORS IN PSYCHOLOGY 3 UNITS  
**PREREQUISITE:** PSYCH 100.  
**COREQUISITE:** PSYCH 100.  
**LECTURE:** 3 hours per week.  
Building on the concepts introduced in Psychology 100, this class focuses on the methods and products of inquiry related to classical psychological questions, such as nature versus nurture, the uses and abuses of intelligence testing, and the process of concept formation. Includes a look at current applications of psychology to improve the quality of daily life.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

## PUBLIC ADMINISTRATION

DIVISION: Social Science and  
Organizational Development  
DIVISION DEAN: Troy Sheffield, Ed.D.  
DIVISION SECRETARY: Laura Cross  
Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Wilma Cochrane, M.A.  
(909) 384-8986

Courses in Public Administration use knowledge of the skills, values, and behaviors involved in the formulation of public policies and management of public service to improve the effectiveness of the operation of government and other public service agencies.

Students planning to transfer to a four-year institution and major in public administration should consult with a counselor regarding the transfer process and lower division requirements.

### COURSES OFFERED WITHIN THE DISCIPLINE OF PUBLIC ADMINISTRATION:

PUBAD 100  
PRINCIPLES OF PUBLIC ADMINISTRATION 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Essential principles of public administration from the standpoint of modern concepts of management and organization and from the view of the practical problems encountered by administrators and supervisors in the daily operation of government.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

PUBAD 101  
ELEMENTS OF PUBLIC SERVICE SUPERVISION 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Total responsibilities of a supervisor, such as organization, human relations, grievances, training, rating, promotion and effective employee relations.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

PUBAD 105  
INTRODUCTION TO PUBLIC POLICY-MAKING 3 UNITS  
**PREREQUISITE:** PUBAD 100.  
**LECTURE:** 3 hours per week.  
An introduction to the policy-making process in public administration; the formulation of public policy; the decision-making process; the politics of making and administering public policy; problems and issues at all levels of government.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

PUBAD 198  
PUBLIC ADMINISTRATION WORK EXPERIENCE 1-4 UNITS  
**PREREQUISITE:** None.  
Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.  
*Associate Degree Applicable.*  
*Course credit transfers to CSU.*



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## Sequence of Reading Courses at SBVC

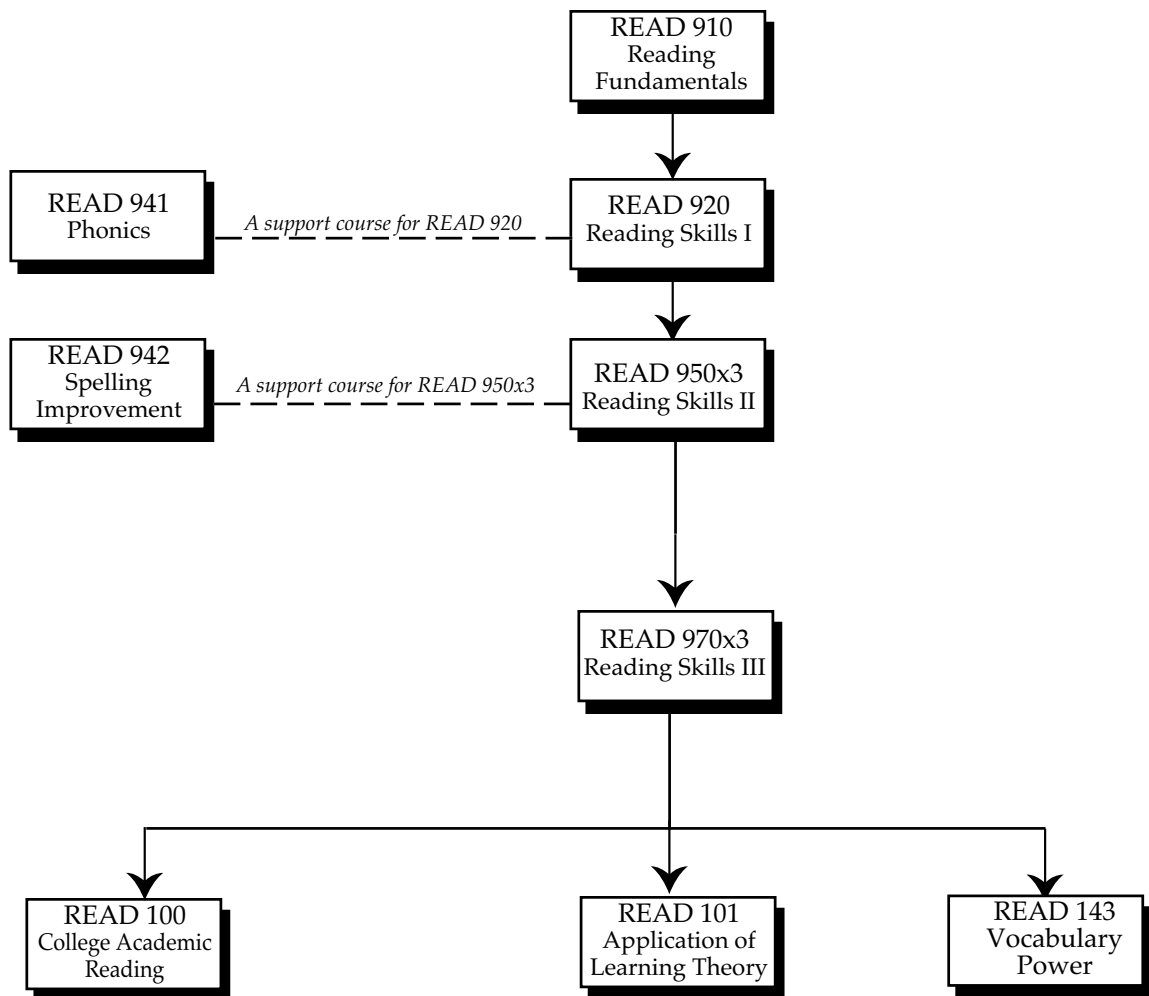
In order to graduate with an associate degree, you must complete  
READ 970x3, READ 100, or READ 101 with a grade of C or better

or

complete all courses required to satisfy minimum graduation requirements in  
Categories I, II, or III with an overall grade average of 2.0 or higher

You may follow this sequence of courses to develop proficiency in reading or  
you may be eligible to begin this sequence with READ 950x3 or higher  
depending on results of the SBVC assessment process.

*(Contact a counselor for details and assessment dates.)*





## READING AND STUDY SKILLS

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippy, M.F.A.
DEPARTMENT HEAD:	Helen Garcia, Ph.D.
OTHER FACULTY:	Carolyn Allen-Roper, M.A. Susan Purkart, M.A. Kay Weiss, Ed.D.
DIVISION SECRETARIES:	To Be Announced Liberal Arts 217 (909) 384-8633 Kelly Adcock North Hall 240 (909) 384-8906
LIAISON COUNSELOR:	Richard Long, M.A. (909) 384-8972

The Reading and Study Skills Department offers courses in reading improvement and study skills designed to help students succeed in college. Entering students can use their assessment scores to select the appropriate reading class. Courses in the Basic Reading Skills series (READ 910, 920, 950, 970) prepare students for college-level reading with an intensive program of instruction and laboratory practice. These courses also prepare students to satisfy one of the two options for fulfilling the reading competency requirement for the Associate Degree. READ 100 and 101 teach college-level reading and study skills. READ 143 helps students by providing strategies for the development of a college level vocabulary.

### COURSES OFFERED BY THE DEPARTMENT OF READING AND STUDY SKILLS:

**READ 100**  
COLLEGE ACADEMIC READING 3 UNITS  
**PREREQUISITE:** READ 970x3 or eligibility for READ 100 as determined through the SBVC assessment process.  
**LECTURE:** 3 hours per week.

This course is designed to improve analytical reading and critical thinking as required by academic textbooks and literature. Advanced college level vocabulary will be developed using various approaches. Comprehension of reading material focuses on the relationship between language and thinking, drawing sound inferences, distinguishing between fact and opinion, identifying bias and propaganda, and evaluation of evidence.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**READ 101**  
APPLICATION OF LEARNING THEORY 3 UNITS  
**PREREQUISITE:** READ 970x3 or eligibility for READ 101 as determined through the SBVC assessment process.  
**LECTURE:** 3 hours per week.

The course is designed to develop students' awareness of their thought processes and guide them through changes in their study strategies, attitudes, and habits through exercises keyed to across-the-curriculum text excerpts. Focus is on refining problem-solving and critical thinking skills by formulating and answering questions of inference, analysis, evaluation, and synthesis through a ten-step program.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**READ 143**  
VOCABULARY POWER 3 UNITS  
**PREREQUISITE:** READ 970x3 or eligibility for READ 100 or READ 101 through the SBVC assessment process.

**LECTURE:** 3 hours per week.

A vocabulary improvement class which emphasizes learning Greek and Latin word elements as a help to rapid growth in academic vocabulary. This class also surveys the history and development of the English language and enables students to examine current language issues critically.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**READ 910**  
READING FUNDAMENTALS 4 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 2 hours per week.

This beginning basic skills reading course is designed to provide an individualized reading program for students who are not eligible for READ 920x3. Includes reading readiness, phonics (association of printed letters with speech sounds in English), word perceptions, dictionary skills, syllabication, context clues, handwriting, spelling, verbal and written expressions, and comprehension.  
*Not applicable to Associate Degree*

**READ 920x3**  
READING SKILLS I 4 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 2 hours per week.

This basic skills course in reading is designed to prepare students for READ 950x3. Focus is on phonics and practice in listening, speaking, and both literal and inferential comprehension skills. This course may be taken three times.  
*Not applicable to Associate Degree*

**READ 920A**  
VOCATIONAL READING SKILLS I, PART 1 1 UNIT  
**PREREQUISITE:** None.

**LECTURE:** .75 hour per week and  
**LABORATORY:** .50 hour per week.

This is the first of a basic skills sequence emphasizing reading. Includes instruction in vocabulary development. Examples will be taken from vocational fields.  
*Not applicable to the Associate Degree*

**READ 920B:**  
VOCATIONAL READING SKILLS I, PART 2 1 UNIT  
**PREREQUISITE:** None.

**LECTURE:** .75 hour per week and  
**LABORATORY:** .50 hour per week.

This is the second of a basic skills sequence emphasizing reading. Includes instruction in phonics. Examples will be taken from vocational fields.  
*Not applicable to the Associate Degree*

READ 920C:  
 VOCATIONAL READING SKILLS I, PART 3 1 UNIT  
**PREREQUISITE:** None.  
**LECTURE:** .75 hour per week and  
**LABORATORY:** .50 hour per week.  
 This is the third of a basic skills course emphasizing reading. Includes instruction in literal comprehension skills. Examples will be taken from vocational fields.  
*Not applicable to the Associate Degree*

READ 920D  
 VOCATIONAL READING SKILLS I, PART 4 1 UNIT  
**PREREQUISITE:** None.  
**LECTURE:** .75 hour per week and  
**LABORATORY:** .50 hour per week.  
 This is the fourth of a basic skills course emphasizing reading. Includes instruction in inferential comprehension skills. Examples will be taken from vocational fields.  
*Not applicable to the Associate Degree*

READ 941  
 PHONICS 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 A basic skills course in phonics with an emphasis on sounds, sound symbols, and sound rules of the English language including word recognition, basic spelling, pronunciation, and auditory discrimination.  
*Not applicable to Associate Degree*

READ 942  
 SPELLING IMPROVEMENT 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 This basic skills class emphasizes improved spelling through a variety of approaches, such as using both auditory and visual memory, applying common spelling rules, using the dictionary, and using computer editing and spell-checking programs.  
*Not applicable to Associate Degree*

READ 950x3  
 READING SKILLS II 4 UNITS  
**PREREQUISITE:** READ 920x3 or eligibility for READ 950x3 as determined through the SBVC assessment process.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 2 hours per week.  
 A basic skills course designed to assist students in improving reading through an emphasis on word attack skills, vocabulary development, general comprehension skills, and study skills. This course may be taken three times.  
*Not applicable to Associate Degree*

READ 955  
 READING AND STUDY SKILLS DEVELOPMENT/  
 COMPUTER ASSISTED INSTRUCTION 1 UNIT  
**PREREQUISITE:** READ 920x3 or eligibility for READ 950x3 as determined through the SBVC assessment process.  
**LABORATORY:** 3 hours per week.  
 Reading 955 is a self-paced, computer-assisted program of basic reading and study skills. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. The skills to be learned include vocabulary development, literal and critical comprehension skills such as locating main ideas and supporting details, making inferences, drawing conclusions, and understanding the organization of stories and articles. Study Skills include: Test preparation, note taking, summarizing, outlining, and locating information. Graded on Credit/No-Credit basis only.  
*Not applicable to Associate Degree*

READ 970x3  
 READING SKILLS III 4 UNITS  
**PREREQUISITE:** READ 950x3 or eligibility for READ 970x3 as determined through the SBVC assessment process.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 2 hours per week.  
 A basic skills course designed to foster general reading improvement with an emphasis on reading comprehension and vocabulary. Required laboratory practice assignments are based on diagnostic tests which identifies areas of strengths and weaknesses. This course may be taken three times.  
*Not applicable to Associate Degree*

## REAL ESTATE/ESCROW

DIVISION:	Business and Information Technology
DIVISION DEAN:	Margaret Ortiz, M.A.
DEPARTMENT HEAD:	Nickolas Zoumbos, M.S. Business 100D (909) 384-8912
DIVISION SECRETARY:	Chris Williams
DIVISION OFFICE:	Business 101 (909) 384-8908
LIAISON COUNSELOR:	Wilma Cochrane, M.A. (909) 384-8986

The Real Estate curriculum is designed to provide students with the course requirements for prequalification for the real estate sales or brokers examinations.

### REAL ESTATE/ESCROW ASSOCIATE OF ARTS 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 101 Escrow Procedures I	3
REALST 100 Real Estate Principles	3
REALST 210 Real Estate Finance	3
REALST 215 Legal Aspects of Real Estate	3
REALST 230 Real Estate Economics	3
Or	
ECON 100 Introduction to Economics	(3)
Six units from one of the following areas of concentration	6
<b>TOTAL UNITS</b>	<b>21</b>

<b>1. REAL ESTATE CONCENTRATION</b>	
REALST 200 Real Estate Practice	3
REALST 205 Real Estate Appraisal: Residential	3

<b>2. ESCROW CONCENTRATION</b>	
ESCROW 102 Escrow Procedures II	3
ESCROW 103 Escrow Procedures III	3

<b>RECOMMENDED COURSES FOR BOTH CONCENTRATIONS:</b>	
ACCT 200 Principles of Accounting I	4
BUSAD 100 Introduction to Business	3
BUSAD 210 Business Law	3
BUSAD 106 Principles of Selling	3
BUSCAL 050 Quantitative Methods in Business	3
OIS 100 Beginning Keyboarding	3

**REAL ESTATE/ESCROW CERTIFICATES**

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.

**1. ESCROW CERTIFICATE**

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, savings and loans, and related firms.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ESCROW 101 Escrow Procedures I	3
ESCROW 102 Escrow Procedures II	3
ESCROW 103 Escrow Procedures III	3
REALST 100 Real Estate Principles	3
REALST 210 Real Estate Finance	3
REALST 215 Legal Aspects of Real Estate	3
Six units from the list of RECOMMENDED COURSES	6
<b>TOTAL UNITS</b>	<b>24</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
ACCT 100 Introduction to Accounting I	4
Or	
ACCT 200 Principles of Accounting I	(4)
BUSAD 100 Introduction to Business	3
BUSAD 110 Human Resource Management	3
BUSAD 210 Business Law	3
BUSCAL 050 Quantitative Methods in Business	3
OIS 100 Beginning Keyboarding	3
OIS 144 Business English	3
REALST 200 Real Estate Practice	3
REALST 205 Real Estate Appraisal: Residential	3

**2. REAL ESTATE CERTIFICATE**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
REALST 100 Real Estate Principles	3
REALST 200 Real Estate Practice	3
REALST 205 Real Estate Appraisal: Residential	3
REALST 210 Real Estate Finance	3
REALST 215 Legal Aspects of Real Estate	3
REALST 230 Real Estate Economics	3
or	
ACCT 100 Introduction to Accounting I	(4)
Six units from the list of RECOMMENDED COURSES	6
<b>TOTAL UNITS</b>	<b>24-25</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
ACCT 100 Introduction to Accounting I	4
or	
ACCT 200 Principles of Accounting I	(4)
BUSAD 100 Introduction to Business	3
BUSAD 103 Marketing Principles	3
BUSAD 210 Business Law	3
BUSCAL 050 Quantitative Methods in Business	3
ECON 100 Introduction to Economics	3
ESCROW 101 Escrow Procedures I	3
REALST 220 Property Management	3

**COURSES OFFERED BY THE DEPARTMENT OF REAL ESTATE/ESCROW:**

REALST 100  
REAL ESTATE PRINCIPLES 3 UNITS

*PREREQUISITE: None.*

*LECTURE: 3 hours per week.*

Fundamentals of real estate covering basic laws and principles of California real estate. Includes the background and terminology necessary for advanced study of real estate. Mandatory prerequisite for the real estate sales license examination.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 101  
REAL ESTATE LOAN PROCESSING FUNDAMENTALS 3 UNITS

*PREREQUISITE: None.*

*DEPARTMENTAL ADVISORY: REALST 100.*

*LECTURE: 3 hours per week.*

This course covers the fundamentals of processing real estate mortgage loans. Course content includes the basics of processing a conforming mortgage loan, from the application submission to the funding and closing of the mortgage loan. It is designed for entry-level employment into the real estate field.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 102  
GOVERNMENTAL AND NON-CONFORMING LOAN PROCESSING 3 UNITS

*PREREQUISITE: None.*

*DEPARTMENTAL ADVISORIES: REALST 100 and REALST 101.*

*LECTURE: 3 hours per week.*

This course provides in-depth training in the processing of non-conforming, FHA, and VA real estate mortgages. The student will learn the basics of processing sub-prime loans, jumbo loans, second mortgage, FHA, and VA mortgages. The full documentation, limited documentation, and stated income loan files will be covered.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 103  
COMPUTERIZED REAL ESTATE LOAN PROCESSING 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** REALST 100 and REALST 101.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

An introduction to computerized loan processing software in the field of real estate loans. This course is designed for mortgage originators, processors, and other mortgage professionals. Topics include working with loan files, amortization schedules, loan application processing, compliance, preparing good faith estimates, government forms, and processing various types of loan packages.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 200  
REAL ESTATE PRACTICE 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** REALST 100.

**LECTURE:** 3 hours per week.

Day-to-day operations in real estate; overview of brokerage procedures and the various roles of the employee. Mandatory prerequisite to real estate broker's examination.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 205  
REAL ESTATE APPRAISAL: RESIDENTIAL 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** REALST 100.

**LECTURE:** 3 hours per week.

Purposes of appraisals, appraisal process and the different methods, approaches and techniques used to determine the value of various types of property. Mandatory prerequisite to real estate broker's examination.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 210  
REAL ESTATE FINANCE 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** REALST 100.

**LECTURE:** 3 hours per week.

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 properties. Mandatory prerequisite to real estate broker's examination.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 211  
ADVANCED REAL ESTATE FINANCING 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** REALST 100 and REALST 210.

**LECTURE:** 3 hours per week.

An in-depth study of real property financing, risk analysis, negotiations, land development, construction financing, feasibility, analytical financing tools and other topics necessary to develop skills needed for real estate decision-making.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 215  
LEGAL ASPECTS OF REAL ESTATE 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** REALST 100.

**LECTURE:** 3 hours per week.

Study of California real estate law with emphasis on applications in real estate brokerage and related fields. Mandatory prerequisite to real estate broker's examination.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 220  
PROPERTY MANAGEMENT 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** REALST 100.

**LECTURE:** 3 hours per week.

Professional approach to the principles and practices of managing income properties, leasing, collections, rent schedules, budgets, purchasing, market economics, evictions, maintenance, taxation and record keeping.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 230  
REAL ESTATE ECONOMICS 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** REALST 100 and REALST 200.

**LECTURE:** 3 hours per week.

Intensive study of factors which influence changes in real estate values.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REALST 901  
REAL ESTATE PRE-LICENSE 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Preparation for the Real Estate Sales License examinations given weekly by the California Department of Real Estate. California real estate law, listing and deposit receipts, appraising, financing and taxation and mathematics of real estate.

*Not Applicable to the Associate Degree*

REALST 902  
BROKER'S LICENSE REVIEW 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Sales License or equivalent.

**LECTURE:** 3 hours per week.

A review for students who qualify to take the California Real Estate Broker's examination. Includes legal procedure, law, contracts, appraising, financing, taxation, business practices, syndication subdivision, liens and practice test questions.

*Not Applicable to the Associate Degree*

ESCROW 101  
ESCROW PROCEDURES I 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Methods and techniques of escrow procedures for various types of business transactions with emphasis on the legal and ethical responsibilities of professionals engaged in escrow and real estate work.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ESCROW 102  
ESCROW PROCEDURES II 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** ESCROW 101.

**LECTURE:** 3 hours per week.

Advanced study of the more unusual and difficult types of escrows with evaluations of possible solutions designed to increase the knowledge and efficiency of escrow personnel.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

ESCROW 103  
ESCROW PROCEDURES III 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** ESCROW 102.

**LECTURE:** 3 hours per week.

Case studies of unusual and difficult types of escrows with emphasis on escrows in which conflicts or disputes arise.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## RECREATION

See the Department of  
PHYSICAL EDUCATION AND ATHLETICS

## REFRIGERATION AND AIR CONDITIONING

DIVISION:	Technical
DIVISION DEAN:	Thomas Bauman, M.S.C.
DEPARTMENT CHAIR:	Carlos Busselle, B.A. (909) 384-8502
OTHER FACULTY:	Ralph Dennington, A.S. Edward Szumski, M.A.
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical 108 (909) 384-4451
LIAISON COUNSELOR:	George Fleming, M.S. (909) 384-8975

The Refrigeration and Air Conditioning Department prepares students for employment in the field of refrigeration and air conditioning. Employment of air conditioning and refrigeration technicians is expected to increase rapidly during the next decade. While air conditioning in offices, stores, hospitals, schools and other non-residential building has become commonplace, anticipated increases in rising personal incomes point to continued rapid growth in home air conditioning. Refrigeration is also necessary for the production, storage, and marketing of food and other perishables.

Students interested in preparing for employment in this field may begin their studies any semester. The course of study designed by SBVC's Department of Refrigeration and Air Conditioning may lead to an Associate of Science degree or a vocational certificate in Refrigeration and Air Conditioning.

## REFRIGERATION AND AIR CONDITIONING ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Refrigeration and Air Conditioning, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

## REFRIGERATION AND AIR CONDITIONING 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.

REQUIRED COURSES:	UNITS
TECALC 097 Technical Calculations	4
REFRIG 101x3 Refrigeration I	4
REFRIG 102x3 Refrigeration II	4
REFRIG 103x3 Refrigeration III	4
REFRIG 104x3 Refrigeration Electricity I	4
REFRIG 105x3 Refrigeration Electricity II	4
REFRIG 106x3 Air Conditioning and Heating	4
WELD 023x4 Oxy-Acetylene Welding	3
EPA Universal Certification (608)	
<b>TOTAL UNITS</b>	<b>31</b>

RECOMMENDED COURSES:	UNITS
AUTO 056x3 Automotive Air Conditioning	4

## COURSES OFFERED BY THE DEPARTMENT OF REFRIGERATION AND AIR CONDITIONING:

*Course descriptions for REFRIG 050A-Z through REFRIG 068A-Z follow the description for REFRIG 198.*

REFRIG 101x3  
REFRIGERATION I 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

A study of the basic principles of refrigeration, refrigerants, refrigeration components and tools. Repair and testing of refrigeration units. Basic brazing and soldering. This course may be taken three times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REFRIG 102x3  
REFRIGERATION II 4 UNITS

**PREREQUISITE:** REFRIG 101x3.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Principles of refrigeration compression systems, operations and controls, refrigeration and freezer construction, piping and parts layout. Included in the lab work are trouble shooting and servicing domestic refrigeration units. This course may be taken three times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

REFRIG 103x3  
REFRIGERATION III 4 UNITS**PREREQUISITE:** REFRIG 101x3.**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Theory of compressor construction and operation. Principle of all types of refrigerant controls and multi-stage control devices pertaining to commercial and industrial refrigeration. Includes practical lab work. This course may be taken three times.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

REFRIG 104x3  
REFRIGERATION ELECTRICITY I 4 UNITS**PREREQUISITE:** None.**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Fundamentals of direct and alternating current circuits, test equipment, electric motors of all types, wiring and control devices used in modern refrigeration equipment. Includes practical lab work with electrical refrigeration trainers and projects. This course may be taken three times.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

REFRIG 105x3  
REFRIGERATION ELECTRICITY II 4 UNITS**PREREQUISITE:** REFRIG 104x3.**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

A study of solid state control systems, emphasizing schematic reading and electrical trouble shooting pertaining to refrigeration equipment. Includes practical lab work with electrical refrigeration trainers and projects. This course may be taken three times.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

REFRIG 106x3  
AIR CONDITIONING AND HEATING 4 UNITS**PREREQUISITE:** REFRIG 101x3.**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Theory of multiple-stage systems and multiple-control devices; emphasis on condensing and evaporation equipment, heavy duty piping layout, forced-air heating, ventilation and air conditioning. Includes lab work with refrigeration trainers and projects. This course may be taken three times.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

REFRIG 198  
REFRIGERATION AND AIR CONDITIONING WORK  
EXPERIENCE 1-4 UNITS**PREREQUISITE:** None.

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

*REFRIG 050A-Z through REFRIG 068A-Z are based on course material supplied by the Refrigeration Engineering Society and are designed for upgrading journeymen.*

REFRIG 050A-Z  
REFRIGERATION AND AIR CONDITIONING I 3 UNITS**PREREQUISITE:** None.**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the first term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of the principles of refrigeration. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 051A-Z  
REFRIGERATION AND AIR CONDITIONING II 3 UNITS**PREREQUISITE:** None.**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the second term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of compressors, condensers and accessories. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 052A-Z  
REFRIGERATION AND AIR CONDITIONING III 3 UNITS**PREREQUISITE:** None.**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the third term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of air conditioning. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 055A-Z  
REFRIGERATION HEATING I 3 UNITS**PREREQUISITE:** None.**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the first term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of heating systems. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 056A-Z  
REFRIGERATION HEATING II 3 UNITS**PREREQUISITE:** None.**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the second of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of heating sources and distribution. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 057A-Z  
REFRIGERATION HEATING III 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the third term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of heating controls and filtering and cleaning equipment. This course is designed to help certify journeyman-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 060A-Z  
REFRIGERATION AND A/C ELECTRICITY I 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the first term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of fundamental electricity. This course is designed to help certify journeyman-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 061A-Z  
REFRIGERATION AND A/C ELECTRICITY II 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the second term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of alternating current and applications. This course is designed to help certify journeyman-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 062A-Z  
REFRIGERATION AND A/C ELECTRICITY III 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the third term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of solid state and electrical control circuits. This course is designed to help certify journeyman-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 065A-Z  
HEAT-PUMP THEORY 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is a single term of a national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of refrigeration heat-pump theory. This course is designed to help certify journeyman-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 066A-Z  
CONTROLS I 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the first term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of refrigeration pneumatic controls. This course is designed to help certify journeyman-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 067A-Z  
CONTROLS II 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the second term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of refrigeration electric controls. This course is designed to help certify journeyman-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

REFRIG 068A-Z  
CONTROLS III 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** HVAC Refrigeration Work Experience  
**LECTURE:** 3 hours per week.

This is the third term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of refrigeration electronic controls. This course is designed to help certify journeyman-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

## RELIGIOUS STUDIES

See the Department of PHILOSOPHY / RELIGIOUS STUDIES

## RESTAURANT MANAGEMENT/ FOOD SERVICE

DIVISION:	Business and Information Technology
DIVISION DEAN:	Margaret Ortiz, M.A.
DEPARTMENT HEAD:	E. Robert Baldwin Campus Center 110 (909) 384-8695
OTHER FACULTY:	Michael Durrett, M.B.A.
DIVISION SECRETARY:	Chris Williams
DIVISION OFFICE:	Business 101 (909) 384-8608
LIAISON COUNSELOR:	Wilma Cochrane, M.A. (909) 384-8986

The Restaurant Management/Food Service curriculum prepares students for careers in restaurant management, food services, and other hospitality career fields. Hospitality is the second largest employing industry in the state of California and the United States.

Successful completion of one of the vocational certificates qualifies students for certification and membership in the American School Food Service Association. Students completing the associate degree are prepared to transfer to a baccalaureate program at a four-year institution.

**RESTAURANT MANAGEMENT  
ASSOCIATE OF ARTS DEGREE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM 160 Food Preparation	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 201 Food Service Operations and Restaurant Problems	3
RM/FS 225 Sanitation and Safety	3
RM/FS 240 Purchasing	3
RM 250 Dining Room Service	3
RM 275 Food and Beverage Cost Control	3
FCS 162 Nutrition	3
<b>TOTAL UNITS</b>	<b>30-47</b>

**RESTAURANT MANAGEMENT/FOOD SERVICE  
CERTIFICATES**

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.

**1. DINING ROOM SERVICE CERTIFICATE**

The Dining Room Service Certificate is designed to prepare students for entry-level employment in the front-of-the-house of the Restaurant/Hospitality industry.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM/FS 161 Quantity Food Preparation	3
RM/FS 225 Sanitation and Safety	3
RM 250 Dining Room Service	3
BUSCAL 050 Quantitative Methods in Business	3
<b>TOTAL UNITS</b>	<b>18-35</b>

**2. FOOD PREPARATION CERTIFICATE**

The Food Preparation Certificate is designed to prepare students for entry-level employment in food preparation.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM 160 Food Preparation	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 225 Sanitation and Safety	3
RM/FS 240 Purchasing	3
BUSCAL 050 Quantitative Methods in Business	3
<b>TOTAL UNITS</b>	<b>21-38</b>

**3. FOOD SERVICE CERTIFICATE**

The Food Service Certificate is designed for students interested in employment at commercial restaurants, institutions, health care facilities, school food services, and related food service industries.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 201 Food Service Operations and Restaurant Problems	3
RM/FS 225 Sanitation and Safety	3
RM 235 Menu Planning	3
RM/FS 240 Purchasing	3
RM 275 Food and Beverage Cost Control	3
ACCT 100 Introduction to Accounting I	4
BUSAD 100 Introduction to Business	3
BUSCAL 050 Quantitative Methods in Business	3
<b>TOTAL UNITS</b>	<b>31</b>

**4. RESTAURANT MANAGEMENT CERTIFICATE**

The Restaurant Management Certificate is designed for students who are interested in entering middle-management positions within the Restaurant/Hospitality industry.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM 160 Food Preparation	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 201 Food Service Operations and Restaurant Problems	3
RM/FS 225 Sanitation and Safety	3
RM/FS 240 Purchasing	3
RM 250 Dining Room Service	3
RM 275 Food and Beverage Cost Control	3
ACCT 100 Introduction to Accounting I	4
BUSAD 100 Introduction to Business	3
BUSCAL 050 Quantitative Methods in Business	3
FCS 162 Nutrition	3
<b>TOTAL UNITS</b>	<b>40-60</b>



COURSES OFFERED BY THE DEPARTMENT OF RESTAURANT MANAGEMENT/FOOD SERVICE:

RM/FS 101  
INTRODUCTION TO RESTAURANT MANAGEMENT/  
FOOD SERVICE 3 UNITS

**PREREQUISITE:** None.  
**COREQUISITE:** RM 110x3 or RM 111x2.  
**LECTURE:** 3 hours per week.

History of restaurant management and food service industries showing progress, change and future opportunities. Introduction to the economics of restaurants, coffee shops, cafeterias and institutional feeding.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

RM/FS 161  
QUANTITY FOOD PREPARATION 3 UNITS

**PREREQUISITE:** RM 160 or FCS 160.  
**LECTURE:** 3 hours per week.

Introduction to the scientific theory of the application of heat, and the changes that take place in food during the cooking process. Includes handling of kitchen tools and equipment, analysis of budgets, and the proper techniques of preparing food for quantity production. This course is also offered as FCS 161.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

*\*Effective FA02 only*

RM/FS 161  
QUANTITY FOOD PREPARATION 3 UNITS

**PREREQUISITE:** RM 160 or FCS 160.  
**LECTURE:** 3 hours per week.

Introduction to the scientific theory of the application of heat, and the changes that takes place in food during the cooking process. Includes handling of kitchen tools and equipment, analysis of budgets, and the proper techniques of preparing food for quantity production. This course is also listed as FCS 161.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

*\*Effective SP03*

RM/FS 201  
FOOD SERVICE OPERATIONS AND  
RESTAURANT PROBLEMS 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Training in duties performed at various stations in a cafeteria with discussion of the physical aspects of restaurant operations including problems dealing with dining rooms, service facilities, remodeling, furnishing and the use of mechanical equipment.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

RM/FS 225  
SANITATION AND SAFETY 3 UNITS

**PREREQUISITE:** RM/FS 101 or RM 160 or RM/FS 161 or FCS 160.  
**LECTURE:** 3 hours per week.

Sanitation and safety as these effect the individual and the operation with a focus on the prevention and control of problems encountered in client and employee safety and sanitation. Includes accidents, fire prevention, security maintenance and foodborne illnesses. This course is also offered as FCS 225.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

RM/FS 240  
PURCHASING 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Policies, procedures, controls and their implementation in purchasing merchandise and supplies including food, beverage, equipment, serveware, furniture, fixtures, and contract services. Students write and analyze reports of purchasing procedures, manuals, and receiving reports. This course is also offered as FCS 240.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

RM 110x3  
RESTAURANT INTERNSHIP I 1.5 - 10 UNITS

**PREREQUISITE:** None.  
**LABORATORY:** 4.5 - 30 hours per week.

The laboratory is an operational restaurant. Includes techniques of preparing entrees, short orders, and desserts in quantity; recipe standardization; determination of need and supplies; organization of work stations; effective use of equipment and time management; and attractive service. This course may be taken three times.

*Associate Degree Applicable.*  
*Course credit transfers to CSU.*

RM 111x2  
RESTAURANT INTERNSHIP II 1.5 - 10 UNITS

**PREREQUISITE:** None.  
**LABORATORY:** 4.5 - 30 hours per week.

The laboratory is an operational restaurant. Includes the language of food and food preparation techniques (American and French); strategies for catering; and techniques for preparing soups, sauces, and stocks. This course may be taken twice.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

RM 160  
FOOD PREPARATION 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Basic knowledge of food science and proficiency in food preparation techniques. Emphasizes nutritional values, food safety, sanitation, and food product standards. This course is also offered as FCS 160.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

*\*Effective FA02 only*

RM 160  
INTRODUCTION TO FOODS 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Introduction to food science principles and food preparation techniques. Emphasis on ingredient functions and interactions; technique, production and sensory evaluation standards, food safety, sanitation, nutrient values, and food presentation. This course is also listed as FCS 160.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

*\*Effective SP03*

RM 198  
RESTAURANT MANAGEMENT  
WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.  
Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Work Experience 5-20 hours per week.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

RM 235  
MENU PLANNING 3 UNITS  
**PREREQUISITE:** RM/FS 101 or RM/FS 161 or FCS 160.

**LECTURE:** 3 hours per week.  
Principles of menu planning with emphasis on development, types, organization, and significance of menus. Includes cost and pricing of menu items, and current legislation regarding truth in advertising. This course is also offered as FCS 235.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

RM 250  
DINING ROOM SERVICE 3 UNITS  
**PREREQUISITE:** RM/FS 101.

**LECTURE:** 3 hours per week.  
Course is taught with the proprietor and the dining room employees in mind. Topics covered include: psychology of service, dining room organization, training in American, Buffet, Butter, English, French, and Russian service techniques; use of equipment, tableside service, and wine and beverage service.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

RM 275  
FOOD AND BEVERAGE COST CONTROL 3 UNITS  
**PREREQUISITE:** RM/FS 101.

**LECTURE:** 3 hours per week.  
Topics of coverage include: costs, sales, sales prices, profit relationships, break-even analysis, control techniques, food controls, beverage controls and labor controls.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

RM 298-299  
SPECIAL TOPICS IN RESTAURANT MANAGEMENT .25-3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 4-48 hours per semester.  
Selected seminars in the field of Restaurant Management developed to meet specific group needs. Topics may include current trends in baking, meat utilization, and techniques for preparing soups and sauces.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

## SCIENCE LEARNING CENTER

DIVISION: Science and Math  
DIVISION DEAN: W. William Hughes, Ph.D.  
DIRECTOR: Robert Wilson, M.A.  
LEARNING RESOURCES ASSISTANT: Kristen Van Hala

The Science Learning Center is a new program on campus to help

students succeed in introductory science courses. It is flexibly designed to teach students methods of study necessary for success in any science class. Students will also be provided with short-term solutions to immediate problems specific to their course of study.

SLC 600  
SCIENTIFIC READING AND STUDY SKILLS NON-CREDIT  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Concurrent enrollment in an introductory, degree-applicable science course.  
**LECTURE:** 2 hours per week.  
Designed to investigate the purpose of scientific inquiry, the study skills needed in introductory science courses, and the use of science textbooks and other written material such as tables and graphs. It is intended to help students succeed in introductory science courses.

## SIGN LANGUAGE

See AMERICAN SIGN LANGUAGE

## SOCIOLOGY

DIVISION:	Social Science and Organizational Development
DIVISION DEAN:	Troy Sheffield, Ed.D.
DEPARTMENT HEAD:	Janet Pielke Brennecke, M.A.
OTHER FACULTY:	Douglas Gutknecht, Ph.D.
DIVISION SECRETARY:	Laura Cross
DIVISION OFFICE:	Liberal Arts 122 (909) 384-8603
LIAISON COUNSELOR:	Laura Gomez-Guillen, M.A. (909) 384-8979

Sociology is both a scientific and humanistic discipline. Sociologists examine the systems of social action including single social acts, social relationships, organizations, institutions, communities, and societies. Through analyses of society, its groups, institutions, and processes, sociologists attempt to understand and predict human behavior.

The study of sociology prepares students for further study of and careers in social work, probation, corrections, human services, law enforcement, research, public policy, law and education. Students planning to transfer to a four-year institution and major in sociology should consult with a counselor regarding the transfer process and lower division requirements.

### COURSES OFFERED BY THE DEPARTMENT OF SOCIOLOGY:

SOC 100  
INTRODUCTION TO SOCIOLOGY 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.  
Examination of the social influences on human behavior focusing on American social patterns and process; structure and function; conflict and change in society; multicultural conflicts; and a comparison of these processes with international and global patterns.  
*Associate Degree Applicable*  
Course credit transfers to CSU and UC.  
CAN (California Articulation Number): SOC 2

SOC 110  
CONTEMPORARY SOCIAL ISSUES 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An analysis of issues of concern in American society such as crime, racism, sexism, aging, substance abuse, divorce, social inequality and social change.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SOC 4*

SOC 130  
MARRIAGE AND THE FAMILY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A descriptive and analytical survey of the structure and process of contemporary families and marriages. Includes analysis of these relationships as intimate relationships and social institutions.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

SOC 141  
RACE AND ETHNIC RELATIONS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An analysis of the major sociological perspectives, race, and ethnic relations, domestic and global, with emphasis on the nature and trends in race/ethnic relations in American society and comparative cultures, focusing on inter-ethnic and inter-group conflicts.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

SOC 145  
SOCIOLOGY OF GENDER 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** ENGL 015 or eligibility for ENGL 101.

**LECTURE:** 3 hours per week.

Examines the changing roles of women and men in contemporary American society. A sociological and humanistic approach will be utilized to analyze gender roles in major social institutions: the family, religion, education, work, mass media, law, medicine, and political and economic structures.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

SOC 150  
INTRODUCTION TO GERONTOLOGY:  
SOCIAL ASPECTS OF AGING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Physical, emotional, social and economic perspectives on aging including a review of how roles change with age, and the opportunities available to people over age 55. Recommended for human services paraprofessionals, for those interested in gerontology as a profession, and those retired or preparing to retire. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as HUMSV 150.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SOC 152  
COUNSELING THE ELDERLY AND  
THEIR FAMILIES 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A practical course in counseling which applies communication skills to the resolution of problems unique to the elderly. Includes techniques for solutions to problems within families and with the society at large. This course is also offered as HUMSV 152.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SOC 160  
CRIME AND DELINQUENCY 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

The nature of correctional work; aims and objectives of correctional administration; probation and parole practices; skills, knowledge, and attitudes required for employment in the field; types of institutions and services; and career opportunities in corrections. This course is also offered as HUMSV 160.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SOC 170  
INTRODUCTION TO HUMAN SERVICES 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

History, philosophy, development and practice of social welfare, public services, casework, social/group work, community public service organizations, and career opportunities in Human Services. This course is also offered as HUMSV 170.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SOC 172  
GROUP AND FAMILY DYNAMICS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A study of the dynamics operating in groups and families including the identification of healthy versus dysfunctional groups/families; methods of intervention in dysfunctional groups/families; and techniques of facilitating treatment groups. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as HUMSV 172.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SOC 173  
HELPING SKILLS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A practical study of helping strategies and interpersonal skills. The focus is on the use of techniques to improve communication, better evaluate relationships, and resolve conflicts. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as HUMSV 173.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SOC 174  
INTRODUCTION TO SELF-HELP 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the principles, processes, and practices of self-help for individuals and for mutual aid groups. Focus will be on initiating and facilitating self-help groups, particularly for special populations. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as HUMSV 174.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SOC 285  
HONORS IN SOCIOLOGY 3 UNITS

**PREREQUISITE:** SOC 100.

**COREQUISITE:** SOC 100.

**LECTURE:** 3 hours per week.

A treatment of the major paradigms and theories in sociology including structuralism, functionalism, conflict theory, interactionism, and ethnomethodology. Includes research methods and new directions in sociology with emphasis on sociological practice.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## SPANISH

DIVISION: Humanities  
INTERIM DIVISION DEAN: Robert Rippy, M.F.A.  
DEPARTMENT HEAD: Susan Spagna, Ph.D.  
North Hall 204  
(909) 384-8543

OTHER FACULTY: Antonio Duarte, M.A.  
Nori Mejia, M.A.  
Jeff Schmidt, M.A.

DIVISION SECRETARIES: Kelly Adcock  
North Hall 240  
(909) 384-8906  
To Be Announced  
Liberal Arts 217  
(909) 384-8633

LIAISON COUNSELOR: Juan Zepeda, M.S.C.  
(909) 384-8976

The ever-increasing role that the United States takes in global affairs, international trade, and the growing numbers of immigrants dictate the need for knowledge of a modern foreign language. The primary objective of the Modern Languages Department is communication at an acceptably correct level with an understanding of culture.

Teaching methods incorporate critical thinking activities and include the direct oral approach, lectures and language laboratory assignments. Courses are offered in American Sign Language, French, and Spanish.

Students planning to transfer to a four-year institution and major in a modern language should consult with a counselor regarding the transfer process and lower division requirements. Positions for which four-year graduates in modern languages are qualified are teaching, business, foreign services, law enforcement, nursing, hospitality services, and secretarial services.

## COURSES OFFERED BY THE DEPARTMENT OF MODERN LANGUAGES:

### SPANISH

SPAN 015  
CONVERSATIONAL SPANISH I 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Designed for students who wish to learn to communicate orally in the Spanish language for the purposes of personal pleasure or business, this course focuses on conversation skills rather than the formal study of grammar.

*Associate Degree Applicable*

SPAN 016  
CONVERSATIONAL SPANISH II 3 UNITS

**PREREQUISITE:** SPAN 015.

**LECTURE:** 3 hours per week.

A continuation of SPAN 015 with a focus on more complex communication and informal conversation patterns. Does not include a formal study of grammar.

*Associate Degree Applicable*

SPAN 025,026,027,028  
SPECIALIZED SPANISH VOCABULARY AND PRONUNCIATION 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

This course is an introduction to Spanish language pronunciation and specific vocabulary for persons working in specialized fields such as tax preparation, the postal service, banking, etc. There will be an emphasis on oral communication.

*Associate Degree Applicable*

SPAN 101  
COLLEGE SPANISH I 5 UNITS

**PREREQUISITE:** None.

**LECTURE:** 5 hours per week.

Begins to develop the ability to converse, read and write in Spanish. Includes the study of essentials of pronunciation, vocabulary, idioms, and grammatical structures along with an introduction to the cultures of Spanish speaking peoples.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPAN2*

SPAN 102  
COLLEGE SPANISH II 5 UNITS

**PREREQUISITE:** SPAN 101.

**LECTURE:** 5 hours per week.

Further development of conversational, reading, and writing skills in Spanish with special emphasis on verbs, grammar, vocabulary expansion, and cultural applications of the Spanish language.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

*CAN (California Articulation Number): SPAN4*

SPAN 103  
COLLEGE SPANISH III 4 UNITS

**PREREQUISITE:** SPAN 102.

**LECTURE:** 4 hours per week.

Continued development of conversational, reading, and writing skills in Spanish. Includes the study of more complex grammatical structures, and extensive expansion of vocabulary and cultural awareness through introduction to literature from various Spanish speaking countries.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPAN8*

SPAN 104  
COLLEGE SPANISH IV 4 UNITS

**PREREQUISITE:** SPAN 103.

**LECTURE:** 4 hours per week.

A continuation of SPAN 103; further development of language skills through reading, discussion, analysis, and writing about culturally representative works from Spain and Latin America. Emphasis on composition and literature as an expression of the culture.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPAN10*

SPAN 119  
SPANISH FOR MEDICAL PERSONNEL 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Emphasis on communication and comprehension skills with Spanish-speaking patients or clients, including interviews, basic medical terminology, and general information necessary in the performance of respective job situations. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SPAN 140  
SPANISH FOR CHILD DEVELOPMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Language and listening experiences in Spanish through the use of literature, music, conversation and dramatic play. Emphasis will be placed on acquisition of basic communication skills appropriate for those students teaching or planning to teach in early childhood bilingual-bicultural learning environments. This course is equivalent to CD 140.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SPAN 158  
SPANISH FOR NATIVE SPANISH SPEAKERS 5 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Ability to communicate orally in Spanish.

**LECTURE:** 5 hours per week.

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. This course is conducted primarily in Spanish and provides skill training equivalent to SPAN 102.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

SPAN 227A  
SELECTED STUDIES IN SPANISH: COSTA RICA 2 UNITS

**PREREQUISITE:** SPAN 104.

**LABORATORY:** 4 hours per week.

Assigned topics in Spanish involving interviewing, oral and written reports and library research work for selected advanced students on a Study Abroad program in Latin America who are interested in furthering their knowledge of the language, history and culture of the host country on an independent study basis.

*Applicable to the Associate Degree*

*Course credit transfers to CSU.*

SPAN 285  
HONORS IN SPANISH 3 UNITS

**PREREQUISITE:** SPAN 102.

**LECTURE:** 3 hours per week.

A study of the culture of Spain and the Spanish Americas and the expression of those cultures in the Spanish language. Includes the development of the Spanish language from Latin, the impact of Spanish colonization in the Americas, transculturation, and contemporary Hispanic population in North America. Class lecture and discussion will be conducted primarily in Spanish.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## SPEECH

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippey, M.F.A.
DEPARTMENT HEAD:	Sherrie Guerrero, Ed.D.
OTHER FACULTY:	Diana Alblinger, M.A. Leticia Hector, M.A.
DIVISION SECRETARIES:	To Be Announced Liberal Arts 217 (909) 384-8633 Kelly Adcock North Hall 240 (909) 384-8906
LIAISON COUNSELOR:	Juan Zepeda, M.S.C. (909) 384-8976

Courses offered by the Department of Speech are designed to foster practical communication skills. The emphasis is the development of the skills and techniques essential for effective public and interpersonal communication—a prerequisite for both occupational and personal success.

Students planning to transfer to a four-year institution and major in speech should consult with a counselor regarding the transfer process and lower division requirements.

### COURSES OFFERED BY THE DEPARTMENT OF SPEECH:

SPEECH 100  
ELEMENTS OF PUBLIC SPEAKING 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Training in the application of the concepts, principles, and skills of effective speech communication situations and public speaking.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPCH 4*

**SPEECH 110**  
**BEGINNING VOICE AND DICTION** 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

Techniques of voice production for both public speaking and the stage. Includes theory and practice in developing vocal skills for performance such as breathing, pitch, rate, articulation, volume, and quality. This course is also offered as THART 110.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**SPEECH 111**  
**INTERPERSONAL COMMUNICATION** 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

Examination of the dynamics of the communication process, accurate expression of ideas, self-concept as it relates to communication, the place of self-disclosure in the communication process, the influence of personal perception on communication, listening and feedback, non-verbal communication, interviewing, and assertive speech patterns. Speech activities include conversation in pairs and small groups, short talks, listening training, and analysis of recorded speaking exercises.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPCH8*

**SPEECH 120**  
**ORAL INTERPRETATION** 3 UNITS

**PREREQUISITE:** *SPEECH 100.*

**LECTURE:** *3 hours per week.*

Training in the analysis of literature for oral reading with practice in the presentation of materials from the platform. Includes instruction in effective speech skills and the remediation of minor voice problems.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**SPEECH 125**  
**CRITICAL THINKING THROUGH ARGUMENTATION**  
**AND DEBATE** 3 UNITS

**PREREQUISITE:** *None.*

**DEPARTMENTAL ADVISORY:** *SPEECH 100 or SPEECH 111.*

**LECTURE:** *3 hours per week.*

Designed to provide an oral approach to critical thinking skills. Language, argument structure, types of reasoning, evaluation of evidence, fallacies in reasoning, and case development strategies are explored. Individual and group debating experiences are included.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPCH6*

**SPEECH 130**  
**INTRODUCTION TO COMMUNICATION** 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

Theory-based introduction to basic concepts in human communication. Provides overview of the field of communication by addressing public, rhetoric, interpersonal, intercultural, group, organizational, mass and mediated communication. Individual and group presentations help students identify and analyze communication patterns and their effects as well as develop strategies for becoming better communicators.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**SPEECH 135**  
**MASS MEDIA AND SOCIETY** 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

An exploration of the history, effects, and role of the mass media in the U.S. The major forms of mass communication are studied (television, radio, film, newspapers and magazines). Focuses on critical analysis of media messages, effects of media on individual and society, and theories of communication. Students move beyond being "consumers" of media to "analysts" of media.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**SPEECH 140**  
**SMALL GROUP COMMUNICATION** 3 UNITS

**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*

Explores discussion principles, communication skills, conflict management, participation practices, and leadership within small groups in a variety of contexts. Group formation, verbal and non-verbal communication, listening, and decision-making procedures are also examined. Emphasis is on group participation, group discussion, and group projects/presentations.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**SPEECH 174**  
**INTERCULTURAL COMMUNICATION** 3 UNITS

**PREREQUISITE:** *None.*

**DEPARTMENTAL ADVISORY:** *ENGL 015 or eligibility for ENGL 101 as determined through the SBVC assessment process.*

**LECTURE:** *3 hours per week.*

This course focuses on the communication behavior and values common to all cultures and ethnic groups and on the differences that insulate and divide people. Students will examine influences on the communication process, including stereotyping, perception, prejudice, values, expectations, etc. Students will learn to overcome the communication problems that can result when members of other cultures communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. Students will also acquire a greater appreciation for others.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**SPEECH 176**  
**GENDER DIFFERENCES IN COMMUNICATION** 3 UNITS

**PREREQUISITE:** *None*

**DEPARTMENTAL ADVISORY:** *ENGL 015 or eligibility for ENGL 101 as determined through the SBVC assessment process.*

**LECTURE:** *3 hours per week.*

This course explores the gender differences evident in communication. Students will examine the theories concerning gender differences, issues of gender in a variety of contexts (families, relationships, the workplace, the media, school), and the differences in the communication patterns resulting from gender. Students will evaluate their own communication for evidence of gender patterns, and will discuss effective communication skills.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

SPEECH 222  
INDEPENDENT STUDY IN SPEECH 1-3 UNITS

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned projects involving research and analysis of selected topics or directed study for students who are interested in furthering their knowledge of speech on an independent study bases. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

SPEECH 910  
ORAL COMMUNICATION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A basic skills course designed to provide practice in platform speaking and round-table discussion with emphasis on using the principles of clear and effective speech in order to communicate ideas in conversations.

*Not applicable to the Associate Degree*

## TECHNICAL CALCULATIONS

See courses within the Department of  
ELECTRICITY/ELECTRONICS

## THEATRE ARTS

DIVISION:	Humanities
INTERIM DIVISION DEAN:	Robert Rippey, M.F.A.
DEPARTMENT HEAD:	Sherrie Guerrero, Ed.D. Liberal Arts 241 (909) 384-8625
OTHER FACULTY:	Denise Dale Jacobs, M.F.A.
DIVISION SECRETARIES:	Kelly Adcock North Hall 240 (909) 384-8906 To Be Announced Liberal Arts 217 (909) 384-8633
LIAISON COUNSELOR:	Richard Long, M.A. (909) 384-8972

Theatre Arts is the study of human expression which culminates in live performance. The play is the medium used to tell a story performed by actors. Theatre Arts includes the study of the literature and related disciplines and technologies required for performances.

The Theatre Arts Department coordinates several student performances each year.

Courses offered by the Theatre Arts Department emphasize individual creativity, personal interaction, and communication skills. Courses are designed to meet the needs of students fulfilling general education requirements and the needs of students who are pursuing theatre as a major. Students planning to transfer to a four-year institution and major in Theatre Arts or a related field should consult with a counselor regarding the transfer process and lower division requirements.

## COURSES OFFERED BY THE DEPARTMENT OF THEATRE ARTS:

THART 100  
INTRODUCTION TO THE THEATRE 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to theatre from behind-the-scenes to on-stage. In this course students discover the nature of theatre as an art form, how productions are designed and directed, what actors think about in developing roles, where theatre has come from, the directions it has taken, and what its future might be.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

THART 110  
BEGINNING VOICE AND DICTION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Techniques of voice production for both public speaking and the stage. Includes theory and practice in developing vocal skills for performance such as breathing, pitch, rate, articulation, volume, and quality. This course is also offered as SPEECH 110.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

THART 114x4  
REHEARSAL AND PERFORMANCE 1-4 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week per unit.

Supervised rehearsal and performance of a theatre department production. **ENROLLMENT IN THIS CLASS IS CONTINGENT WITH AN AUDITION FOR A CURRENT THEATRE PRODUCTION.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*\*Effective FA02 only*

THART 114x4  
THEATRE PRACTICUM 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

Supervised rehearsal and performance of a college musical and/or play production. Focuses on all aspects of theatre presentation, acting, and production. Enrollment in this class is contingent upon an audition for a current theatre production.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*\*Effective SP03*

THART 120  
ACTING FUNDAMENTALS I 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Introduction to acting techniques including foundational performing skills using techniques in relaxation, concentration, improvisation and mime. Practice in non-verbal communication and creative problem-solving working individually and in groups.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): DRAM8*

THART 121  
ACTING FUNDAMENTALS II 3 UNITS

**PREREQUISITE:** THART 120.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

A continuation of THART 120. Includes further practice in relaxation and concentration techniques; the development of character through script analysis with emphasis on physicalization; scene work; and the preparation of monologues.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

THART 135  
DIRECTING FUNDAMENTALS I 3 UNITS

**PREREQUISITE:** THART 120 or equivalent.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

This course is an introductory study of techniques of directing for the theatre. Topics to be covered include such areas as script analysis and blocking, rehearsal, staging, and the processes to be followed in working with other creative artists in theatre including producers, designers, and crews. Beginning directors will work with beginning and intermediate actors on class projects which may culminate in workshop production.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

THART 160x4  
THEATRE CRAFTS 3 UNITS

**PREREQUISITE:** None.

**LABORATORY:** 9 hours per week.

Study of technical practices in the theatre, including identification and use of tools and hardware; the construction and painting of props and scenery; rigging; the recognition, maintenance, hanging and focusing of lighting instruments; the design of sound systems and effects; the construction and preparation of costumes and make-up; the development of publicity for public performances; stage management; and the understanding and practice of safety in the theatre. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

THART 165  
STAGE MAKEUP 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

Extensive exploration of the theory, design, and application of makeup for the theatre. Students gain experience in applying makeup to both students in the class and students in the college's theatrical productions.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

THART 222  
SPECIAL PROBLEMS IN THEATRE ARTS I 1 UNIT

**PREREQUISITE:** None.

**INDEPENDENT STUDY:** 3 hours per week.

Independent study for students in the area of plays and/or musicals: writing, producing, directing, acting, movement, and design. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; contact a counselor for details.*

## TRUCK

DIVISION:	Technical
DIVISION DEAN:	Thomas Bauman, M.S.C.
DEPARTMENT HEAD:	Mark Williams, B.S. (909) 384-8571
OTHER FACULTY:	Guy M. Hinrichs, Sr., A.A. Richard Jaramillo, A.A. Donald Wilson
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical 108 (909) 384-4451
LIAISON COUNSELOR:	George Fleming, M.S. (909) 384-8975

TRUCK 010  
HEAVY-DUTY TRUCK AND BUS DRIVING, DMV CLASS  
"A" WRITTEN EXAMINATION PREPARATION 19 UNITS

**PREREQUISITE:** None.

**PREREQUISITE/COREQUISITE:** TRUCK 011x3.

**LECTURE:** 19 hours per week.

Commercial drivers license requirements, trucking overview, basics, laws, record keeping and inspections. This course will prepare students for the California DMV Class "A" written examination (permit) with all required endorsements. **STUDENTS MUST HAVE A VALID CALIFORNIA CLASS "C" (PASSENGER VEHICLE) LICENSE; NO MORE THAN TWO POINTS ON CURRENT DMV RECORD; NO SR-22 REQUIREMENTS; NO PHYSICAL LIMITATIONS THAT MIGHT PRECLUDE THE PASSAGE OF A DOT/DMV PHYSICAL EXAMINATION, AND THE ISSUANCE OF A DOT "MEDICAL CARD"; NO HISTORY OF DUI'S WITHIN THE LAST FIVE YEARS ON DMV RECORD; NO PAROLE RESTRICTIONS THAT PREVENT TRAVEL OUT OF THE COUNTY; ABILITY TO SPEAK, READ, UNDERSTAND AND CONVERSE IN NORMAL, CONVERSATIONAL ENGLISH; ABILITY TO PASS A DOT/DMV PHYSICAL EXAMINATION (DOT/DMV) RANDOM DRUG TESTS REQUIRED-DMV "PULL NOTICE" PROGRAM), AND ABILITY TO DRIVE A STANDARD TRANSMISSION VEHICLE.**

*Associate Degree Applicable*

TRUCK 011x3  
HEAVY-DUTY TRUCK AND BUS DRIVING, DMV CLASS  
"A", PRACTICAL EXAMINATION PREPARATION 8 UNITS

**PREREQUISITE:** None.

**PREREQUISITE/COREQUISITE:** TRUCK 010.

**LABORATORY:** 24 hours per week.

Practical instruction covering the operation of commercial trucking vehicles, student driving with hands on training, and commercial trucking internship leading to the skill and knowledge required for a Class "A" license, including an internship period as a student volunteer driver. **STUDENTS MUST HAVE A VALID CALIFORNIA CLASS "C" (PASSENGER VEHICLE) LICENSE; NO MORE THAN TWO POINTS ON CURRENT DMV RECORD; NO SR-22 REQUIREMENTS; NO PHYSICAL LIMITATIONS THAT MIGHT PRECLUDE THE PASSAGE OF A DOT/DMV PHYSICAL EXAMINATION, AND THE ISSUANCE OF A DOT "MEDICAL CARD"; NO HISTORY OF DUI'S WITHIN THE LAST FIVE YEARS ON DMV RECORD; NO PAROLE RESTRICTIONS THAT PREVENT TRAVEL OUT OF THE COUNTY; ABILITY TO SPEAK, READ, UNDERSTAND AND CONVERSE IN NORMAL, CONVERSATIONAL ENGLISH; ABILITY TO PASS A DOT/DMV PHYSICAL EXAMINATION (DOT/DMV) RANDOM DRUG TESTS REQUIRED-DMV "PULL NOTICE" PROGRAM), AND ABILITY TO DRIVE A STANDARD TRANSMISSION VEHICLE.**

*Associate Degree Applicable.*



## TYPEWRITING

See keyboarding courses in the department of  
OFFICE INFORMATION SYSTEMS

## WATER SUPPLY ENGINEERING

DIVISION: Technical  
 DIVISION DEAN: Thomas Bauman, M.S.C.  
 DEPARTMENT HEAD: William Clarke, Ed.D.  
 (909) 384-8504  
 DIVISION SECRETARY: Patsy Martinez  
 (909) 384-8902  
 DIVISION OFFICE: Technical 108  
 (909) 384-4451  
 LIAISON COUNSELOR: George Flemming, M.S.  
 (909) 384-8975

The Water Supply Engineering Department offers a curriculum designed to offer pre-service and in-service training in the water supply and reclamation industry. The courses provide technical instructions on dealing with domestic water supply and waste water treatment, and are sequenced to prepare students for the state licensing exam. The Water Supply Engineering Certificate is not equivalent to the State License in Water Supply Engineering.

### WATER SUPPLY ENGINEERING ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Water Supply Engineering, students must complete the following required courses for the certificate plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

### WATER SUPPLY ENGINEERING 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.

REQUIRED COURSES:	UNITS
CHEM 101 Introductory Chemistry	4
MATH 090 Elementary Algebra	4
Or	
MATH 952 Prealgebra	(4)
<b>Fifteen units from the following Water Supply Engineering Courses.</b>	<b>15</b>
WSE 140 Water Utilities Distribution I	(3)
WSE 141 Water Utilities Distribution II	(3)
WSE 142 Water Quality and Basic Domestic Water Treatment	(3)
WSE 143 Advanced Domestic Water and Industrial Water Treatment	(3)
WSE 144 Cross Connection Control and Water Safety Engineering	(3)
WSE 145 Backflow Prevention Devices	(3)
WSE 146 Wastewater Treatment Operations I	(3)
WSE 147 Wastewater Treatment Operations II	(3)
One course from the list of RECOMMENDED COURSES	2 - 3
<b>TOTAL UNITS</b>	<b>25-26</b>

RECOMMENDED COURSES	UNITS
CSYS 101 Computer Literacy	3
CSYS 102 Using the IBM PC	3
CSYS 104 Using Macintosh	2

*\*Pending approval from the California Community College Chancellor's Office*

### COURSES OFFERED BY THE DEPARTMENT OF WATER SUPPLY ENGINEERING:

WSE 140 WATER UTILITIES DISTRIBUTION I	3 UNITS
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 3 hours per week.</b>	
A general introduction to the principles and practice of hydraulics and water quality in the field of water supply distribution. Prepares students for the AWWA Grade I exam.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU.</i>	
WSE 141 WATER UTILITIES DISTRIBUTION II	3 UNITS
<b>PREREQUISITE: WSE 140.</b>	
<b>LECTURE: 3 hours per week.</b>	
Operation and maintenance of distribution systems.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU.</i>	
WSE 142 WATER QUALITY AND BASIC DOMESTIC WATER TREATMENT	3 UNITS
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 3 hours per week.</b>	
Basic knowledge of water quality and domestic water treatment theory and practice. Prepares students for California State certification examinations for Grade I and II Operator's Level.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU.</i>	
WSE 143 ADVANCED DOMESTIC WATER AND INDUSTRIAL WATER TREATMENT	3 UNITS
<b>PREREQUISITE: WSE 142.</b>	
<b>LECTURE: 3 hours per week.</b>	
Advanced study of domestic and industrial water quality and treatment. Prepares students for California State certification examinations for Grade III and IV.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU.</i>	
WSE 144 CROSS-CONNECTION CONTROL AND WATER SAFETY ENGINEERING	3 UNITS
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 3 hours per week.</b>	
Intricacies of administering a cross-connection program and determining appropriate backflow prevention alternatives for protecting the drinking water system. Instruction toward certificate as a cross-connection control program specialist.	
<i>Associate Degree Applicable</i>	
<i>Course credit transfers to CSU.</i>	

WSE 145  
 BACKFLOW PREVENTION DEVICES 3 UNITS  
**PREREQUISITE:** WSE 144.

**LECTURE:** 2.50 hours per week and  
**LABORATORY:** 1.50 hours per week.

Concentrated training in recognition and abatement of cross-connection in water supply and plumbing systems. Hands-on backflow prevention device testing procedures. Instruction toward certificate as a backflow prevention device tester.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

WSE 146  
 WASTEWATER TREATMENT OPERATIONS I 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Fundamentals of treatment plants including arithmetic, basic chemistry and biology, treatment and disposal methods and plant operations. Underlying principles, unit processors, available equipment and most commonly used current wastewater treatment processes. Prepares students for State Certification examinations for Grade I and Grade II operator certificate.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

WSE 147  
 WASTEWATER TREATMENT OPERATIONS II 3 UNITS  
**PREREQUISITE:** WSE 146.

**LECTURE:** 3 hours per week.

In-depth review of the operation of wastewater treatment facilities with emphasis on how the municipal water treatment plant works to protect the environment and the health and welfare of the community. Prepares students for the State of California examinations for Grade III and IV operator certificate.

*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## WELDING TECHNOLOGY

DIVISION: Technical  
 DIVISION DEAN: Thomas Bauman, M.S.C.  
 DEPARTMENT HEAD: William Kastner, M.S.  
 (909) 384-8290  
 OTHER FACULTY: Jesus Galaviz, A.S.  
 DIVISION SECRETARY: Patsy Martinez  
 (909) 384-8902  
 DIVISION OFFICE: Technical 108  
 (909) 384-4451  
 LIAISON COUNSELOR: George Fleming, M.S.  
 (909) 384-8975

The Welding Technology curriculum is designed to provide students with the knowledge and skills necessary to pass a written and performance test for the Department of Building and Safety of Los Angeles or San Bernardino.

The written test is administered by the Los Angeles Department of Building and Safety. It is necessary for students to apply for testing at the Department of Building and Safety, Room 495, License Division, Los Angeles City Hall. The fee is \$54, plus \$64.80 upon successfully passing the exam.

San Bernardino Valley College is a test center for the performance certification test. The structural (2-plate test) fee is \$90 and the light gauge (4-plate test) is \$100. These fees entitle applicants to a maximum of 8 hours lab practice prior to test. Retest fee is \$50 for each repeat plate.

Persons applying for welding positions in large industrial companies must have a Certification Card before contacting the employment office.

Students may pursue either Associate of Science degrees or certificates in Welding Technology or Consolidated Welding.

## WELDING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Welding Technology, students must complete all requirements for one of the following certificates plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

### WELDING TECHNOLOGY CERTIFICATES

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.

#### 1. GENERAL WELDING CERTIFICATE

Students must complete all of the REQUIRED COURSES plus one of the RESTRICTED ELECTIVES courses.

REQUIRED COURSES:	UNITS
TECALC 950 Shop Calculations (or higher)	3
WELD 023x4 Oxy-Acetylene Welding	3
WELD 045x4 Shielded Metal Arc Welding	3
WELD 046x4 Intermediate Arc Welding	3
WELD 060 Layout Fitter I	3
WELD 066A Los Angeles City Welding Certification	3
WELD 070x4 Tig Welding	1
WELD 077x4 Continuous Wire Welding	1
WELD 127 Strength of Materials Testing: Destructive	3
<b>SUB TOTAL UNITS</b>	<b>23</b>

Select one of the following:

#### RESTRICTED ELECTIVE COURSES:

WELD 061 Layout Fitter II	(3)
WELD 065A Welding Inspection Visual	(4)
WELD 128 Strength of Materials Testing: Non-Destructive	(3)

**Total Units Required for General Welding Certificate 26-27**  
*\*Effective SP03*

#### 2. CONSOLIDATED WELDING CERTIFICATE

Students must complete a minimum of 26 units in any combination of the following welding courses.

REQUIRED COURSES:	UNITS
WELD 062 Consolidated Welding	2-13
or	
WELD 063 Consolidated Welding	2-13
or	
WELD 064x4 Consolidated Welding	2-13
WELD 127 Strength of Materials Testing: Destructive	3
<b>TOTAL UNITS</b>	<b>29</b>

### 3. FLUX CORE ARC WELDING (FCAW) CERTIFICATE

Students must complete all the REQUIRED and one of the RESTRICTED Elective courses plus pass the FCAW Welding Certification either through the City of San Bernardino or Los Angeles. The practical welding certification test for both cities is administered by SBVC Welding Department.

REQUIRED COURSES:	UNITS
WELD 045x4 Shielded Metal Arc Welding	3
WELD 060 Layout Fitter I	3
WELD 077x4 Continuous Wire Welding	1

RESTRICTED ELECTIVE COURSES:	UNITS
WELD 061 Layout Fitter II	3
WELD 065A Welding Inspection Visual	4
WELD 128 Strength of Materials Testing: Non-Destructive	3

**TOTAL UNITS 10-11**

*\*Pending approval from the California Community College Chancellor's Office.*

### 4. GAS METAL ARC WELDING (GMAW) CERTIFICATE

Students must complete all the REQUIRED Courses plus pass the GMAW Welding Certification either through the City of San Bernardino or Los Angeles. The practical welding certification test for both cities is administered by SBVC Welding Department.

REQUIRED COURSES:	UNITS
WELD 023x4 Oxy-Acetylene Welding	3
WELD 045x4 Shielded Metal Arc Welding	3
WELD 077x4 Continuous Wire Welding	1
<b>TOTAL UNITS</b>	<b>7</b>

*\*Pending approval from the California Community College Chancellor's Office.*

Note: Students completing all course work but not finishing the GMAW Certification may proceed to the next certificate. In order to be awarded the certificate, both course work and certification must be completed.

### 5. GAS TUNGSTEN ARC WELDING (GTAW) CERTIFICATE

Students must complete all the REQUIRED and one of the RESTRICTED Elective courses plus pass the GTAW Welding Certificate in either aluminum or stainless steel. This certification can be issued in conjunction with SBVC and the City of San Bernardino.

REQUIRED COURSES:	UNITS
WELD 023x4 Oxy-Acetylene Welding	3
WELD 045x4 Shielded Metal Arc Welding	3
WELD 070x4 Tig Welding	1

RESTRICTED ELECTIVE COURSES:	UNITS
WELD 065A Welding Inspection Visual	4
WELD 128 Strength of Materials Testing: Non-Destructive	3
<b>TOTAL UNITS</b>	<b>10-11</b>

*\*Pending approval from the California Community College Chancellor's Office.*

### 6. SHIELDED METAL ARC WELDING (SMAW) CERTIFICATE

Students must complete all the REQUIRED Courses plus pass the SMAW Welding Certification either through the City of San Bernardino or Los Angeles. The practical welding certification test for both cities is administered by SBVC Welding Department.

REQUIRED COURSES:	UNITS
WELD 023x4 Oxy-Acetylene Welding	3
WELD 045x4 Shielded Metal Arc Welding	3
WELD 046x4 Intermediate Arc Welding	3
<b>TOTAL UNITS</b>	<b>9</b>

*\*Pending approval from the California Community College Chancellor's Office.*

Note: Students completing all course work but not finishing the SMAW Certification may proceed to the next certificate. In order to be awarded the certificate, both course work and certification must be completed.

### COURSES OFFERED BY THE DEPARTMENT OF WELDING TECHNOLOGY:

WELD 023x4 OXY-ACETYLENE WELDING	3 UNITS
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**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 5 hours per week.

Intensive training in oxy-acetylene welding, which includes plate and sheet metal welding, brazing and soldering. The fundamentals of welding equipment, and related subjects with a strong emphasis on safety. This course may be taken four times.

*Associate Degree Applicable*

WELD 045x4 SHIELDED METAL ARC WELDING	3 UNITS
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**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 5 hours per week.

Training and skills for arc welding on plate and various metals. The theory of arc welding, weld symbols, electrode identification and related subjects. This course may be taken four times.

*Associate Degree Applicable*

WELD 046x4 INTERMEDIATE ARC WELDING	3 UNITS
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**PREREQUISITE:** WELD 045x4.

**LECTURE:** 1 hour per week and

**LABORATORY:** 5 hours per week.

Continuation of training and development of skills for arc welding on plate, pipe, and sheet metal. Continuing theory of welding, electrode usage, weld symbols and code information. This course may be taken four times.

*Associate Degree Applicable*

WELD 047x4 INTERMEDIATE SHIELDED METAL ARC WELDING	3 UNITS
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**PREREQUISITE:** WELD 045x4.

**LECTURE:** 1 hour per week and

**LABORATORY:** 5 hours per week.

Progressing in the art of welding on plate, pipe, and sheet metal. Continuing theory of welding, electrode usage, weld symbols and code information. This course may be taken four times.

*Associate Degree Applicable*

WELD 060  
LAYOUT FITTER I 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** WELD 045x4 or equivalent.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Designed to provide the welding student with the training needed to read blueprints and to make the welding connections to steel beams and columns. Topics include: interpreting a structural shop blueprint; understanding the abbreviations, symbols and terms used on a shop drawing; specifying and coding of various grades of steel; use of specialized tools and templates.  
*Associate Degree Applicable*

WELD 061  
LAYOUT FITTER II 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** WELD 045x4 or WELD 060 or equivalent.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Designed to provide the intermediate to advanced welding student with the skills needed by craftsmen in the fabrication industry. Topics include: properties of structural steel; fitting up; railing and balusters; steel stair buildings and stringers.  
*Associate Degree Applicable*

WELD 062  
CONSOLIDATED WELDING 2-13 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 1 - 5 hours per week and  
**LABORATORY:** 3 - 24 hours per week.  
Oxy-acetylene welding and cutting, brazing and arc welding in all positions. Welding theory, electrode identification, metals, blueprint reading, technical math, and a strong emphasis on safety.  
*Associate Degree Applicable*

WELD 063  
CONSOLIDATED WELDING 2-13 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 1 - 5 hours per week and  
**LABORATORY:** 3 - 24 hours per week.  
Arc welding in all positions. MIG and flux core welding in all positions. TIG welding on various types of materials, welding theory, electrode identification, weld symbols, blue-print reading, technical math, and a special emphasis on safety.  
*Associate Degree Applicable*

WELD 064x4  
CONSOLIDATED WELDING 2-13 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 5 hours per week and  
**LABORATORY:** 24 hours per week.  
A consolidation of all the welding processes including oxy-acetylene welding on ferrous and non-ferrous metals, cutting and brazing, arc welding in all positions, MIG and TIG welding, welding theory, technical math, blueprint reading, metals, electrode identification. Special emphasis on safety. This course may be taken four times.  
*Associate Degree Applicable*

WELD 065A  
WELDING INSPECTION VISUAL 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** WELD 045x4.  
**LECTURE:** 4 hours per week.  
This course is designed to prepare students for the certified welding inspector examination offered by the American Welding Society (AWS). Focus on welding process, welding procedures, code specifications and standards covering topics in materials and their limitations of weld testing, as well as record keeping and report preparations. **FIVE YEARS OR MORE EXPERIENCE IN WELDING IS REQUIRED.**  
*Associate Degree Applicable*

WELD 066A  
LOS ANGELES CITY WELDING CERTIFICATION 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** WELD 045x4.  
**LECTURE:** 3 hours per week.  
This course is designed to prepare students for the written Structural Steel examination offered by the Department of Building and Safety in the City of Los Angeles with focus on the codes used in the structural steel industry.  
*Associate Degree Applicable*

WELD 070x4  
TIG WELDING 1 UNIT  
**PREREQUISITES:** WELD 023x4 and WELD 045x4.  
**LABORATORY:** 3 hours per week.  
This is a practical application of welding techniques used in the Gas Tungsten Arc welding process. Welding safety, equipment and joint construction on aluminum and other ferrous metals are stressed. Focus is on the welding procedures for butt, corner, tee and lap joints to include voltage amperage, electrodes and shield-gas requirements. The course may be taken four times.  
*Associate Degree Applicable*

WELD 077x4  
CONTINUOUS WIRE WELDING 1 UNIT  
**PREREQUISITE:** Arc Welding.  
**LABORATORY:** 3 hours per week.  
The techniques and methods of continuous wire welding with and without gas shields in various positions and on various thicknesses of material. This course may be taken four times.  
*Associate Degree Applicable*

WELD 127  
STRENGTH OF MATERIALS TESTING: DESTRUCTIVE 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
Instruction in destructive testing techniques, using equipment such as tensile testing machines, hardness testers and impact testers. Learning the molecular structure of metal and how it varies under testing.  
*Applicable to Associate Degree  
Course credit transfers to CSU.*

WELD 128  
STRENGTH OF MATERIALS TESTING: NON-DESTRUCTIVE 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** WELD 127.

**LECTURE:** 2 hours per week and

**LABORATORY:** 2 hours per week.

Instruction in non-destructive testing techniques such as dye, penetrants, eddy current, magnetic particles, and ultra-sonic tests. Applicable to Associate Degree  
*Course credit transfers to CSU.*

WELD 198  
WELDING WORK EXPERIENCE 1-4 UNITS

**PREREQUISITE:** None.

Supervision in the form of on-the-job training that will enhance students' educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## WORD PROCESSING

See courses in the department of  
OFFICE INFORMATION SYSTEMS

## WORK EXPERIENCE

### OCCUPATIONAL COOPERATIVE WORK EXPERIENCE

Work experience education credit can be earned in each of the occupational disciplines. (See appropriate program area under course number 198 for specific information.)

WKEXP 099  
GENERAL WORK EXPERIENCE 1-3 UNITS

**PREREQUISITE:** None.

**WORK EXPERIENCE:** 5-15 hours per week.

Supervised general work experience education to assist students in acquiring desirable work habits, career awareness, and job attitudes consistent with contemporary community standards.

*Associate Degree Applicable*

### COOPERATIVE WORK EXPERIENCE

The concept of issuing college credit for work experience is based on the premise that a student with well defined job-oriented objectives will find his/her work an educational experience. To be effective it must be approached cooperatively and with enthusiasm by the student, the employer, and the college coordinator. The student will gain college credit, a new appreciation of the responsibilities he/she has to his/her employer, greater awareness and improved job skills.

There are two classifications of Cooperative Work Experience Education at San Bernardino Valley College.

- In *Occupational Cooperative Work Experience* students may earn four units per semester for a maximum of sixteen units. They must be enrolled in at least one occupational course related to the work.

- In *General Cooperative Work Experience* students may earn three units per semester with a maximum of six allowable during their college career; and they need not be enrolled in a related course. Seventy-five hours of paid work experience (or 60 hours volunteer work) equal one unit of college credit. A student must enroll in at least seven semester units of course work including Cooperative Work Experience Credit. A student may not earn more than 16 semester units of Cooperative Work Experience Credit including both General and Occupational.

Units earned through Work Experience do not apply toward units in a major unless such courses are specifically required for a degree in that department. However, course credit earned through work experience can apply as elective units in any associate degree. Refer to the specific department section of this catalog for a list of specific courses required for a major.

We currently offer Cooperative Work Experience in the following areas:

- Administration of Justice
- Aeronautics
- Air Travel
- Art
- Automotive
- Business Administration
- Child Development
- Communications/Broadcasting
- Computer Science
- Electronics
- Family & Consumer Science
- Human Services
- Inspection
- Library
- Machine Technology
- Management Information Systems
- Nursing
- Office Information Systems
- Physical Education
- Public Administration
- Recreation
- Refrigeration
- Restaurant Management
- Welding
- General Work Experience

For information visit the S.B.V.C. Career Center located in the Campus Center or call (909) 384-8674.

## PART IV - ADMINISTRATION AND FACULTY

### ADMINISTRATION

Interim President: Tom K. Harris, Jr., Ed.D.  
 Interim Vice President, Instruction: Robin Calote, Ed.D.  
 Vice President, Student Services: Maria Elena Martinez, M.S.  
 Vice President, Administrative Services: David T. Romero, Ph.D.  
 Dean, Vocational Education & Instructional Operations:  
 Queen M. Hamilton, M.A.  
 Dean, Extended Day and Instructional Outreach: Gary H. Kelly, M.S.  
 Dean, Campus Gateway: Jessie R. Gates, M.S.  
 Dean, Student Support: Ali Mossaver-Rahmani, Ed.D.  
 Interim Dean, Academic Advancement and Learning Resources:  
 Marie Mestas, M.L.S.  
 Dean, Business and Information Technology: Margaret Ortiz, M.A.  
 Interim Dean, Humanities: Robert H. Rippey, M.F.A.  
 Dean, Criminal Justice: Gloria M. Fisher, J.D.  
 Interim Dean, Health Science: Marilyn Johnson, B.S.,M.N.  
 Interim Dean, Physical Education/Athletics: Jane Evanson, Ph.D.  
 Division Dean, Science and Math: W. William Hughes, Ph.D.  
 Division Dean, Social Science & Organizational Development:  
 (Lorraine) Troy Sheffield, Ed.D.  
 Dean, Technical: Thomas C. Bauman, M.S.C.  
 Director, Admissions and Records: To Be Announced  
 Director, Child Development Center: Jing Babb, M.Ed.  
 Director, Distributed Education: To Be Announced  
 Director, Financial Aid: Maureen L. Martinez, B.A.  
 Director, Foundation & Community Relations: Janet Elaine, M.A.  
 Director, Health Services: Jan Green, R.N., M.A.  
 Director, KVCR TV/FM: Lew Warren, B.A.  
 Director, Marketing and Public Relations: Paul Rubalcaba, B.A.  
 Director, Transfer Services Center: Pamela E. Slade, M.A.  
 Director, Transportation: Kevin J. Anderson, M.B.A.  
 Director, Workforce Readiness/CalWORKs: Zelma Russ, M.A.  
 Coordinator, Career Center: Mary Nemnich, M.A.  
 Coordinator, Disabled Students Programs and Services:  
 Rebecca Warren-Marlatt, M.A.  
 Interim Coordinator, Extended Opportunity Programs and  
 Services: Frank Dunn, M.A., M.P.A.  
 Coordinator, Matriculation: Gilbert Maez, B.A., M.S.  
 Coordinator, STAR Program: Kathy Kafela, M.D.  
 Coordinator, Student Activities: Leonard P. Lopez, B.A., J.D.  
 Cafeteria Manager: Raul Martinez

### FACULTY

Adams, Kathryn. Assistant Professor, Child Development. B.S.,  
 California State University, Fullerton; M.S., University of La Verne.  
 Adler, Dawn. Assistant Professor, Physical Education. B.S., M.S.,  
 University of Utah.  
 Aguilar-Kitibutr, Ailsa V. Associate Professor/Counselor, EOPS.  
 B.S., University of Santo Tomas; M.A., Ateneo University.  
 Alblinger, Diana. Associate Professor, Speech. B.A., University of  
 Illinois; M.A., California State University, Northridge.  
 Alexander, Horace. Assistant Professor, English. B.A., Andrews  
 University, M.A., Andrews University; Ed.S., Ed.D. Loma  
 Linda University.

Alfano-Wyatt, Marcia T. Assistant Professor, Psychiatric  
 Technology. B.A., Wayne State University, Detroit Michigan;  
 M.A., Pepperdine University, Irvine.  
 Al-Husseini, Maha. Instructor, Management Information  
 Systems/Office Information Systems. B.A., Kuwait University.  
 Allen, Jr., Sydney E. Associate Professor, Philosophy/Religious  
 Studies. B.A., Loma Linda University; M.A., Andrews  
 University; Ph.D., University of Nebraska.  
 Andersen, Mary Sue (Ader). Professor, Art. B.F.A., University  
 of Arizona; M.F.A., Otis Art Institute.  
 Anderson-Cruz, Helen. Instructor, Child Development. B.A., M.A.,  
 San Diego State University; Ed.D., University of Southern  
 California.  
 Anderson, Diana J. Associate Professor, English. B.A., M.A.,  
 Brooklyn College, University of City of New York.  
 Anderson, Kevin J. Director, Transportation. B.S.M.E., Gannon  
 University; M.B.A., Pepperdine University.  
 Angelo, Daniel T. Instructor, Orientation/Business Administration.  
 B.A., Chapman University, M.H.R.O.D., University of  
 San Francisco.  
 Ashton, Judith. Professor, English. B.A., M.A., California State  
 University, San Bernardino.  
 Avila, Diana G. Associate Professor, Mathematics; B.A., California  
 State, San Bernardino; M.S., University of California, Riverside;  
 Ph.D., University of California, Riverside.  
 Babb, Jing. Director, Child Development Center. B.A., Chinese Cul-  
 tural University, Taiwan; M.Ed., University of Arizona.  
 Baldwin, E. Robert. Associate Professor, Restaurant  
 Management/Food Service.  
 Bangasser, Susan. Professor, Chemistry. B.A., Northwestern Uni-  
 versity; Ph.D., University of Illinois Medical Center.  
 Bastedo, David. Associate Professor, Biology. B.S., M.A.,  
 University of Redlands; M.S., Chapman University.  
 Blumenthal, Kenneth S. Assistant Professor, Physical Education.  
 B.A., California State University, Long Beach; M.A., Azusa  
 Pacific University.  
 Brennecke, Janet V. Pielke. Assistant Professor, Sociology.  
 B.I.S., George Mason University; M.A., California State  
 University, Fullerton.  
 Bruno, Frank J. Professor, Psychology. B.A., University of  
 California, Los Angeles; M.A., Ph.D., Claremont Graduate School.  
 Burningham, Robert G. Associate Professor, Communications/  
 Broadcasting. B.S., M.A., Brigham Young University.  
 Busselle, Carlos. Professor, Electricity/Electronics. A.S., San  
 Bernardino Valley College; B.A., California State University, San  
 Bernardino.  
 Calderon, Colleen A. Associate Professor, History. B.A.,  
 Macalester College; M.A., University of California, Riverside.  
 Calote, Gary. Associate Professor, Art. B.A., M.A., California State  
 University, San Jose.  
 Calote, Robin. Interim Vice President, Instruction. B.A., University  
 of California, Santa Cruz; M.A., San Jose State University; Ed.D.,  
 University of La Verne.  
 Chapman, Sharon J. Instructor, English. B.A., California Polytech-  
 nic University, Pomona; M.A., California State University, San  
 Bernardino.

- Chatfield, Walter F. Associate Professor, Economics. B.A., M.A., San Diego State University; Ph.D., West Virginia University, Morgantown.
- Clarke, William. Professor, Machinist Technology. B.A., California State University, Long Beach; M.A., Azusa Pacific College; Ed.D., La Verne University.
- Cochrane, Wilma L. Associate Professor, Counseling. A.A., San Bernardino Valley College; B.A., California State University, San Bernardino; M.A., University of Redlands.
- Cook, Carol A. Associate Professor, Physiology. B.S., M.A., Loma Linda University.
- Courts, Janet. Assistant Professor, Accounting. M.B.A., C.P.A., California State University, San Bernardino.
- Dahlgren, Ingrid. Professor, Physical Education. B.A., Loma Linda University; M.S., San Diego State University.
- Dennington, Ralph. Assistant Professor, Refrigeration. A.S., Missouri State University.
- Dillard, Kristin. Instructor, Mathematics. B.A., M.A., California State University, San Bernardino.
- Dodds-Schumacher, Margaret. Assistant Professor, Counseling. A.B., College of New Rochelle, New York; M.A., Fordham University, New York; M.A., Fuller Theological Seminary School of Psychology, California; M.A., Claremont Graduate University.
- Drewes, Glenn. Associate Professor, Biology. B.S., M.A., University of California, Riverside.
- Duarte, Antonio. Associate Professor, Modern Languages. B.A., M.A., San Diego State University.
- Dulgeroff, James. Associate Professor, Economics. B.A., University of Illinois; M.A., Ph.D., University of Southern California.
- Dunn, Frank. Interim Coordinator, EOPS/CARE. M.A., University of Redlands; M.P.A., University of LaVerne.
- Durrett, Michael E. Associate Professor, Restaurant Management. Associate of Occupational Studies (A.O.S.), Culinary Institute of America; B.S., M.B.A., California Polytechnic University, Pomona.
- Dusick, Diane M. Professor, Communications/Broadcasting. B.A., M.A., Fairfield University Graduate School of Education; Ph.D., University of Southern California.
- Elaine, Janet. Director, Foundation and Community Relations. B.A., Ohio State University; M.A., University of Denver.
- Ellis, Yvonne. Instructor, Mathematics. B.S., M.S., University of California, Riverside.
- Ferri-Milligan, Paula. Lead Instructor/Writing Center. B.A., M.A., California State University, San Bernardino.
- Fleming, George. Associate Professor, Counseling. A.A., San Bernardino Valley College; B.A., California State University, Los Angeles; M.S., California State University, San Bernardino.
- Free, Sheela. Instructor, English. B.A., Madras University; M.A., Ph.D., Andhra University.
- Galaviz, Jesse J. Assistant Professor, Welding. A.S., San Bernardino Valley College.
- Gamboa, Darlene. Associate Professor, Biology. B.S., University of California, Riverside; Ph.D., University of California, Los Angeles.
- Garcia, Helen. Instructor, Reading and Study Skills. MED, Oregon State University; Ph.D., University of Arizona.
- Gates, Jessie R. Dean, Campus Gateway. B.S., M.S., National University.
- Giannini, Lori Ann. Associate Professor, Mathematics. M.S., University of California, Riverside.
- Gomez, Edward. Instructor, History. A.A., Los Angeles City College, Los Angeles; B.A., California State University, Los Angeles; M.A., University of California, Riverside.
- Gomez-Guillen, Laura M. Associate Professor, Counseling. A.A., San Bernardino Valley College; B.A., M.A., California State University, San Bernardino.
- Greyraven, Cin. Associate Professor, Biology. B.A., M.S., California State University, San Bernardino.
- Guerrero, Sherrie L. Assistant Professor, Speech. A.A., San Bernardino Valley College; B.A., California State University, San Bernardino; M.A., California State University, Fullerton; Ed.D., University of Southern California.
- Gutknecht, Douglas B. Associate Professor, Sociology. A.A., American River College; M.A., California State University, Sacramento; Ph.D., University of California, Riverside.
- Hamilton, Queen M. Dean, Vocational Education/Instructional Operations. B.A., South Carolina University; M.A., California State University, Los Angeles.
- Harris, Tom K., Jr. Interim President. A.A., Compton College; B.A., San Jose State College; M.S., Ed.D., University of Southern California.
- Harter, Joan E. Associate Professor, Human Services. B.S., University of Iowa; M.S., University of Oklahoma.
- Hector, Leticia. Instructor, Speech. B.A., M.A., California State University, Fullerton.
- Henretta-Leedah, Laura H. Associate Professor, Nursing. B.S.N., Mt. Saint Mary College, Newburg, New York; M.S.N., California State University, Long Beach; Ed.D., LaSierra University.
- Hill, June. Associate Professor, Nursing. B.S.N., M.S., University of California, Los Angeles.
- Hinrichs, Sr., Guy M. Instructor, Automotive. A.A., Crafton Hills College.
- Hollis, Marie. Associate Professor, Physical Education. B.S., California Polytechnic University, Pomona; M.A., Azusa Pacific University.
- Hooks, Daniel. Instructor, Diesel. A.S., Olympia Technical, Washington.
- Horne, Jerry D. Professor, Geology. A.S., Bakersfield College, Bakersfield; B.S., University of Redlands; M.S., University of Houston.
- Hughes, W. William Dean, Science and Math. B.A., Loma Linda University; M.A., Pacific Union College; Ph.D., Loma Linda University.
- Hunter, Diane S. Instructor, English. B.A., M.A., California Polytechnic University, Pomona.
- Ikeda, Mark K. Associate Professor, Biology. B.S., University of California, Riverside; M.S., California Polytechnic University, Pomona.
- Jackson, Julius. Professor, Philosophy/Religious Studies. B.A., Alma College, Michigan; M.Div., Duke University, N. Carolina; Ph.D., Syracuse University, New York.
- Jackson, Mona. Assistant Professor, Office Information Systems/Management Information Systems. B.A., University of Guam; M.A., California State University, San Bernardino.
- Jacobs, Denise Dale. Instructor, Performing Arts. A.A., Stephens College, Missouri; B.A., M.F.A., University of California, Irvine.
- Jaramillo, Richard. Instructor, Automotive. A.A., Cerritos College.
- Johnson, Marilyn. Interim Dean, Health Science, Associate Professor, Nursing. B.S., Loma Linda University; M.N., University of California, Los Angeles.
- Kammer, Kevin. Instructor, Aeronautics. A.A., San Bernardino Valley College.
- Kardos, Paul L. Professor, Music. B.S., M.Ed., University of Nevada.
- Kastner, William. Assistant Professor, Welding. B.S., University of Illinois; M.S., Chapman University.

- Kattus, Kristine. Associate Professor, Nursing. A.A., San Bernardino Valley College; B.S., Loma Linda University, Loma Linda; M.S., Loma Linda University.
- Kelly, Gary H. Dean, Extended Day & Instructional Outreach. A.A., San Bernardino Valley College; A.S., Community College of the Air Force; B.S., Southern Illinois University, Carbondale; M.S., California State University, San Bernardino.
- Kinde, Haragewen. Assistant Professor, Mathematics. B.S., M.A., California State University, San Bernardino.
- Kinnaird, Thomas L. Assistant Professor, English. B.A., M.A., Northern Arizona University, Flagstaff; M.I.M, American Graduate School on International Management, Glendale.
- Klingstrand, Marianne Therese. Assistant Professor, Psychiatric Technology. M.A., California State University, San Bernardino.
- Knight, Denise. Assistant Professor, Child Development. B.A., Pacific Oaks College.
- Lamore, Joel D. Instructor, English. B.A., Loyola Marymount; M.A., M.F.A., Chapman University.
- Leal, Ann F. Associate Professor, Mathematics. B.A., M.A., California State University, Fullerton.
- Lee, Keith. Instructor, Mathematics. B.S., University of California, Los Angeles; M.S., California State University, Long Beach; M.S., Claremont Graduate School.
- Lee, Yvette. Instructor, English. B.A., University of Colorado, Boulder; M.A., Andrews University.
- Liu, Anne W. Associate Professor, Computer Science/Systems. B.A., San Francisco State University; M.S., University of Illinois.
- Loera, Manuel. Assistant Professor, Automotive. A.S., Crafton Hills College.
- Long, Richard. Associate Professor, Counseling. B.A., M.A., University of Redlands.
- Lysak, Michael. Associate Professor, Physics/Astronomy/Mathematics. M.S., Ph.D., University of California, Riverside.
- Maez, Gilbert. Associate Professor, Coordinator, Matriculation. B.A., California State University, Los Angeles; M.S., University of La Verne.
- Martin, Juliann. Professor, Family and Consumer Science/Child Development. B.S., M.S., University of Wisconsin, Menomonie.
- Martinez, Maria Elena. Vice President, Student Services. B.A., California State University, Los Angeles; M.S., Pepperdine University.
- Martinez, Maureen L. Director, Financial Aid. B.A., Claremont McKenna College.
- Maul, Terry L. Professor, Psychology. B.A., M.A., Ph.D., University of California, Berkeley.
- Maurizi, Tamara. Assistant Professor, Nursing; A.D.N., Riverside Community College; B.S.N., University of the State of New York; M.S.N., California State University, Dominguez Hills.
- Mayne, Michael. Instructor, Mathematics. M.S., Ohio State University.
- McKie, William G. Associate Professor, English. B.A., Loyola University; M.S., University of California, Los Angeles.
- McKinley, Celia J. Assistant Professor, Library. B.A., California State Polytechnic University, Pomona; M.L.S., California State University, San Jose.
- Meines, Marion. Instructor, Nursing. A.A., San Bernardino Valley College; B.S.N., P.H.N., California State University, Dominguez Hills; M.S.N., California State University, Los Angeles.
- Mejia, Nori. Assistant Professor, Modern Languages (Spanish). B.A., M.A., University of California, Los Angeles.
- Mestas, Marie. Interim Dean, Academic Advancement and Learning Resources. B.A., California State University, San Bernardino; M.L.S., University of California, Los Angeles.
- Metu, Reginald. Alternate Media/Instructional Design Specialist. M.A., California Polytechnic University, Pomona.
- Michaelis, Kenneth A. Associate Professor, Biology. B.A., Columbia Union College; M.A., Walla Walla College.
- Millican, Edward. Associate Professor, Political Science. B.A., San Diego State; M.A., Yale University; Ph.D., University of California, Los Angeles.
- Milligan, Marty. Assistant Professor, Learning Disabilities Specialist. A.A., Fullerton College, Fullerton; B.A., California State University, Fullerton; M.A., Chapman University.
- Moore, Allen. Assistant Professor, Aeronautics. A.A., San Bernardino Valley College.
- Moreno, Dolores. Associate Professor, English. B.A., M.A., University of California, Riverside.
- Mossaver-Rahmani, Ali. Dean, Student Support Services. B.A., Fresno State University; M.A., Sonoma State University; Ed.D., University of La Verne.
- Nelson, Willene. Counselor, CalWorks. M.S., California State University, Fullerton.
- Nemnich, Mary B. Coordinator, Career Center. B.A., M.A., California State University, San Bernardino.
- Nunez, Ida. Assistant Professor, Nursing. A.A., San Bernardino Valley College.
- Okamura, Judy P. Professor, Chemistry. B.S., California State University, Fresno; M.S., California State University, San Diego; Ph.D., University of California, Riverside.
- Olsen, John H., Jr. Associate Professor, Anatomy/Physiology. B.S., M.S., California State Polytechnic University, Pomona.
- Olson, Gary A. Assistant Professor, Anthropology. B.A., Occidental College; M.A., University of California, Los Angeles.
- Ortiz, Margaret. Dean, Business & Information Technology. B.S., California Polytechnic University, Pomona; M.A., Loma Linda University, Loma Linda.
- Pal, Anasuya. Assistant Professor, English. B.A., M.A., Benaras University; Ph.D., Central Institute of English.
- Parish, Cynthia. Articulation Officer, Counselor. A.A., Fullerton College; B.A., California State University, Chico; M.S., University of LaVerne.
- Perez, Edward R. Assistant Professor, English. B.F.A., Boston University; M.A., Ph.D., University of California, Riverside.
- Petersen, Robert M. Professor, Geography. B.A., University of California, Santa Barbara; M.A., Ph.D., University of California, Riverside.
- Peterson, Frank P. Associate Professor, Administration of Justice. A.A., San Bernardino Valley College; J.D., Pepperdine University School of Law.
- Pfahler, Diane. Assistant Professor, Psychology. A.S., Quinnipiac College; R.N., B.A., Quinnipiac College; M.A., California State University, San Bernardino; Ph.D., California School of Professional Psychology, Los Angeles.
- Powell, Roger. Instructor, Management Information Systems. B.S., University of California, Riverside; M.S., National University.
- Purkart, Susan. Professor, Reading and Study Skills. B.A., Dominican College, San Rafael; M.A., University of California, Berkeley.
- Reid, Zaddock, J.B. Assistant Professor, Mathematics. B.A. M.S., University of Illinois, Chicago; Ph.D., Sussex College of Technology, Sussex, England.
- Rippy, Robert H. Interim Dean, Humanities. B.A., California State University, San Diego; M.A.T., University of Redlands; M.F.A., University of California, Irvine.
- Rippy, Scott. Instructor, Mathematics. B.A., Brigham Young University; M.A., California State University, San Bernardino.



- Rivera, Lydia. Instructor, English. A.A., San Benito Jr. College; B.A., M.A., California State University, Los Angeles; Ph.D., University of California, Riverside.
- Robinson, James S. Assistant Professor. A.S., University of South Carolina, Columbia, South Carolina; B.S., University of Maryland, College Park, Maryland; M.A., Golden State University, San Francisco.
- Rodriguez, Diana. Counselor. M.A., California State University, San Bernardino.
- Roper, Carolyn Allen. Associate Professor, Reading and Study Skills. B.A., University of California, Riverside; M.A., California State University, Los Angeles.
- Rubio, David E. Assistant Professor, Physical Education. B.S., California State University, San Bernardino; M.A., Azusa Pacific University.
- Runyon, Cynthia. Associate Professor, Physical Education. B.A., California State University, Long Beach; M.A., Azusa Pacific University.
- Salvaggio, Odette C. Associate Professor, Academic Advancement/Basic Skills. A.A., Okaloosa Walton Junior College; B.A., University of West Florida; M.A., Ph.D., Florida State University.
- Sandlin, Stephen H. Professor, Geography. B.A., M.A., Stanford University; Ph.D., University of California, Riverside.
- Saxon, Barbara. Instructor, Management Information Systems/Office Information Systems. B.S.I.S., University of Redlands.
- Schall, Donald A. Associate Professor, Business Administration. B.A., University of Redlands; J.D., Hastings College of Law.
- Schmidt, Jeff. Instructor, Modern Languages (Spanish). M.A., University of California, Riverside.
- Scott, Dennis D. Associate Professor, Chemistry. B.S., University of California, Berkeley; M.S., University of California, Riverside.
- Sheffield, (Lorraine) Troy. Dean, Social Science and Organizational Development. B.A., Willamette University; M.A., Alaska Pacific University; Ed.D., University of Southern California.
- Shimoff, Susan Richmond. Professor, Family and Consumer Science. B.S., California Polytechnic State University, San Luis Obispo; M.S., Kansas State University.
- Simpson, Norman. Associate Professor, Machinist Technology.
- Slade, Pamela E. Director, Transfer Services. B.A., M.A., California State University, Fresno.
- Slusser, Michael. Instructor, English. B.A., University of California, Riverside; M.F.A., Eastern Washington University; M.A., University of Toronto.
- Smedley, Ronald G. Associate Professor and Athletic Director, Physical Education. B.S., University of Southern California; M.Ed., Azusa Pacific College.
- Smith, John. Instructor, Physical Education and Men's Basketball Coach. B.S., Dominican University, San Rafael; M.A., Azusa Pacific University.
- Smith, Joyce. Associate Professor, Counseling. A.A., San Bernardino Valley College; B.A., M.A., University of Redlands.
- Spagna, Susan. Associate Professor, Modern Languages (Spanish). B.S., St. Louis University; M.A., Ph.D., University of California, Riverside.
- Stafford, Robert C. Professor, Mathematics. B.S., University of California, Los Angeles; M.S., University of California, Riverside; M.A., (Chemistry, Mathematics), University California, Riverside.
- Stankas, Peter-John. Instructor, Chemistry. B.S., Mary Washington College; Ph.D., University of Maryland.
- Stauble, Vernon R. Associate Professor, Business Administration. B.A., California State University, San Bernardino; M.B.A., University of California, Riverside; Ph.D., Claremont Graduate School.
- Staupe, Laurie S. Professor, English. B.A., Smith College; M.A., Stanford University.
- Stewart, James M. Instructor, Art. M.F.A., Claremont University.
- Strong, Teri. Associate Professor, Mathematics. M.A., California State University, Fullerton.
- Sturgeon, Rita. Professor, Mathematics. B.A., University of Redlands; M.A., California State University, San Bernardino.
- Szumski, Edward J. Professor, Electricity/Electronics. A.A., San Bernardino Valley College; B.A., M.A., California State University, San Bernardino.
- Taylor, Priscilla E. Associate Professor, Nursing. B.S.N., University of Phoenix; M.S.N., California State University, Dominguez Hills, USC.
- Temple, Monica. Associate Professor, Nursing. B.S., M.S., Loma Linda University.
- Thompson, Richard. Professor, Aeronautics. B.A., M.A., California State University, San Bernardino; Ed.D., Nova University.
- Tilton, Julie. Assistant Professor, English. B.A., M.A., California State University, San Bernardino.
- Tobin, Judith. Instructor, Nursing. M.S.N., University of Phoenix.
- Tumang, Mimosa T. Associate Professor, Psychiatric Technology. B.S.N., Far Eastern University, Manila; M.N., University of Phoenix.
- Tuvida, Alicia. Associate Professor, Nursing. B.S.N., St. Paul College of Manila; M.N., University of California, Los Angeles.
- Vasquez, Mary Lou, Assistant Professor, Office Information Systems/Management Information Systems. B.A., California State University, San Bernardino.
- Wall, Patricia A. Instructor, Library. A.A., San Bernardino Valley College; B.A., California State University, San Bernardino; M.L.S., California State University, San Jose.
- Warren-Marlatt, Rebecca. Associate Professor, Coordinator, Disabled Student Programs and Services. B.A., M.A., California State University, San Bernardino.
- Waters, Sandra. Associate Professor, Registered Nursing. A.A., San Bernardino Valley College; B.S.N., California State University, San Bernardino; M.S.N., California State University, Dominguez Hills.
- Watkins, Spencer III. Assistant Professor, Physical Education. B.S., West Virginia State College; M.Ed., University of Pittsburgh.
- Weiss, Kathryn G. Associate Professor, Reading and Study Skills; Professional and Organizational Development. B.S., University of Southern California; M.A., California Polytechnic University, Pomona; Ed.D., University of Southern California.
- Whitfield, Rebecca. Associate Professor, Nursing. A.S., Long Beach City College, Long Beach; B.S., California State University, Fullerton; M.S.N., California State University, Dominguez Hills.
- Williams, Leslye. Associate Professor, Physical Education. B.S., M.A., California Polytechnic University, San Luis Obispo.
- Williams, Mark. Associate Professor, Automotive. A.S., Chaffey Community College; B.S., Southern Illinois Community at Carbondale.
- Williams, Susan N. Professor, Art. B.F.A., M.F.A., University of Arizona.
- Wilson, Donald. Instructor, Automotive.
- Wilson, Robert A. Professor, Physics/Astronomy. B.S., M.A., California State University, Long Beach.
- Winter, Christie. Associate Professor, Nursing. A.S., Chaffey Community College; B.S., M.S., Loma Linda University.
- Young, Linda F. Associate Professor, Counseling. A.A., Allegany Community College; B.S., Frostburg State College; M.S., University of Nevada, Las Vegas.

Zepeda, Juan David. Associate Professor, Counseling. B.A.,  
Chapman College; M.A., M.S.C., California State University,  
Sacramento.  
Zoumbos, Nickolas W. Professor, Accounting. B.S., M.S.,  
Western Illinois University.

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## INDEX

(See page 40 for a complete list of degree and certificate programs)

Academic Advancement .....	41	CLEP .....	14
Academic Calendar .....	4	Clubs/Organizations .....	20
Academic Freedom .....	15	Communications/Broadcasting .....	85
Academic Recognition Program .....	17	Complaints .....	28
Academic Records .....	27	Computer Science .....	89
Academic Renewal .....	15	Computer Systems .....	91
Academic Standards .....	11	Cooperative Work Experience (see Work Experience) .....	205
Accounting .....	42	Corequisites .....	13
Accreditation .....	6	Corrections .....	89
Administration of Justice .....	45	Counseling Center .....	20
Administrative Emeriti .....	211	Course Work, Repetition of .....	12
Administrative Staff .....	206	Credit-by-Examination .....	13
Admission Requirements .....	7	Credit/No Credit .....	12
Advanced Placement Credit .....	14	Criminal Justice .....	93
Advanced Placement Exam Scores .....	16	Dance .....	97
Aeronautics .....	46	Data Processing (See Management Information Systems) ..	137
Air Travel .....	51	Degrees .....	40
Alcohol/Drug Studies (see Human Services) .....	125	Departmental Advisories .....	13
American Sign Language .....	54	Diesel .....	98
Anatomy (see Biology) .....	69	Disabled Students Program and Services .....	20
Animals on Campus .....	27	Distributed Education .....	20
Anthropology .....	55	District Administration .....	Inside Front Cover
Application, Filing .....	9	Disciplinary Action .....	28-29
Architecture .....	56	Economics .....	100
Art .....	58	Education .....	84
Art Gallery .....	19	Electricity .....	101
Assessment/Orientation/Advisement .....	9	Electronics .....	101
Associate Degrees .....	31-33	English .....	105
Associated Students .....	19	English as a Second Language .....	109
Astronomy (see Physics/Astronomy) .....	169	Enrollment in Classes .....	9
Athletics, General Information .....	19	Environment .....	110
Attendance .....	10,11	Escrow (see Real Estate/Escrow) .....	186
Automotive Technology .....	64	Exams, Final .....	12
Aviation (see Aeronautics) .....	46	Extended Opportunity Programs and Services (EOP&S) ..	20
Biology .....	69	Faculty .....	206
Board of Trustees .....	Inside Front Cover	Family and Consumer Science .....	111
Bookstore .....	19	Fees, Payment .....	10
Botany (see Biology) .....	69	Financial Aid .....	23-24
Building Inspection (see Inspection Technology) .....	131	Financial Obligation .....	28
Business Administration .....	73	Final Grades/Transcripts .....	12
Business Calculations .....	76	Flooring .....	116
California Articulation Number (CAN) .....	38	Food Service/Snack Bar .....	21
California State University .....	36	Food Service (see Restaurant Management/Food Service) ..	191
CalWORKs .....	22	French .....	117
Campus Administration .....	Inside Front Cover	Geographic Information Systems (GIS) .....	117
Campus Child Development Center .....	19	Geography .....	119
Campus Safety .....	25	Geology .....	120
Career Planning and Placement .....	19	Grading .....	11
Certificates .....	40	Graduation Catalog Rights .....	33
Cheating .....	28	Graduation Requirement Exceptions .....	32
Chemistry .....	76	Grants .....	23-24
Child Development .....	78	Handicapped Services	
Children on Campus .....	28	(see Disabled Students Programs and Services) .....	20
Classification of Student Load .....	11	Health Education (see Physical Education and Athletics) ..	165

Health Services and Fees .....	21	Reading and Study Skills .....	184
History .....	122	Real Estate/Escrow .....	186
Honors Program .....	17	Recreation (see Physical Education and Athletics) .....	168
Human Development .....	124	Refrigeration and Air Conditioning .....	189
Human Services .....	125	Refund of Fees .....	10
Incomplete Grades .....	12	Registered Nursing (see Nursing) .....	150
Inspection Technology .....	131	Registration, Late .....	10
Interior Design (See Family & Consumer Science) .....	111	Registration Procedures .....	9
International Students .....	8	Religious Studies (see Philosophy / Religious Studies) .....	163
Intersegmental General Education Transfer Curriculum (IGETC) .....	34	Repeat (course Repeat Information) .....	12
Journalism (see English) .....	105	Residence Requirements .....	7
Learning Center .....	21	Restaurant Management/Food Service .....	191
Legal Administration (See Paralegal Studies) .....	160	Retail Management .....	73
Legal Secretary (See Office Information Systems) .....	155	ROTC .....	24
Library Services .....	21	San Bernardino Valley College Foundation Officers .....	211
Library Technology .....	133	Scholarships and Awards .....	21
Loans .....	24	Science Learning Center (SLC) .....	194
Machinist Technology .....	134	Scientific Reading & Study Skills .....	194
Management Information Systems .....	137	Secretarial (see Office Information Systems) .....	155
Mathematics .....	141	Services for Students .....	19
Mathematics Applied (see Business Calculations and Technical Calculations courses within the department of Electricity / Electronics) .....	76 or 104	Sexual Harassment Policy .....	15
Matriculation .....	10	Sign Language (See American Sign Language) .....	54
Microbiology (see Biology) .....	69	Sociology .....	194
Military Service Credit .....	13	Spanish .....	196
Mission Statement .....	5	Speech .....	197
Modern Languages .....	145	Standards of Conduct .....	28
Music .....	145	STAR Program .....	21
Non-Degree Applicable Courses .....	13	Student Activities .....	19
Nursing .....	150	Student Awards and Honors .....	17
Nutrition/Food (see Family & Consumer Science) .....	111	Student Grievance Policy .....	29
Oceanography .....	155	Student Rights and Responsibilities .....	27
Office Information Systems (OIS) .....	155	Student Services and Activities .....	19
Ombudsperson (See Student Grievance) .....	30	Substance Abuse .....	25
Open Enrollment Policy .....	15	Technical Calculations .....	104
Out-of-State Students .....	8	Tenets .....	5
Paralegal Studies .....	160	Theatre Arts .....	199
Parking Regulations .....	25	Transcripts of Prior Work .....	9
Pharmacy Technology .....	161	Transfer Center .....	22
Philosophy / Religious Studies .....	163	Transfer to Four-Year Colleges and Universities .....	34
Photography (see Art) .....	58	Transfer to Independent California Colleges and Universities .....	37-38
Physical Education and Athletics .....	165	Truck .....	200
Physical Science .....	169	Tutorial Center .....	22
Physics/Astronomy .....	169	Typewriting (see Office Information Systems) .....	155
Physiology (see Biology) .....	69	Units of Credit .....	11
Plagiarism .....	28	University of California .....	35
Police Services and Safety .....	25	Veterans .....	8
Police Science .....	171	Vision Statement .....	6
Political Science .....	178	Vocational Certificate Programs .....	33
Prerequisites .....	13	Water Supply Engineering .....	201
Probation .....	14	Web Page .....	22
Professors Emeriti .....	210	Welding Technology .....	202
Program Change .....	10	Withdrawal from Classes .....	12
Psychiatric Technology .....	179	Word Processing (see Office Information Systems) .....	155
Psychology .....	180	Work Experience .....	205
Public Administration .....	183	Workforce Development (see CalWORKS) .....	22
		Writing Center .....	22



## ACKNOWLEDGMENTS

Our special thanks to the following staff for their contributions to this catalog:

### COVER ARTIST AND DESIGNER

*Sue Williams*

### EDITING

*Corrina Alemán, Robin Calote, Marie Mestas,  
Cindy Parish, DyAnn Walter, Nicole Williams*

### FORMAT DESIGN

*Barbara Hardy*

### GRAPHIC SPECIALIST

*Elizabeth Merrill*

### PHOTOGRAPHY

*Corrina Alemán, Robin Calote,  
Khushroo Ghadiali, Nicole Williams*

### PRINTING

*San Diequito Printers*



