

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
TOTAL UNITS	23-25

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)
TOTAL UNITS for Office Information Core Requirements	(16-19)

1. ADMINISTRATIVE ASSISTANT

REQUIRED COURSES:	UNITS
Office Information Core Requirements	16-19
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
RECOMMENDED COURSES	UNITS
BUSCAL 050 Quantitative Methods in Business	3
OIS 080x4 Building Keyboarding Skills	1
OIS 148 Fashion Selection	3
SPAN 015 Conversational Spanish	3
TOTAL UNITS	46-50

2. CLERICAL ASSISTANT

REQUIRED COURSES:	UNITS
Office Information Core Requirements	16-19
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
RECOMMENDED COURSES	UNITS
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
TOTAL UNITS	30-34

3. INFORMATION PROCESSING SPECIALIST

REQUIRED COURSES:	UNITS
Office Information Core Requirements	16-19
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

RECOMMENDED COURSES	UNITS
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
TOTAL UNITS	31-34

4. LEGAL ADMINISTRATIVE ASSISTANT

REQUIRED COURSES:	UNITS
Office Information Core Requirements	16-19
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

RECOMMENDED COURSES:	UNITS
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
TOTAL UNITS	42-47

5. MEDICAL ADMINISTRATIVE ASSISTANT

REQUIRED COURSES:	UNITS
Office Information Core Requirements	16-19
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
TOTAL UNITS	43-47

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
TOTAL UNITS	35-39

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
TOTAL UNITS	16

RECOMMENDED COURSES:	UNITS
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)
TOTAL UNITS	24

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
TOTAL UNITS	30

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
TOTAL UNITS	29

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
TOTAL UNITS	23

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)

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

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).

REQUIRED COURSE:	UNITS
POLICE 001 Basic Law Enforcement Academy	30
TOTAL UNITS	30

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 motor-cycle 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
TOTAL UNITS	66

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
TOTAL UNITS	57

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.



Sequence of Reading Courses at SBVC

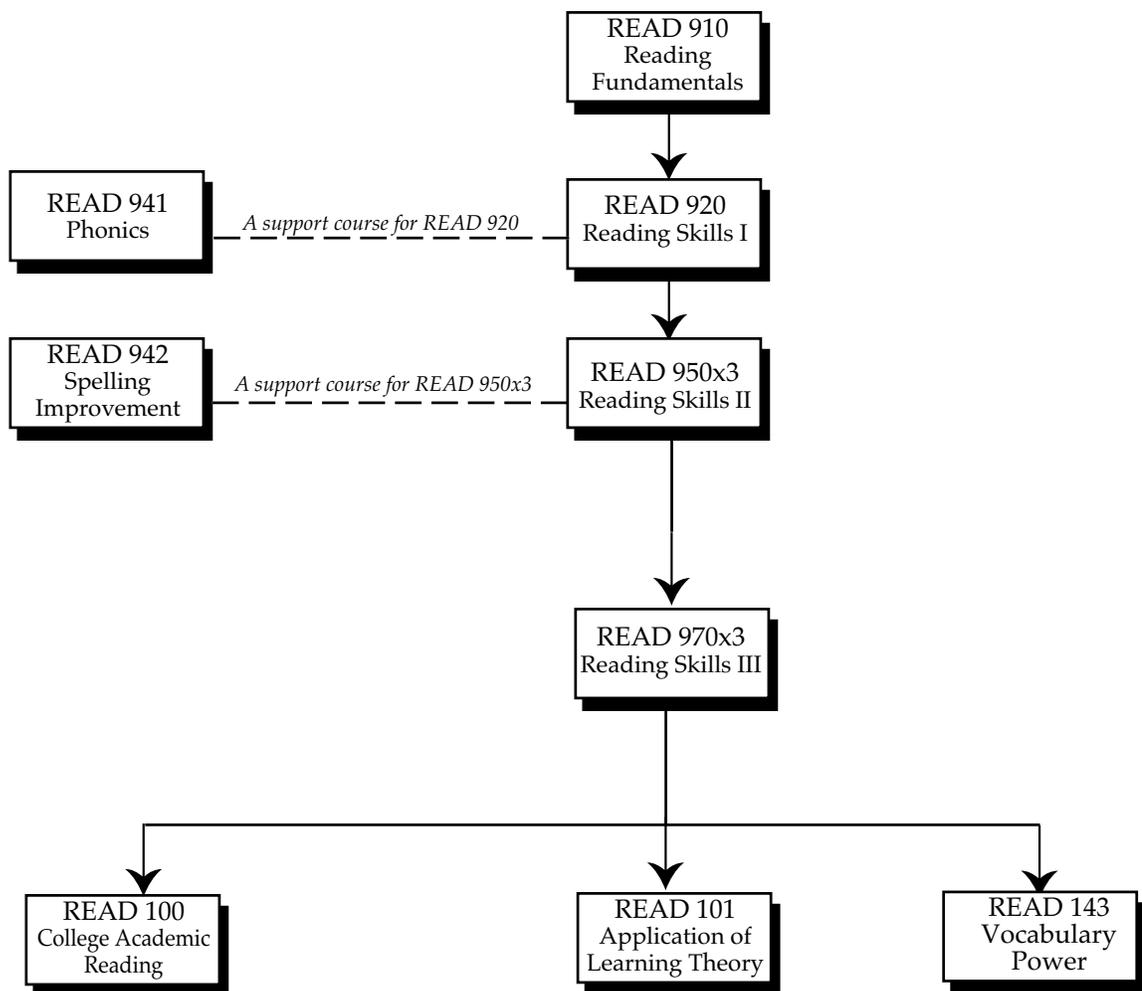
In order to graduate with an associate degree, you must complete READ 970x3, READ 100, or READ 101 with a grade of C or better

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
TOTAL UNITS	21

1. REAL ESTATE CONCENTRATION	
REALST 200 Real Estate Practice	3
REALST 205 Real Estate Appraisal: Residential	3

2. ESCROW CONCENTRATION	
ESCROW 102 Escrow Procedures II	3
ESCROW 103 Escrow Procedures III	3

RECOMMENDED COURSES FOR BOTH CONCENTRATIONS:	
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.

REQUIRED COURSES:	UNITS
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
TOTAL UNITS	24

RECOMMENDED COURSES:	UNITS
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

REQUIRED COURSES:	UNITS
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
TOTAL UNITS	24-25

RECOMMENDED COURSES:	UNITS
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.
DIVISION 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)	
TOTAL UNITS	31

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).

REQUIRED COURSES:	UNITS
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
TOTAL UNITS	30-47

**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.

REQUIRED COURSES:	UNITS
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
TOTAL UNITS	18-35

2. FOOD PREPARATION CERTIFICATE

The Food Preparation Certificate is designed to prepare students for entry-level employment in food preparation.

REQUIRED COURSES:	UNITS
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
TOTAL UNITS	21-38

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.

REQUIRED COURSES:	UNITS
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
TOTAL UNITS	31

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.

REQUIRED COURSES:	UNITS
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
TOTAL UNITS	40-60

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, serviceware, 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)
Fifteen units from the following Water Supply Engineering Courses.	15
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
TOTAL UNITS	25-26

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
PREREQUISITE: None.
LECTURE: 3 hours per week.
 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.
Associate Degree Applicable
Course credit transfers to CSU.

WSE 141
 WATER UTILITIES DISTRIBUTION II 3 UNITS
PREREQUISITE: WSE 140.
LECTURE: 3 hours per week.
 Operation and maintenance of distribution systems.
Associate Degree Applicable
Course credit transfers to CSU.

WSE 142
 WATER QUALITY AND BASIC DOMESTIC WATER TREATMENT 3 UNITS
PREREQUISITE: None.
LECTURE: 3 hours per week.
 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.
Associate Degree Applicable
Course credit transfers to CSU.

WSE 143
 ADVANCED DOMESTIC WATER AND INDUSTRIAL WATER TREATMENT 3 UNITS
PREREQUISITE: WSE 142.
LECTURE: 3 hours per week.
 Advanced study of domestic and industrial water quality and treatment. Prepares students for California State certification examinations for Grade III and IV.
Associate Degree Applicable
Course credit transfers to CSU.

WSE 144
 CROSS-CONNECTION CONTROL AND WATER SAFETY ENGINEERING 3 UNITS
PREREQUISITE: None.
LECTURE: 3 hours per week.
 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.
Associate Degree Applicable
Course credit transfers to CSU.

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
SUB TOTAL UNITS	23

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
TOTAL UNITS	29

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
TOTAL UNITS	7

**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
TOTAL UNITS	10-11

**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
TOTAL UNITS	9

**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
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
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
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
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.
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