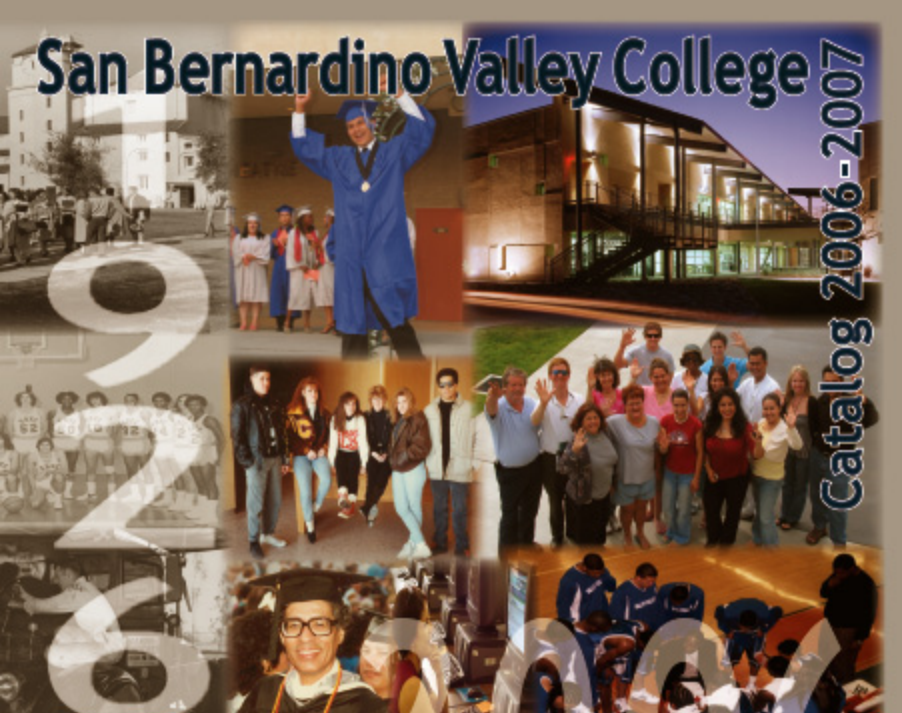


# San Bernardino Valley College

Catalog 2006-2007



80  
years



*Continuing our commitment to quality and excellence*

# SAN BERNARDINO VALLEY COLLEGE

## 2006-2007

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



<b>PART I</b>	THE COLLEGE
<b>PART II</b>	DEGREE, CERTIFICATE, AND TRANSFER INFORMATION
<b>PART III</b>	CORE SKILL SETS
<b>PART IV</b>	COURSE DESCRIPTIONS
<b>PART VI</b>	ADMINISTRATION AND FACULTY

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

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

*SBCCD y sus dos planteles, SBVC y Crafton Hills College proveen oportunidades iguales en cuanto a admisión, ayuda financiera a los estudiantes, infraestructura de apoyo estudiantil y actividades y empleo sin discriminar a causa de raza, color religión, sexo, edad, o incapacidad física o nacionalidad. Cada curso que recibe renumeración del estado es de matrícula abierta a toda persona que haya sido admitida a la universidad y que cumpla con los requisitos del curso. Para información adicional llame a Marco Cota o Laura Gómez, (909)384-4404.*

*This publication is available in alternate formats (Braille, large print, e-text) for qualified persons with disabilities. Call (909) 384-4443 or (909) 384-8277 for information or contact us by email at [dsps@valleycollege.edu](mailto:dsps@valleycollege.edu).*



Welcome to San Bernardino Valley College and to the San Bernardino Community College District.

Valley College has dramatically changed its physical appearance over the last four years, but internally we're still committed to helping you achieve your goal of transfer to a four-year university, vocational training, personal enrichment or career development. We're proud of our quality programs and faculty that are dedicated to student-centered learning.

There are a variety of student clubs, athletics, student government and many other activities to enrich your experience here. I encourage you to make the most of your time while you're in college. Try something different and make new friends.

As always, the faculty, staff and administration of the San Bernardino Community College District are dedicated to "enhancing your life with quality education."

Donald F. Averill, Ed.D.  
Chancellor



The 2006-2007 academic year is San Bernardino Valley College's 80<sup>th</sup> Anniversary. We have been the engine that drives higher education in our region since 1926.

This publication is an important document for all SBVC students. It provides you with detailed information regarding our degree and certificate programs as well as a complete listing of services for our students.

If you have not been on our campus in recent years, you will immediately notice our new face. With the completion of a new Art Center this Fall, we will have five new buildings encompassing 186,000 square feet of classroom, lab and student service space. This ambitious construction project began in 2000 with a groundbreaking for our new library. In addition to the Library, we have new Administration & Student Services, Campus Center, and Health & Life Science buildings.

The one thing that has not changed is our commitment to your success. Our motto reflects it all: *Where Dreams Come True.*

Thank you for choosing San Bernardino Valley College.

Denise Whittaker, M.A.  
President



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# CALENDAR FOR THE 2006-2007 ACADEMIC YEAR

## FALL SEMESTER 2006

August 14	First Day of Fall Semester Instruction
September 4	Labor Day – Holiday
October 1	Deadline - Last Day to apply for Fall 2006 graduation
November 10	Veteran's Day – Holiday
November 23-25	Thanksgiving Recess
December 7	Last Day of Instruction, Day and Evening
December 11-16	Final Examinations
December 23 – January 15	Winter Recess

## SPRING SEMESTER 2007

January 15	Martin Luther King Day – Holiday
January 16	First Day of Spring Semester Instruction
February 16	Lincoln's Birthday – Holiday
February 19	Washington's Birthday – Holiday
March 1	Deadline - Last Day to apply for Spring 2007 graduation
March 19-24	Spring Recess
May 16	Last Day of Instruction, Day and Evening
May 17-23	Final Examinations
May 24	Commencement

## SUMMER SESSION 2007

Start dates will be available during the Spring 2007 semester.

Check the fall, spring or summer *Schedule of Classes* as well as [www.valleycollege.edu](http://www.valleycollege.edu) for specific dates in that semester, such as the period of registration and the last day to withdraw.





## PART I – THE COLLEGE GENERAL INFORMATION

### **The College**

San Bernardino Valley College is a comprehensive community college that serves the residents of the Inland Empire. The college is one of 110 locally governed California community colleges, and as such, is regulated by the California Education Code and is subject to the decisions of the California Legislature and the California Community College Board of Governors. The college is responsible to its local constituency through an elected Board of Trustees, which is the principal policy-making body for the college.

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

### **Mission Statement**

The mission statement describes San Bernardino Valley College's reason for being. The district's Board of Trustees formally adopted this mission on June 13, 2002. The mission statement was reaffirmed by the college in December 2004.

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

*The mission of San Bernardino Valley College is: to prepare students to transfer to four-year colleges and universities; to provide students with the knowledge and skills needed to succeed in business, industry and the professions; to advance the state and region's economic growth and global competitiveness through continuous workforce development; to work in partnership with the local community to improve the quality of life in the Inland Empire; and to prepare students for active participation in*

*a multicultural society. The faculty and staff of San Bernardino Valley College are committed to student success and to teaching and service excellence.*

### **Educational Philosophy**

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

*We believe:*

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

- *That all members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.*
- *That institutional effectiveness must be verified annually by using empirical data as demonstrated through each standing committee in the collegial consultation process.*
- *That students learn best on a campus that is student-centered and aesthetically pleasing.*
- *That we must be responsible stewards of campus resources.*

### **Vision Statement**

The vision statement represents the collective sense of the direction the faculty, staff and administration would like to see the college move over the next decade. The district's Board of Trustees adopted the vision statement on June 13, 2002. The vision statement was reaffirmed by the college in December 2004.

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

### **History**

San Bernardino Valley College was established in 1926, and originally served only the San Bernardino and Colton Unified School Districts. The population served has now expanded to include communities throughout the Inland Empire. Over the years, the original four-building campus has grown to one of eighteen major buildings grouped conveniently around a central quadrangle and mall, giving easy access to the numerous special purpose classrooms, lecture halls, laboratories, studios, shops and practice rooms. A faculty of 16 has grown to a teaching staff of more than 160 full-time and 340 hourly faculty, and student body of 140 has grown to one of over 13,000. San Bernardino Valley College is proud of its long tradition of service to our community, and the faculty and staff are gratified to know they have played an important part in improving the lives of so many.

### **Length of Programs**

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

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

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

### **Accreditation**

San Bernardino Valley College is fully accredited by the following agencies:

- Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges  
10 Commercial Boulevard, Suite 204  
Novato, CA 94949  
(415) 506-0234
- California Board of Registered Nursing  
P.O. Box 944210  
400 R. Street, Suite 4030  
Sacramento, CA 95814  
(916) 322-3350
- National League for Nursing Accrediting Commission  
61 Broadway – 33<sup>rd</sup> Floor  
New York, NY 10006  
(800) 669-1656 ext. 153  
(212) 363-5555

## ADMISSION REGULATIONS

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

### Admission Requirements

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

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

### High School Students

In accordance with Board Policy 6020, any pupil enrolled in grades 9-12 from a public school district may apply for admission to the college upon submitting evidence that the Board of Trustees of the public school district has granted such approval. A parent or guardian of a pupil who is not enrolled in a public school district may petition the college president for such admission. The college president or designee shall review and act upon all applications.

The three categories of high school students listed below may be admitted to San Bernardino Valley College. All high school students must complete an admission application and take the College Assessment Test before registering for classes:

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

- Must have an overall high school GPA of 3.0 or better as verified by an official transcript. An appeals process will be available to students with GPA between 2.7 and 3.0, in which provisional admission will be granted based on a letter of recommendation from an instructor currently teaching the student in an academic course.
- Must submit a completed application for admission to the college.
- Must submit a **Special Student Attendance Approval** form signed by parent/guardian and high school principal or designee.
- Must register in transfer level courses.
- Must submit official high school transcript each semester while attending SBVC.
- Courses cannot duplicate courses currently available in their high school.

### High School Vocational Education Students, Grades Nine Through Twelve

- Must have an overall high school GPA of 2.0 or better as verified by an official transcript.

- Must submit an application for admission to the college.
- Must submit a **Special Student Attendance Approval** form signed by parent/guardian and high school principal or designee.
- Must register in Vocational Education courses only.
- Must submit official high school transcript each semester while attending SBVC.
- Courses cannot duplicate courses currently available in their high school.

### Students Below Grade Eleven

- Parents must petition in writing to the Vice President of Student Services or designee.
- The public school district of residence must grant approval in writing.
- Student must have proof of an overall high school 3.0 GPA or better as verified by an official transcript (except for students enrolling in Vocational Education courses, as described above).
- Must submit a **Special Student Attendance Approval** form.
- Must register in transfer level courses only (courses numbered 100 - 200).
- Must submit official high school transcript each semester while attending SBVC.
- Courses cannot duplicate courses currently available in their high school.

### Residence Requirements

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

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

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

In general, an unmarried minor (a person under 18 years of age) derives legal residence from the parent or parents with whom he/she lives. The student who is within the state only for educational purposes does not gain the status of resident regardless of the length of his/her stay in California. Exceptions to the residence requirements are as follows:



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

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

### **Out-of-State Students**

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

### **International Students**

San Bernardino Valley College is approved by the U.S. Citizenship and Immigration Services (USCIS) to admit non-immigrant international students who are taking lower division work for transfer to four-year institutions or who are taking coursework to complete a two-year occupational major. San Bernardino Valley College requires the full completion of each of the following items:

- An international student application for admission and a San Bernardino Valley College application accompanied by a nonrefundable processing fee of \$25.
- A minimum score of 450 on the paper-based Test of

English as a Foreign Language (TOEFL), 133 on the computer-based TOEFL, or 45 on the Internet based TOEFL.

- Official transcripts of high school and college records, accompanied by a notarized translation if the original is not in English.
- A bank statement and a notarized verification of funds and affidavit of support, sufficient to cover all expenses while in this country.
- One recent passport sized photograph.
- One copy of passport.
- F1 students must purchase International Health Insurance by the first week of classes.

When all requirements have been met, the student will be mailed a letter of acceptance, along with an I-20 (certificate of eligibility) form. Transfer students must submit a copy of the I-20 form from the previous school attended, along with an Intent to Transfer form obtained in the Counseling Center (Administration/Student Services Building, Room 103) or on the SBVC website.

In order to be considered for admission, all application items must be submitted (by May 1 for the fall semester and October 1 for the spring semester) to the Counseling Center (Administration/Student Services Building, 103). Prior to registering for classes, the international student must also be prepared to present to the International Student Counselor the results of a chest x-ray or a negative tuberculosis skin test taken in the United States (The skin test may be taken in the campus Health Center for a nominal fee). F-1 students must be enrolled in 12 units per semester, per USCIS regulations.

### **Veterans**

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

- Filed a D.D. 214 form and other required documents with the Veterans Affairs Office.
- Filed an official transcript of all previous work taken at other colleges or universities with the Records Office (These records have to be evaluated and appropriate credit granted before the student can be certified for benefits. The applicant's initial certification to the Veterans Administration will reflect the total credit granted).
- Student must have their program approved by a counselor prior to the start of their second semester of attendance. The program must be listed in the College Catalog.
- To be certified as a student, you must be enrolled in classes listed on their education plan.

Grades of W (withdrawal) and NC (no-credit) are interpreted as unsatisfactory progress by the Veterans Administration. Additionally, a complete withdrawal during a term is considered unsatisfactory progress except in extenuating circumstances. Veterans and their eligible dependents are responsible for notifying the Veterans Administration of any changes in their academic program, in their marital or dependent status, or in their address.

# ENROLLMENT

## Application Procedures

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

You must have attended last semester for your file to be current. All new students who have never attended San Bernardino Valley College and **all returning students who did not attend San Bernardino Valley College last semester** must complete an application for admission before registering for classes. New student applications may be submitted online at the San Bernardino Valley College website [www.valleycollege.edu](http://www.valleycollege.edu) or in person at the Admissions & Records Office (Administration/Student Services Building). The signature page and statement of residency may be submitted in person or by U.S. Mail. Both the signature page and the statement of residency must be submitted before a student can be admitted. **Note: Returning students must submit their applications at the Admissions & Records Office.**

### 2. *Transcripts of Prior Work*

Students must have official transcripts of all high school and college work (all work not done at San Bernardino Valley College) sent to the Admissions & Records Office (Administration/Student Services Building) if they are planning to attend. **If the student does not submit an application, transcript will be destroyed.**

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

When you submit an application for admission in person, you will be able to make an appointment to take an Assessment test. New students are **required** to participate in assessment unless specifically exempted from this process.

If you mail your application, or submit it online, you may come to the Admissions & Records Office (Administration/Student Services Building) to make an appointment or call, which is your admission ticket to assessment. To get an appointment for the Ability-to-Benefit (ATB), please go to Financial Aid.

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

#### **You may be exempt from Assessment if:**

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

#### **You may be exempt from the English Assessment if:**

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

#### **You may be exempt from the math Assessment if:**

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

Here are questions students most often ask about Assessment:

#### ***Why is the Assessment required?***

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

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

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

#### ***How long will the Assessment take?***

Approximately 3 hours.

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

If you have a learning or physical disability that requires reasonable accommodation to complete the assessment test, please contact Disabled Student Programs and Services, located in Administration/Student Services, Room 105.

#### ***Do other colleges require Assessment?***

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

#### ***Does a counselor discuss my Assessment results?***

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

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

Take the prerequisite course, or refer to page 12 for other options.

### 4. *Registration*

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

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

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

## 5. **Payment of Fees**

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

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

## 6. **Class Attendance**

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

## 7. **Late Registration**

Applicants who do not enroll during the registration period may enroll in classes during the first two weeks of the full-term fall and spring semesters, using the "Web Authorization Sticker." Keep in mind that an instructor may refuse to admit a late registrant when the work missed cannot reasonably be made up, when the class is full, or when normal progress in the course would be impossible or unsafe. Students who are added to classes must bring only signed web authorization forms to the Admissions & Records Office **immediately**. Students will **not** be enrolled into a class if the deadline date for admissions has passed.

## 8. **Change of Program**

Registered students may change their programs during a designated period at the beginning of each semester. Once the telephone/web registration period has passed (or the first day of classes lasting less than 17 weeks), a *Web Authorization Add/Drop* form is needed to change a schedule. These forms are in the classrooms or Division Secretaries. Students must request a computer printout whenever they make a schedule change. If a schedule is revised in such a way as to change the total number of units taken, the amount of enrollment fees will also change. All fees are due at time of service.

## 9. **Refunds**

**A. Designated Fees including** 1) Enrollment 2) Non-Resident Tuition 3) Parking 4) Health 5) Accident Insurance 6) Student Services Card 7) Student Center 8) SBVC Student Representation.

### **B. Conditions**

1. Refund requests must be initialed and signed by the student utilizing the District refund form.
2. If a refund is requested for the parking or student services car fees, the parking decal or the student services card must be attached to the refund request.

### **C. Military Service Exception**

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition of the affected student, refund the entire enrollment fee unless academic credit is awarded.

## D. **Refund Schedule**

This refund schedule applies to all fees listed in Paragraph A, above:

1. Fees are collected in error – Fees collected in error will be refunded in their entirety.
2. Class cancelled by the college – If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph A will apply.
3. Withdrawal from the College
  - a. Enrollment Fee/Non-Resident Tuition – If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or non-resident tuition fees will be refunded;
  - b. Parking fee, Health fee, Accident Insurance fee, Student Services Card fee, Student Center fee, Student Representation fee – In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.
4. Unit Reduction – If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.
5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

**E. Refund Processing Fee** – A charge of \$10 will be collected for each refund transaction not to exceed \$10.00 per student per semester, except for cancelled classes or over-payment.

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

## **Matriculation**

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

The college agrees to provide:

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

The student agrees to:

- Express at least a broad educational intent upon admission

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

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

## ACADEMIC STANDARDS & POLICIES

### Attendance

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

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

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

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

### Credit Hours (Units)

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

### Classification of Student Load

Students are defined as full-time when enrolled in 12 or more units in either the fall or spring semesters. A part-time student is one who is enrolled in fewer than 12 units in either the fall or spring semesters. During the summer session, a full-time student is enrolled in 6 or more units and a part-time student is enrolled in fewer than 6 units.

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

### Grades & Grade Points

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

	Grade Points Per Unit
A Excellent	4
B Good	3
C Satisfactory	2
D Passing, less than satisfactory	1
F Failing	0
* CR Credit	0
** NC No Credit	0

*** I Incomplete	—
*** W Withdrawal	—
*** MW Military Withdrawal	—
*** IP In Progress	—
*** RD Report Delayed	—

- \* At least satisfactory; units are not counted in GPA; credit is earned.
- \*\* Less than satisfactory; units not counted in GPA; NC units used in calculating units attempted for progress, probation and dismissal.
- \*\*\* Non-evaluative symbols; no units or credit earned.

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

### Credit / No Credit Grading

Students who wish to be graded in any class on a Credit/No Credit basis must complete the appropriate form which is available in the Admissions & Records Office (Administration/ Student Services Building, Room 100) or on the college website. The paperwork must be submitted no later than the end of the first 30 percent of the course. Credit will be granted only when the work is of a quality equivalent to a grade of "C" or better. A maximum of 15 units of credit (CR) courses may apply toward graduation requirements. Credit/No Credit grading is not permitted in a course within a student's major area of study. This rule may be waived for students who complete courses for credit and who later declare a major in that field of study. Once Credit/No Credit has been selected as a grading option, a letter grade (A-F) cannot be issued.

### Incompletes

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

### Withdrawals

If a student stops attending class, it is the student's responsibility to officially drop the class. A student who wishes to drop one or more classes but continue enrollment in other classes should complete an add/drop/

web authorization form. The completed form must be returned to the Admissions & Records Office immediately or entered online. Prior to the end of the third week (or 30 percent of a term, whichever is sooner), no entry will be made on the student's record for dropping a class. A student who withdraws or is dropped from a course before the end of the 14th week of a semester (or before 75 percent of a short-term class has been completed) will not receive a letter grade. Instead, the letter W (Withdrawal) will be recorded on the student's transcript. This symbol carries no evaluation of the student's work, but is a clerical notation that the student was enrolled in the course and withdrew or dropped without grade or unit credit. However, W's are used in probation and dismissal procedures. Students will receive a letter grade if they continue any course after the 14th week of the semester (or after 75 percent of a short-term class has been completed).

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

### Repeated Courses

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

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

### Final Examinations

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

### Final Grades and Transcripts

Final grades are accessible via the Internet or through the telephone registration system approximately four weeks after the completion of the semester. To access Valley's *Campus Central* on the Internet, go to:

<http://www.valleycollege.edu>

To access grades through the campus telephone system, dial (909) 888-1996. Note: Final grades will not be released if a student has holds, an outstanding financial obligation, or other academic or probationary issues.

Requests for transcripts must be made in writing. Students may complete the appropriate form in the Records Office (Administration/Student Services Building, Room 100). Requests will be filled within a predetermined timeframe, providing the student has no outstanding obligation to the college. The first two transcripts requested are provided at no charge; after two, there is a nominal charge for each request.

### Prerequisites, Corequisites, and Departmental Advisories

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

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

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

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

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

### **Non-Degree Applicable Courses**

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

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

### **Credit-by-Examination**

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

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

An application for credit-by-examination is available from the Records Office (Administration/Student Services Building, Room 100). In addition to paying an enrollment fee based on the number of units in the course that is being challenged, there is an additional \$20 processing fee that is applied to all credit-by-examination applications. (Note: All students, including those with Board of Governor fee waivers, must pay the processing fee and enrollment fee based on units when applying for credit by exam.) Once the application has been approved by the administration and the necessary fees have been paid, notice will be sent to the instructor that he/she may administer the examination and submit the grade earned. Grades will be consistent with the grading systems established by the college and will be submitted to the Admissions & Records Office by the end of the semester in which the examination is completed. The student's transcript will contain a notation that indicates that the credit was earned by examination. Any grades earned through credit by examination will be counted when determining athletic, financial aid and Dean's List eligibility. The units earned will not be counted in

determining the twelve (12) semester hours of credit in residence required for graduation from the college (see Associate of Arts Degree graduation requirements on page 30 of this catalog). Financial Aid is not available for credit by examination.

### **Credit for Military Service**

Currently enrolled students who have had a minimum of one year of military service may petition to receive up to two semester units of credit for the Physical and Health Education requirement for graduation. One unit is allowed toward CSU GE-Breadth in area E. A DD-214 is required. Petition *For Military Service Credit* forms may be obtained in the Admissions & Records Office (Administration/Student Services Building, Room 100). Students who have completed coursework at other institutions while in the military must submit official transcripts to appropriate division deans for approval of course equivalency.

### **Credit for Advanced Placement**

Students who have completed Advanced Placement (AP) examinations of the College Entrance Examination Board with scores of 3, 4, or 5 may receive credit at San Bernardino Valley College as indicated in the table on page 16. A grade of Credit (CR) will be assigned on the transcript. Credit awarded through advanced placement may be used to satisfy graduation requirements toward the associate degree, IGETC and CSU General Education-Breadth requirements. Transfer universities re-evaluate AP. The units earned from AP credit will not apply toward financial aid nor can they be used to satisfy the 12-unit residence requirement for graduation. Students request credit for AP through the Admissions & Records Office. (See Associate Degree Graduation Requirements on page 30 of this catalog).

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

A student must be enrolled at San Bernardino Valley College to receive course credit for CLEP Examinations. Credit will not be granted for courses in which equivalent or more advanced course work has been completed. Students will receive appropriate credit for CLEP Examinations, for which faculty have determined equivalent to SBVC courses. Students should be aware of the following:

1. University of California does not accept CLEP Examinations.
2. The California State University is only obligated to accept the following CLEP Examinations:
  - College Algebra/Trigonometry (score 49) applicable toward CSU GE-Breadth Area B4.
  - Calculus with Elementary Functions (score 51) applicable toward CSU GE-Breadth Area B4.
  - General Chemistry (score 48) applicable toward CSU-GE Breadth Area B1.
3. Students should be aware that acceptance of CLEP at the various campuses of the CSU varies. CLEP Examinations get re-evaluated at transfer universities.
4. SBVC Departmental approval is required for degree ad/or certificate requirements.
5. CLEP is evaluated on a credit basis only; no letter grades are assigned.
6. At the time of publication of this catalog, CLEP is under review at SBVC. CLEP scores other than those listed below will be evaluated on an individual basis.

Please refer to the table on page 15.

### Credit for Courses Taken at Other Colleges

Academic credits earned at other regionally accredited institutions are evaluated at the time of a student's initial enrollment at SBVC. It is therefore important that the student request official transcripts from all colleges previously attended. These transcripts should be sent to the Admissions & Records Office (Administration/Student Services Building, Room 100). All religious courses taken at a denominational college need to be equated with courses at San Bernardino Valley College; otherwise, the religious courses are not allowed.

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

### International Baccalaureate

A student must be enrolled at San Bernardino Valley College to receive course credit for the International Baccalaureate diploma or certificates. At the time of catalog publication, policy for acceptance of the International Baccalaureate diploma or certificates is under review for only the higher levels (HL). Scores below 4 for English A1 and 5 for Mathematics will require that students complete assessment at SBVC. The International Baccalaureate is re-evaluated by the CSU and UC. Please refer to the table below. Any questions may be directed to the Articulation Officer in the Counseling Center, Administration/Student Services Building, Room 103.

Examination	Score	Units	SBVC Equivalent	CSU GE-Breadth	IGETC
English A1 (HL)	5	4	ENGL 101	A2	Area 1A
English A1 (HL)	4	4	Placement into ENGL 101; credit for ENGL 015	No credit	No credit
French B (HL)	5	5	FRENCH 102	C2	Language other than English
Mathematics and Computer Science(HL)	5	4	MATH 250	B4	Area 2
Spanish B (HL)	5	5	SPAN 102	C2	Language other than English

### Progress Probation:

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

have been completed with an assigned letter or CR grade. In addition, a student may appeal his/her probation status.

### Probation & Disqualification

#### Academic Probation:

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

#### Academic Disqualification:

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

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

As with probation, a student will be informed of dismissal by letter. A student may appeal his/her disqualification status.

#### Readmission After Disqualification:

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

### Academic Renewal

Students who feel that past substandard grades earned from San Bernardino Valley College or any other accredited college no longer reflects their current level of academic performance may petition to have the grades from any two consecutive semesters eliminated from the computation of their total grade point average. Students must contact each institution individually to request academic renewal. The following conditions will apply:

- The substandard grades must have been earned during no more than two consecutive semesters of attendance at any accredited college.
- The number of units under consideration for these two consecutive semesters may not exceed 30 semester units.
- During the time since the substandard grades were achieved, the student must have attended San

Bernardino Valley College or any other accredited college and completed at least two semesters and at least 24 consecutive semester units with a cumulative grade point average of 2.50 or higher.

- Of the units obtained since the standard grades were achieved, only the last 24 units completed will be used to determine eligibility.
- The student may not petition under these procedures more than one time.

If the conditions above are met and if the petition is approved, the student's grade point average will be recalculated. Nonetheless, any institutional action taken under Academic Renewal will not remove the original courses, units, or grades from the student's permanent record. In accordance with Title V, all work attempted, once entered on the record, must remain legible and reflect the student's complete academic record. The petition may be obtained and reviewed by a counselor to determine if the criteria has been satisfied and submitted to Admissions & Records (Administration/Student Services Building, Room 100).

### Open Enrollment Policy

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

### Sexual Harassment Policy

Sexual harassment of students or employees in the academic and work environments violates both federal and state law and district policy, and it will not be tolerated. It also violates law and policy to retaliate against any individuals for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment. Unlawful harassment on the basis of sex includes, but is not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District. Complaints of sexual harassment may be registered with Kay Ragan, Interim Vice President of Student Services, Administration 200. She can also be reached by calling (909) 384-8297.

### Academic Freedom

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

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

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

CLEP EXAMINATION	SBVC REQUIRED SCORE	SBVC UNITS	SBVC EQUIVALENT COURSE (to clear prerequisite requirements)	SBVC Graduation Requirement	CSU GE-Breadth Area
Accounting Principles	50	6	ACCT 200 & 201	N/A	N/A
Algebra, College	50	3	MATH 102	Category IV	No credit
Algebra – Trigonometry, College	50	4	MATH 151	Category IV	B4
American Government	under review	under review	under review	under review	under review
Biology	46	3	N/A	Category I (no lab credit)	No credit
Calculus	50	4	MATH 250	Category IV	B4
Chemistry	48	3	N/A	Natural Science (no lab credit)	B1
English – Freshman Comp	N/A	N/A	N/A	No credit	No credit
Humanities	420	3	N/A	Category III	No credit
Literature – Analyzing & Interpreting	under review	under review	under review	under review	No credit
Marketing Principles	under review	under review	under review	under review	No credit
Mathematics, College	N/A	N/A	N/A	No credit	No credit
Mathematics – Precalculus	50	4	MATH 250	Category IV	B4
Psychology - Introductory	N/A	N/A	N/A	No credit	No credit
Sociology	50	3	SOC 100	Category II	No credit
Spanish Language	N/A	N/A	N/A	No credit	No credit
Trigonometry	50	3	MATH 103	Category IV	No credit



## ADVANCED PLACEMENT EXAMINATION SCORES

Advanced Placement Exam with Score of 3, 4, or 5	SBVC Units Awarded	SBVC Prerequisite Course	SBVC General Education Graduation Credit	CSU General Education Credit	IGETC Credit
Art: History of Art	3	ART 100 or 102	Category III, 1 course	Area C1	Area 3A
Art: Studio	3	ART 120	Category III, 1 course	None	None
Biology	4	BIOL 100	Category I, 1 course	(no lab) Area B2	Area 5B
Chemistry	5	CHEM 150 or CHEM 150H	Category I, 1 course	Areas B1and B3	Area 5A
Computer Science A	3	(CS 110 + (CS 120 or CS 190)	None	None	None
Computer Science AB	3	CS 190 + CS 265	None	None	None
Economics: Macroeconomics	3	ECON 200 or 200H	Category II, 1 course	Area D2	Area 4
Economics: Microeconomics	3	ECON 201	Category II, 1 course	Area D2	Area 4
English: Language & Composition	3	ENGL 101 or ENGL 101H	Competency in English	Area A2	Area 1A
English: Literature & Composition	6	(ENGL 101 or ENGL 101H) + ENGL 151	Competency in English	Areas A2, C2	Area 1A
Environmental Science	3	BIOL 104	Category I, 1 course	Area B2	Area 5B (no lab)
French Language	6	Score 3, 4 or 5 = FRENCH 102 Score	Category III, 1 course	Area C2	Language Other than English
French Literature	6	No equivalent	Category III, 1 course	Area C2	Area 3B
German Language	6	No equivalent	Category III, 1 course	Area C2	Language Other than English
Government and Politics: Comparative	3	No equivalent	Category II, 1 course	Area D8	Area 4
Government and Politics: US	3	No equivalent	Category II, 1 course	Area D8	Area 4
History: European	3	No equivalent	Category II, 1 course	Area D6	Area 3B
History: U.S.	3	No equivalent	Category II, 1 course	Area D6	Area 3B
History: World	3	No equivalent	Category II, 1 course	Area D6	Area 3B
Human Geography	3	No equivalent	Category II, 1 course	Area D5	Area 4
Latin: Vergil	3	No equivalent	Category III, 1 course	Area C2	Area 3B
Latin: Latin Literature	3	No equivalent	Category III, 1 course	Area C2	Area 3B
Mathematics - Calculus AB	3	MATH 250	Competency in Math	Area B4	Area 2
Mathematics - Calculus BC	3	MATH 251	Competency in Math	Area B4	Area 2
Music Theory	3	MUS 101 + MUS 101L + MUS 102 + MUS 102L	Category III, 1 course	Area C1	Area 3A
Physics B	6	PHYSIC 150A + 150B	Category I, 1 course	Areas B1and B3	Area 5A
Physics C (Electricity/Mechanics Magnetism)	5	PHYSIC 200 + 201	Category I, 1 course	Areas B1and B3	Area 5A
Psychology	3	PSYCH 100 or 100H	Category II, 1 course	Area D9	Area 4
Spanish Language	6	Score 3=SPAN 102 Score 4=SPAN 103 or 103H Score 5=SPAN 104	Category III, 1 course	Area C2	Score of 4 or 5 Area 3B Language Other than English
Spanish Literature	6	No equivalent	Category III, 1 course	Area C2	Area 3B
Statistics	4	MATH 108	Competency in Math	Area B4	Area 2

## STUDENT AWARDS AND HONORS

### Academic Recognition Programs

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

#### **Dean's List:**

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

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

#### **Graduating with Honors:**

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

Students completing their associate degrees with an overall GPA of 3.0 are eligible to wear a sash at graduation. Students completing their vocational certificates with an overall GPA of 3.0 or above are eligible to wear a cord at graduation.

#### **Alpha Gamma Sigma:**

Students who have a cumulative grade point average of 3.00 or higher may join Alpha Gamma Sigma, the California Community College Honor Scholarship Society. Applications for admission to Alpha Gamma Sigma are available in the Alpha Gamma Sigma office in Liberal Arts 113.

### Honors Program

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

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

- Priority admission consideration

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

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

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

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

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

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

- ACCT 285
- ANTHRO 106H
- ART 285
- CD 105H
- CHEM 150H, 151H, 212H, 213H
- ECON 285
- ENGL 101H, ENGL 102H
- GEOG 285
- MATH 285
- MUS 285
- PHIL 101H
- POLIT 110H
- RELIG 100H
- SOC 100H
- SOC 285
- SPAN 103H
- SPEECH 100H

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

Students who would like to take a single honors course without fully participating in the Honors Program may enroll after satisfactorily demonstrating skill or aptitude in the discipline covered by that honors course. The prerequisite(s) for each course must be met by the individual student. Call (909) 384-8950 for additional information.

## SERVICES FOR STUDENTS

### Academic Advancement Lab & Tutorial Center

The Academic Advancement Lab and Tutorial Center (AALTC) houses self-paced, open entry basic skills classes and the Tutoring Center. It is located in the Liberal Arts Building (Room 206). The AALTC also serves as overflow open computer lab when the computers in the new campus Library are all in use. During the fall semester, the AALTC is open Monday-Thursday, 8:00 a.m. – 9:45 p.m., and Friday-Saturday, 8:00 a.m. - 4:45 p.m.

### Art Gallery

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

### Associated Students/Student Life

The Associated Students (AS) is the official Student Government Organization of San Bernardino Valley College. The AS represents all SBVC students. The primary responsibility of AS members is to represent student interests on college, district and statewide committees. In addition they plan and manage various AS accounts, including the Student Center Fee Account, the Student Representation Fee Account and the General Account. Funds from these accounts are used to support various activities. Students can become active in AS either by running for office during the spring semester or by requesting an appointment during the fall semester. Appointments are at the discretion of the AS President. All students interested in participating in student government should visit the AS Office (Campus Center) or should call (909) 384-8590.

The Student Life Department (SLD) supports and advises the student governing groups. The SLD may be contacted for assistance in the Campus Center or by calling (909) 384-4474.

### Athletics

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

Students interested in competing on an inter-collegiate team should contact the Athletic Directors at (909) 384-8510 (Men's) or (909) 384-8654 (Women's).

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

### Bookstore

The Bookstore, located on the lower level of the Campus

Center, sells textbooks, a wide variety of supplies, sportswear, accessories, snacks and novelty items. Bookstore hours vary throughout the semester. Call (909) 384-4435 or visit our website at [www.sbvcbkstore.com](http://www.sbvcbkstore.com) for additional information.

### Campus Child Development Center

The SBVC Child Development Center (CDC) is a licensed facility designed to meet the developmental needs of children from age one through pre-Kindergarten. The Center is open from 7:30 a.m. to 4:00 p.m., Monday-Friday. In addition, parents must enroll in a parent education class (CD 101). Preference is given to full-time students (12 units) who are on campus daily. Fees are assessed on a sliding scale, and can range from \$0 to \$48 per day, depending on the income of the parent(s). For further eligibility and enrollment information, call (909) 384-4440.

### Clubs/Organizations

Students are invited to join one of the various campus clubs – or to start one of their own! For more information on campus clubs, please visit the Student Activities Office (Campus Center) or call (909) 384-8692.

### Counseling Center

The Counseling Center staff and counselors (Administration/Student Services Building, Room 103) are available to assist students in making informed decisions about their academic, career and life goals. Counselors help students select the courses they need to meet requirements for associate degrees, certificates, and transfer. The Counseling Center is open Monday through Thursday from 8:00 a.m. to 7:00 p.m., and on Friday from 8:00 a.m. to 4:00 p.m. Students may be seen on a drop-in basis (first-come, first-served), but are encouraged to make an appointment in advance to spend more time with a counselor. A variety of services are available through the Counseling Center:

- **Educational and career planning**, including development of a student education plan.
- **Personal counseling** to meet the short-term needs of students with personal concerns.
- **International student counseling** to meet the specialized enrollment and counseling needs of F-1 Visa students.

To make an appointment or for additional information, please call (909) 384-4404.

### Disabled Student Programs and Services

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

To obtain an accommodation for a disability, a student:

1. Must have a professionally verified disability. Professionals who are qualified to provide verification of a disability include—but are not limited to—physicians, psychologists, learning disabilities specialists, optometrists, and rehabilitation counselors.
2. May consult with a DSP&S faculty or staff member regarding the accommodation request.
3. May inform the instructor of the need for an academic adjustment or auxiliary aid. The student must allow the instructor a reasonable length of time to implement his/her accommodation request and make the necessary adjustments. Either the student or the instructor may choose to consult with a DSP&S faculty/staff member regarding verification or arrangements.

Students who need services related to a disability or who desire further information may either contact DSP&S at (909) 384-4443, or else visit the department in the Administration/Student Services Building, room 105 to make an appointment for intake and advisement.

### **Distributed Education**

The office of Distributed Education coordinates the televised and computer-delivered courses available to students of San Bernardino Valley College and Crafton Hills College. Televised courses are broadcast on KVCR-TV, channel 24, and generally have five meetings on campus. KVCR is also available on cable systems and DirectTV, possibly on a different channel as selected by the independent provider. Online courses require access to a computer system connected to the Internet, and may have up to three meetings on campus. Fees and academic credits are the same as equivalent on-campus courses. Contact the Office of Distributed Education (909) 384-4325. The Internet site is:

<http://learnonline.sbccd.cc.ca.us.us/disted>

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

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

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

For more information, visit the Administration/Student Services Building, Room 202, or call (909) 384-4412.

### **Food Service/Snack Bar**

During the fall and spring semesters, the Campus Snack

Bar, located on the main floor of the Campus Center, is open Monday - Thursday, 7:00 a.m. - 8:00 p.m. and Friday 7:00 a.m. - 1:30 p.m. At other hours, food items can be obtained from the vending machines located in the North Dining Room in the Campus Center building as well as at other locations around campus.

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

### **Library**

The SBVC Library houses a collection of over 100,000 volumes, accessible through an online catalog which displays items in both the SBVC and Crafton Hills College Libraries. The catalog may be accessed on the Internet at <http://lr.valley.sbccd.cc.ca.us/libhome.htm>. One or more copies of most textbooks used at SBVC are available for in-Library use through the "Textbook Bank." In addition, there are 300 current print magazine subscriptions and an extensive backfile of magazine volumes. A 16-workstation database network provides access to thousands of newspapers, magazines, journals and other materials supporting research. Enrolled students may request a password so that they can access these databases from their home computers. The Library also houses the campus' open computer laboratory, with over 40 personal computers, audio and video cassette players, and other multi-media equipment available for student use in completing class assignments. Librarians are available to help students find materials for term papers and other research assignments. Library cards are free and will be issued upon proof of attendance. During the fall semester, the Library is open Monday-Thursday, 8:00 a.m. – 9:45 p.m. and Friday-Saturday, 8:00 a.m. – 4:45 p.m.

### **Puente**

The mission of the Puente Project is to increase the number of educationally underrepresented student who enroll in four-year colleges and universities to obtain their bachelor's degree, and return to the community as leaders and mentors. Puente has been at SBVC since 1984. Puente is a successful statewide transfer program consisting of counseling, mentoring and writing components. Students take two consecutive writing classes: English 015 (fall) and English 101 (spring). Students build confidence in their writing skills through an exploration of Mexican/American/Latino literature. English classes are linked with a one-unit class each term, Student Development 015 and 101. Puente is open to all students. For more information on this program, contact the Puente Office at (909) 384-8255 or (909) 384-8244.

### **Scholarships and Awards**

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

Committee. Students who have completed 12 units at SBVC may apply for scholarships. Call (909) 384-8673 for additional information.

### **STAR Program**

The STAR Program (Administration/Student Services Building, Room 202) provides specialized support to students who qualify (based on citizenship status, need for academic support, income, first-generation college student status, and physical or learning disability). Participants receive tutoring, academic workshops, personal and academic counseling, financial aid counseling and referral, and cultural enrichment activities. Call (909) 384-8605 for additional information.

### **Student Assistance Program (SAP)**

The Student Assistance Program (SAP) is designed to help students and their families deal with unforeseen problems and circumstances that they may encounter during their studies at San Bernardino Valley College. It is operated by students that are trained in the areas of listening, assessing and referral. The MOTTO is "For Students, By Students." Hours of operation are Monday through Thursday, 8:00 a.m. – 6:00 p.m. and Friday, 8:00 a.m. – 4:00 p.m. Call (909) 384-8233 or visit us in the Campus Center.

### **Student Health Center**

The Student Health Center (Women's Gym, Room 9) is open Monday and Wednesday, 8:00 a.m. – 6:30 p.m., Tuesday and Thursday, 9:00 a.m. – 7:30 p.m. and Friday, 8:00 a.m. – 12:00 noon. Summer hours and services vary. The Center offers first aid, health education, nursing advice emergency care, immunizations, and health screening for vision, hearing and blood pressure. Physicians are available for consultation, treatment, and referral. Women's clinic services include pap smear, pregnancy tests, STD screening and birth control. Personal counseling by licensed therapists is also available by appointment. There is no charge for office visits. Nominal fees are charged for pharmacy services, lab work, immunizations, and vision and hearing testing. Call (909) 384-4495 for additional information.

A Health and Accident fee paid at the time of registration supports the Health Center. The amount of this fee is posted in the *Schedule of Classes*. In addition to the health fee, International Students attending SBVC on a student visa must purchase an international insurance through the Counseling Center which covers re-patriation and medical evacuation expenses in addition to medical coverage. They must also provide a negative tuberculin skin test or a chest X-ray. Students are not charged the health fee if they qualify for one of the following exemptions:

- Apprentices attending college under an approved training program.
- Students attending college classes on high school campuses.
- Students enrolled only in community services classes.
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination or organization (documentation required).
- Students who submit evidence that they are financially unable to pay the fees because of low

income. This includes recipients of TANF benefits, the supplemental security income / state supplementary program, or a general assistance program. However, for students receiving a government grant, such as PELL Grants, the health fee will be included as part of the financial aid packet. *Legislative changes are pending which may change this exemption in 2006.*

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

### **Transfer and Career Services**

Transfer and Career Services (TCS) (Administration/ Student Services Building, Room 203) is open to students planning to transfer to any four-year college or university and/or seeking career exploration. Transfer and Career Services operates Monday - Thursday from 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 4:00 p.m. TCS highlights the following services each semester: scholarship and financial aid information; Honors Program; preparation for CBEST exam and various college workshops; community speakers; transfer orientation sessions; credit evaluations; monthly calendar of events; career testing; library of college catalogs; career/job fair; videos and CD-ROMs; college applications; articulation agreements; college fairs; transfer honors reception; and workshops (resume writing, job interview, internship, job application). Transfer materials may be requested from Transfer and Career Services, and students may make an appointment to see a four-year college or university representative. Computers located in the TCS allow students to access class schedule, ASSIST, college and university web sites, grades, assessment scores, the Internet, e-mail, and other transfer information. For career exploration, TCS provides off-campus placement (which includes referrals and on-campus interviewing), the Eureka and SIGI career exploration programs, and WorkAbility III for placement of students with disabilities. Students may also do a job search via the Internet using CalJOBS or other websites. Call (909) 384-4410 or (909) 384-4407 for additional information.

### **Tutorial Center**

The Tutorial Center (Liberal Arts, Room 206) provides individual and small group tutoring sessions free of cost for enrolled students. Tutoring is available in accounting, art history, biology, business administration, chemistry, computer systems, economics, English, ESL, geography, history, math, music, oceanography, orientation, philosophy, physics, psychology, Spanish, and a growing number of other subjects. Tutoring is available Monday – Friday, 8:00 a.m. – 5:00 p.m., and by appointment at selected other times. Please call (909) 384-8566 for additional information.

### **Veteran's Services**

Veteran's Services (Administration/Student Services Building, Room 100) provides assistance with paperwork and academic support to any veteran. For additional information, call (909) 384-8948.

### **Web Home Page/Internet Information**

The college home page on the World Wide Web can be accessed at: [www.valleycollege.edu](http://www.valleycollege.edu).

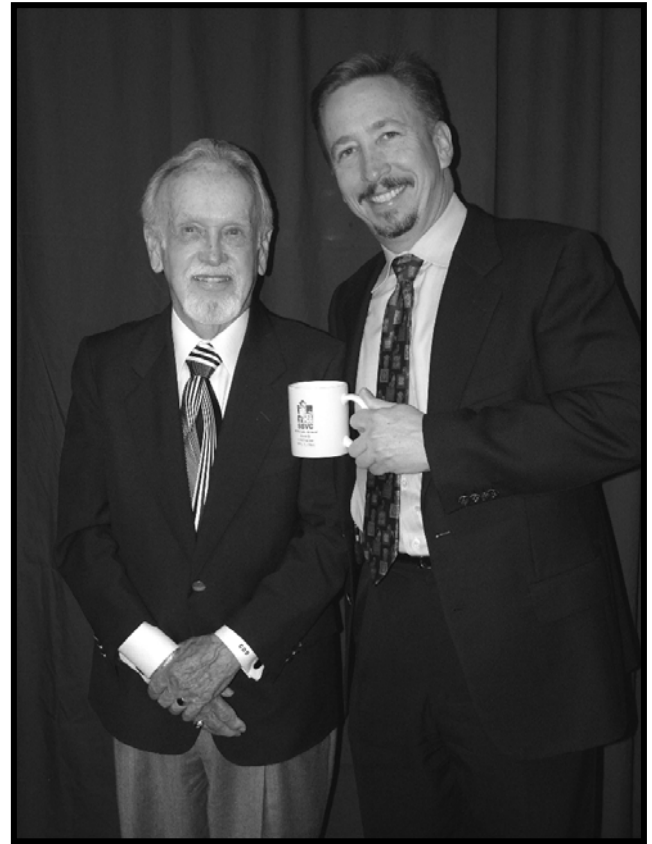
### **Writing Center**

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

### **Workforce Development Office and Career College/CalWORKs**

CalWORKs is the welfare reform initiative that began in January 1998. As a result of this legislation, SBVC students who are on public assistance must now meet new school attendance and work requirements. Students on public assistance can seek support and guidance through the Workforce Development Office (Campus Center) to assure that they are successful in their education and work-related activities while they remain in the CalWORKs program. Services are available to assist with childcare, work-study, community service, job placement and educational goal attainment. For additional information, contact the Workforce Development Office at (909) 384-4429.

In less than six months, the Career College at San Bernardino Valley College can help you move into a new profession. Tuition, waivers, financial aide and other support services are available for qualified low-income applicants. For more information, contact Zelma Russ (program director) at (909) 384-8670 or Carolyn Lindsey (program counselor) at (909) 384-8282.



## FINANCIAL AID PROGRAMS

If a student needs financial help to pay for the costs of attending San Bernardino Valley College, the Financial Aid Office (Administration/Student Services, Room 106) offers assistance. While the primary responsibility for meeting college costs rests with the student and the student's family, the college recognizes that many students are not able to meet the full cost of a college education. Therefore, San Bernardino Valley College offers programs to provide assistance for students with documented need who might not otherwise be able to attend.

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

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

### Eligibility Requirements

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

### Application Procedure

For most student aid programs described in this section, students must complete the *Free Application for Federal Student Aid (FAFSA)*. This form is available in the Financial Aid Office. Make sure San Bernardino Valley College is listed on your FAFSA. The Federal School Code for SBVC is 001272. These forms are available in the Financial Aid Office, or can be accessed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

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

### Financial Aid Programs

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

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

This waiver is available to California residents to cover

basic enrollment and health fees. Students must demonstrate financial need and complete the *Free Application for Federal Student Aid (FAFSA)* or *Board of Governors Enrollment Fee Waiver* application.

#### **Cal Grant:**

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

#### **Federal Pell Grant Program:**

The Federal Pell Grant program provides federal grants up to a maximum of \$4,050 per year for students, depending upon the financial ability of the family and/or individual to contribute toward their cost of education (as determined by a federal formula).

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

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

#### **Federal Work-Study:**

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

#### **Federal Stafford Loans:**

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

#### **Progress Requirement**

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

#### **Financial Aid Refund Policy**

San Bernardino Valley College will determine the amount of federal financial aid that a student has earned in

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

### **Air Force ROTC**

Through arrangements with California State University, San Bernardino (CSUSB), the first two years of the Air Force ROTC program are available for all qualified students. Scholarship opportunities, which pay up to

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

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





# CAMPUS SAFETY

## College Police and Safety Services

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

- FOR NON-EMERGENCIES: Contact the San Bernardino Community College Police Department Office at (909) 384-4491. This number would be the number to call in order to locate or turn in lost articles or to relay concerns for personal safety on campus.
- TO REPORT ANY CRIMINAL ACTION OR A LIFE-THREATENING EMERGENCY: Contact the San Bernardino Community College District Police Department at (909) 384-4491 or use any of the emergency telephones located in all campus buildings to connect directly to the Valley College Police Department.

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

[http://www.valleycollege.edu/College\\_Police/Crime\\_Statistics.php](http://www.valleycollege.edu/College_Police/Crime_Statistics.php)

## Parking Regulations

A parking permit or a daily pass is required to park in all college streets and lots. **Faculty and Staff** semester and annual parking permits are purchased directly from the SBVC College Police Department (Campus Center, Room 101). **Student** semester and annual parking permits can be also be purchased directly from the Campus Police located in the Campus Center.

At this time, daily permits may be purchased from dispensers located in Lots 7, 8 and 9. Individuals with disabilities must display a valid DMV Handicap Permit placard and a college parking permit to park in designated disabled parking spaces. The San Bernardino Community College District is not responsible for loss or damage to vehicles that are parked or stored on college property. Protect your vehicle and its contents by locking your car!

### Parking permit fees are as follows:

Annual (includes Spring, Summer and Fall)	\$35.00
One Semester (Spring or Fall)	\$20.00
Summer Session	\$15.00
Daily Permit	\$ 1.00

To be eligible for a refund of the parking permit fee: 1) all classes must be cancelled by the college and such cancellation must result in a student's withdrawal from the college; or 2) the student must withdraw from all classes PRIOR to the first day of instruction. The parking permit must be attached to the refund request. Refund request forms are available through the San Bernardino Community College District Police Department, Valley College campus. Brochures are available in the Valley College Police Department for additional information on parking rules and regulations.

## Substance Abuse

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

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

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

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

### Special sentencing provisions for possession of crack cocaine:

Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both.

- a) first conviction and the amount of crack possessed exceeds 5 grams.
- b) second crack conviction and the amount of crack possessed exceeds 3 grams.
- c) third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

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

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

### 21 U.S.C. § 881 (a) (4)

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

### 21 U.S.C. § 844 a

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

### 21 U.S.C. § 853 a

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

### 18 U.S.C. § 922 (g)

Ineligible to receive or purchase a firearm.

## Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

**NOTE:** These are only **Federal** penalties and sanctions. Additional **State** penalties and sanctions may apply.

## **Drugs**

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

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

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

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

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

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

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

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

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

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

### **It's the Law!**

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

## **Alcohol and the Body**

### **Mouth and Esophagus**

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

### **Stomach and Intestines**

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

### **Bloodstream**

Ninety-five percent of the alcohol taken into the body is absorbed into the bloodstream through the lining of the

stomach and duodenum. Alcohol causes a slowing of the circulation system and deprives tissues of oxygen. Alcohol also slows the ability of white blood cells to engulf and destroy bacteria and the clotting ability of blood platelets.

### **Pancreas**

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

### **Liver**

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

### **Heart**

Alcohol causes inflammation of the heart muscle.

### **Bladder and Kidneys**

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

### **Sex Glands**

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

### **Brain**

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

## **Referral Resources**

### **CAMPUS:**

#### **STUDENT HEALTH CENTER**

Women's Gym 9 • (909) 384-4495

Monday -Thursday • 8 a.m. - 10 p.m.

#### **ALCOHOL & DRUG STUDIES PROGRAM**

(909) 384-8583

#### **CODEPENDENTS ANONYMOUS**

Weekly meetings

Contact Student Health Center for information.

#### **COUNSELING**

(909) 384-4404

### **LOCAL:**

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

565 N. Mt. Vernon Ave., Suite 100

San Bernardino, CA 92410, (909) 387-7677

#### **ALCOHOLICS ANONYMOUS**

1263 N. Mt. Vernon Ave.

Colton, CA 92324, (909) 825-4700/825-9216

#### **AL ANON (For Families)**

1012 E. Cooley Dr., Suite J2

Colton, CA 92324, (909) 824-1516

#### **NARCOTICS ANONYMOUS**

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

#### **TOLL FREE INFORMATION**

1-800-222-LINK - California Self Help Center (for self help groups near you)

1-800-322-3363 - The Resource Center

1-800-356-9996 - Al-Anon

1-800-527-5344 - American Council on Alcoholism Help Line

1-800-COCAINE - Cocaine Hotline

1-800-NCA-CALL - National Council on Alcoholism

1-800-662-HELP - National Institute on Drug Abuse Hotline

## STUDENT RIGHTS AND RESPONSIBILITIES

### Academic Records

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

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

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

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

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

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

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

4. *Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by San Bernardino Valley College to comply with the requirements of FERPA.*

The name and address of the Office that administers FERPA is:

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

### Academic Dishonesty

It is the belief at San Bernardino Valley College that students share a responsibility with their instructors for assuring that their education is honestly attained. In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom. Examples of academic dishonesty include (but are not limited to) the following:

**Plagiarism:** Plagiarism is the act of presenting someone else's work as one's own. Examples include:

- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work.
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work.
- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

**Cheating:** Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:

- Copying from another student's test or assignment.
- Allowing another student to copy from your test or assignment.
- Using the textbook, course handouts, or notes during a test without instructor permission.
- Stealing, buying or otherwise obtaining all or part of a test before it is administered.
- Selling or giving away all or part of a test before it is administered.
- Having someone else attend a course or take a test in your place.
- Attending a course or taking a test for someone else.
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.

**Fabrication:** Fabrication is the intentional use of invented information. Examples include:

- Signing a roll sheet for another student.
- Giving false information to college personnel.
- Answering verbal or written questions in an untruthful manner.
- Inventing data or sources of information for research papers or other assignments.

As members of the San Bernardino Valley College learning community, students are not to engage in any form of academic dishonesty. Any act of academic dishonesty will be considered a very serious offense that is subject to disciplinary action. The consequences of academic dishonesty may include receiving a grade of "F" for a class or possible expulsion from the college.

### Animals on Campus

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

## Children on Campus and in the Classroom

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

## Complaints

Any complaint about a grade, an instructor, or course content should be made to the instructor involved, then to that instructor's Department Head, then to the Division Dean of that department. If necessary, complaints beyond the Dean's level should go to the Vice President of Instruction.

## Financial Obligations

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

## Standards of Conduct

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

1. **Respect for the instructor:** This would include arriving on time, staying for the entire class period, bringing assignments, textbooks and other appropriate materials to class, refraining from talking while the instructor or classmates are making a presentation, leaving cell phones and other electronic devices off during class periods, and using a moderate, mature and respectful tone when participating in group discussions.
2. **Respect for other students:** This would include using appropriate language in public areas and refraining from physically or verbally harassing others in any way.

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

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

## Grounds for Disciplinary Action

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

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

See Board Policy 6060 for additional information about student conduct.

## Types of Disciplinary Action

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

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

- **Suspension** (exclusion from the college and college-sponsored activities for a specified time).
- **Expulsion** (exclusion from the college and all college-sponsored activities by the District Board of Trustees).

### Student Grievance and Due Policy

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

#### I. Cause and Filing

Student grievance proceedings may be initiated against a District employee or another student for any of the following reasons:

1. Any act or threat of intimidation
2. Any act or threat of physical aggression
3. Any arbitrary action or imposition of sanctions without a proper regard to due process as specified in college procedures.

#### NOTICE:

1. Grades are not grievable (see NOTATION at end of policy).
2. Sexual Harassment complaints are filed in accordance with Board Regulation 3430 and are not covered under Student Grievances.
3. Discrimination complaints are filed in accordance with Board Regulation 3430 and are not covered under Student Grievances.

#### Who to File a Grievance With?

A student may submit a grievance to any manager or employee in any area for delivery to the Vice President of Student Services who will assess which manager or vice president is to oversee the grievance process.

A student grievance is to be handled in the area where the alleged grievance occurred. Examples are:

- Classroom or teacher-related issues would go to the vice president or manager in Instruction
- Student service or counselor-related issues would go to the vice president or manager in Student Services
- Building, grounds, cashiering, or police-related issues would go to the vice president or manager in Administrative Services

#### II. Time for Filing a Grievance Notice

The appropriate vice president, district manager, or designee will accept a formal written student grievance when submitted within 180 calendar days of the event’s occurrence and under the provisions specified. A grievance may be denied if the events occurred more than 180 calendar days prior to the date in which the grievance was filed in writing.

#### III. Student Status for Filing a Grievance

Only registered students may file a student grievance. Non-student grievances may be considered by the designated vice president or manager if the grievance is a result of a dispute arising out of the registration or enrollment process and the grievance is filed within thirty (30) calendar days of the alleged incident.

#### IV. Group Grievance

If more than one student files a grievance against an individual on the same issue or situation, members of the group shall select one person to serve as spokesperson / representative for the entire group.

#### V. Informal Student Complaint Resolution Process (Non-written)

**Step 1.** Every effort shall be made to resolve a student complaint at the lowest level possible. A student must first attempt to resolve the issue directly. If this is not practical or possible, or due to the nature of the problem, or failing a resolution the grievance progresses to Step 2.

**Step 2.** A student who is not satisfied with the Step 1 outcome may next attempt to resolve the alleged problem by conferring with the immediate supervisor of the employee with whom the initial conference was held. If the grievance is alleged against another student, Step 2 would be taken to the Director of Student Life. Upon such a request, the administrator shall inform and confer with any employee or student named by the student. In turn, the administrator shall schedule a meeting with the grievant and if requested, all involved parties, not more than ten (10) school days from the date of the initial request.

#### VI. Formal Procedures

If the alleged problem is not resolved at the Informal Level, the student may request a formal hearing in writing with the appropriate vice president or designee. This written notice shall state the conditions, practice, alleged act, or injustice that is being grieved, the date(s) of the alleged occurrence and should, if possible, include a proposed remedy or resolution to the problem.

**Step 1:** Within three (3) working days of receipt of the written student grievance notice, the appropriate Vice President or designee, shall determine if the allegations were filed in a timely manner and meet the criteria outlined. If the student grievance notice fails to meet the above criterion, the Vice President shall notify the student of this determination and the grievance shall be terminated. If the student grievance notice is not terminated, the Vice President shall appoint a Student Grievance Hearing Committee within five (5) working days.

**Step 2:** Any employee who has conferred with a student who requests a hearing shall prepare a written account of the discussion which shall be forwarded to the appropriate Vice President or designee.

**Step 3:** The student and any college personnel or student involved in the allegations shall be notified of a hearing and the time and place of the hearing in writing. The notice shall include the names of the Hearing Committee and all documentation relating to the allegation(s).

**Step 4:** The Hearing Committee shall consist of either a maximum of two faculty or two classified staff members, based on the nature of the classification of staff involved, two students, and one administrator to hear the grievance. The administrator where the issue relates shall serve as chairperson of the hearing committee.

#### VII. Hearing Procedures

**a.** The hearing shall convene within ten (10) working days of the receipt of the student grievance notice unless mutually agreed upon for a delay.

**b.** The hearing shall be closed unless the District employee or student against whom the grievance is brought requests that it be open.

- c. The following persons should be present:
- (1) The Hearing Committee
  - (2) The student grievant and non-legal representative/advocate if any;
  - (3) The college employee or student against whom the grievance is brought and a representative of the appropriate bargaining unit, if any;
  - (4) Witnesses, while presenting testimony.
- d. Both parties shall notify the appropriate Vice President or designee, in writing within three (3) working days of the hearing if he/she will be accompanied by a representative/advocate. Such notification shall include the name and title of the representative. The Committee Chairperson shall be obligated to immediately notify the parties directly involved.
- e. Although minutes will be taken at the hearing to provide a written record, if all parties agree the hearing may also be tape recorded.
- f. All participants in a hearing shall be advised by the Committee Chairperson that the proceedings are confidential.
- g. Witnesses shall not be required to testify under oath; however, witnesses shall be advised that false testimony will constitute grounds for college disciplinary action.
- h. The proceedings will not be bound by formal rules of evidence nor trial-like procedures. Rather, the procedures will be those upon which reasonable persons would rely in the conduct of serious affairs. The Committee Chairperson shall rule on all procedural issues. If substantive or procedural issues arise during the hearing that require external assistance for resolution, the Hearing Committee Chairperson should recess the hearing and submit the issue to the college president for resolution.
- i. Evidence and/or testimony which may be irrelevant or unduly repetitious may be so noted by the Committee Chairperson.
- j. The burden of proof to sustain a grievance rests with the student.
- k. If the grievant fails to appear at the time and place scheduled for the hearing, and fails to notify the committee of the circumstances the grievance will be considered to have been withdrawn and procedures will be terminated. Depending on the nature of the circumstances, the committee shall determine if the hearing should be rescheduled within a reasonable period of time. It is recommended that the defendant participate in the hearing.
- l. Upon conclusion of the hearing, within five (5) working days, the Committee Chairperson shall submit to the Vice President a written report. The report shall include:
- (1) A brief summary of evidence submitted;
  - (2) A finding of facts, supported by a preponderance of the evidence;
  - (3) A recommendation that the grievance be sustained or denied; and

- (4) In the event the recommendation is to sustain the grievance, a recommendation of appropriate corrective action.

m. Upon review of the Hearing Committee's report, the Vice President or designee shall make a final determination.

#### **VIII. Notification**

Within five (5) working days following receipt of the report of the Hearing Committee chairperson, the Vice President or designee shall provide a written notification to the student/s and to the employee/s directly involved in the issues as to the final determination.

#### **IX. Appeal to President**

If either the complainant or accused is not satisfied with the final college-level disposition of the grievance, the party may, within ten (10) working days, appeal the decision to the College President. The basis of appeals are: All parties shall be notified by the President of the appeal. The President shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days.

#### **X. Appeal to the Chancellor**

If either party is not satisfied with the final college-level disposition of the grievance, he/she may, within ten (10) working days, appeal (state the basis of the appeal again) the decision to the Board of Trustees through the District Chancellor. All parties shall be notified by the Chancellor of the appeal. The Chancellor shall report the grievance in closed session to the Board of Trustees for final determination. The Chancellor shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days. The determination of the Board of Trustees is final.

#### **XI. General Provisions**

1. The time limits specified in this procedure may be shortened or extended if there is mutual written concurrence between the parties.
2. At any step of the grievance procedure, the college President may designate a substitute for the designated college officials.
3. Failure of the student grievant to appeal a grievance determination at any step to another step within the specified time limits shall be deemed acceptance of the last determination rendered.
4. It is the intent of this policy that the confidentiality of the discussions, including any documents or written records, be maintained by the participants.
5. It will not be mandatory for any staff member to attend the student grievance meetings nor will the student grievance procedure supersede staff member's contractual rights.

#### **Grade Appeal Process**

According to code (California Education Code Section 7622 [a], California Code of Regulation Section 55760 [a] and Section 55758), if mistake, fraud, bad faith, or incompetency is the reason for a grade dispute, the burden of proof lies with the student to produce facts that support this allegation. If such evidence exists the student is to initiate an informal discussion with the specific faculty member and/or the Department Chair. If the matter is not resolved through this informal discussion, the student may obtain a Grade Appeal Form from the Office of Admissions and Records and meet with the Division Dean.

## PART II – DEGREE, CERTIFICATE AND TRANSFER INFORMATION

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

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

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

Students are encouraged to work with a counselor to develop an educational plan in order to meet educational goals in a time-effective manner.

### **Associate Degree (Graduation) Requirements**

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

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

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

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

### **Associate Degree: Option #1**

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

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

The general education breadth requirements are the same as the requirements for the *Intersegmental General Education Transfer Curriculum* (IGETC). Refer to page 33 of the catalog for the IGETC requirements. In the process of completing this coursework the student must fulfill these general requirements:

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

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

The general education breadth requirements for this degree are the same as the requirements for the *California State University General Education Breadth Requirements*

(CSU GE-Breadth). Refer to page 35 of the catalog for the CSU-GE Breadth requirements. In the process of completing this coursework the student must fulfill these general requirements:

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

### **Associate Degree: Option #2**

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

1. Complete ACAD 100.
2. Complete a minimum of 60 semester units of college coursework, with at least 12 semester units in residence at SBVC.
3. Earn an overall grade point average of C (2.00) or higher.
4. Complete coursework for an Associate of Arts or an Associate of Science major as listed in Part III of the *San Bernardino Valley College Catalog*. Note: you must declare a major in order to receive a degree. A list of more than 60 majors can be found on page 38 of this catalog. For students who want a general Associate of Arts Degree that reflects broad-based interests rather than the more narrow focus of other majors, it is suggested to follow the Liberal Arts major described on page 132 of this catalog.
5. Demonstrate competency in English, mathematics and reading by satisfying the following criteria:
  - a. Competency in English as demonstrated by completion of ENGL 101 or ENGL 101H with a grade of C or higher.
  - b. Competency in mathematics as demonstrated by:
    - (1) Completion of MATH 095, or a higher level course in mathematics with a grade of C or higher, or a course from another college with a minimum of three semester units, *or*,
    - (2) Completion of a mathematics proficiency examination which is equivalent to a comprehensive final examination in MATH 095 with the equivalent to a grade of C or higher.
  - c. Competency in reading as demonstrated by:
    - (1) Completion of READ 015 with a grade of C or higher, or assessment into READ 100, *or*,
    - (2) Completion of all courses required to satisfy minimum graduation requirements in

Categories I, II and III as listed below with an overall grade point average of 2.00 or higher.

6. Complete 24 to 26 of the 60 semester units needed for graduation from the five subject categories as listed below:

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

ANTHRO 106, 106H  
ASTRON 120, 123, 125  
BIOL 050, 100, 102, 104, 108, 109, 123, 201, 203, 204, 250, 251, 260, 261, 270  
CHEM 101, 104, 110, 150, 150H  
FCS 162  
GEOG 110, 111, 114, 285  
GEOL 100, 101, 111, 112, 122, 250, 251  
OCEAN 100, 101, 111  
PHYSIC 101, 150A, 150B, 200  
PS 101

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

ANTHRO 100, 102, 107, 109  
CD 105, 105H  
ECON 100, 200, 200H, 201, 285  
GEOG 102, 106, 120  
HIST 100, 101, 107, 110, 124, 126, 135, 137, 138, 139, 140, 145, 150, 153, 160, 161, 180  
POLIT 100, 110, 110H  
PSYCH 052, 100, 100H, 102, 103, 110, 111, 112, 118  
RELIG 135  
SOC 100, 100H, 110, 130, 141, 145, 150, 285  
SPEECH 135, 174, 176

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

ANTHRO 109, 110  
ARCH 145, 146  
ART 100, 102, 103, 105, 107, 108, 109, 110, 111, 285  
ASL 109, 110, 111, 112  
CD 140  
DANCE 200, 203  
ENGL 055, 063, 065, 151, 153, 155, 161, 163, 165, 175, 232, 260, 261, 270, 271, 275, 280, 281  
FRENCH 101, 102  
HIST 135, 170, 171  
MUS 100, 101, 102, 104, 105, 106, 107, 121, 122, 201, 202, 285  
PHIL 101, 101H, 105, 112, 180  
RELIG 100, 100H, 101, 110, 135, 150, 175, 176, 180  
RTVF 100  
SPAN 101, 102, 103, 103H, 104, 140, 157, 158  
SPEECH 110, 120  
THART 100, 110

**Applied Courses (Humanities)**

ART 120, 124X4, 126X4, 132X4, 145, 148, 149, 150, 158X4, 161, 164X4, 175X4, 180, 212X4, 240X4, 270X4  
MUS 101L, 102L, 103, 117X4, 130, 131, 133, 134, 136, 141X4, 150X4, 152X4, 154X4, 156X4, 158X4, 201L, 202L  
THART 114X4, 120, 135, 160X4, 165

**Category IV: Communication and Analytical Thinking (minimum: 6 semester units).**

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

BUSCAL 200, 208  
ECON 208  
ENGL 102, 102H  
MATH 102 and above  
PHIL 102, 103  
READ 100, 102  
SPEECH 100, 100H, 111, 125, 130, 140

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

BIOL 140  
DANCE 101X2, 102X4, 103X4, 105X2, 106X4, 107X4, 114x4  
FCS 162  
HEALTH 101, 103  
PE 236  
PE-I (all courses)  
PE-T (all courses)  
PE-V (all courses)

Students are exempt from this requirement if they have completed any of the following programs of study at SBVC: Nursing, Psychiatric Technology, or POLICE 002 (Basic Law Enforcement Academy). Veterans of the armed forces may have met this requirement; consult with a counselor. PE 231 (First Aid and CPR) does not satisfy this graduation requirement.

**Important Note:**

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



## Associate Degree Majors

San Bernardino Valley College offers associate degree majors in most departments listed in Part III of this catalog. Refer to the chart on page 38 for a complete list of associate degree majors. Refer to the particular department for course descriptions and a complete list of the courses required for that major.

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

## Graduation Catalog Rights

A student may elect to meet graduation requirements listed in the catalog:

1. At the time the student began attendance at SBVC or
2. Any catalog that the student has remained in continuous attendance (continuous attendance is defined as attendance in at least one semester of each catalog year) or
3. The catalog in effect at the time the graduation petition is submitted.

Note that summer session course requirements are included in the catalog of the previous academic year.

## Graduation Requirement Exceptions

When a student has a deficiency in one or more of the areas required for graduation, he/she has the option of filing a *Petition for Academic Exception*, which is available in the Counseling Center (Administration/Student Services Building, 103). The Scholastic Standards Committee will consider each petition on the basis of its overall individual merit.

## Vocational Certificate Programs

San Bernardino Valley College offers certificates of occupational proficiency in many fields. Certificates enable the student to gain marketable skills relatively quickly and at less expense than would be required for an associate degree. Students working toward a certificate are not typically required to take advanced academic courses in such fields as philosophy, foreign languages or history. Nonetheless, they must have a sufficient background in mathematics, reading and writing in order to complete their coursework and to succeed in the occupations they select. Refer to page 38 of this catalog for a complete list of certificates, and to the individual programs described in

Part IV for a complete list of the sequence and scope of courses required for each certificate. Students interested in enrolling in certificate programs should confer with a counselor and talk with representatives of the departments that offer the desired program. In some instances, courses completed in high school may be used to satisfy some of the requirements for a certificate. In addition, training programs such as military courses, apprenticeships or other training may be credited toward a certificate program.

At the beginning of the student's final semester, he/she should obtain a Graduation and/or Certificate Application either from the Records Office or the division office of his/her certificate program. The student will then submit the application to the Records Office for a final check by the deadline date for the semester in question. Those dates are as follows:

Fall	October 1
Spring	March 1
Summer	July 1

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

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

## The University of California

The University of California has nine major campuses: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz. A tenth campus in San Francisco offers graduate and professional programs in the Health Sciences. With the exception of Berkeley and Merced, these campuses are on a quarter-unit basis. When converting semester units to quarter units, the number of semester units should be divided by two-thirds. When converting from quarter units to semester units, the number of quarter units should be multiplied by two-thirds. Students who plan to transfer to the University of California may complete all of the required lower division courses at San Bernardino Valley College. Although courses may be indicated in the catalog as transferable to UC and/or CSU, they may or may not meet general education or major preparation. Students who plan to transfer to UC or CSU should consult with a counselor and the following websites:

[www.csummentor.edu](http://www.csummentor.edu), [www.ucop.edu/pathways](http://www.ucop.edu/pathways), [www.assist.org](http://www.assist.org)

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

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

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

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

1. If you were eligible for admission to the University when you graduated from high school – meaning you satisfied the Subject, Scholarship and examination Requirements, or were identified by the University during your senior year in high school as eligible under the Eligibility in the Local context (ELC) program – you are eligible to transfer if you have a C (2.) average in your transferable coursework.
2. If you met the Scholarship Requirement but did not satisfy the Subject Requirement, you must take transferable college courses in the missing subjects, earning a C or better in each required course, and have an overall C average in all transferable coursework to be eligible to transfer.
3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, you must:
  - a. Complete 60 semester units or 90 quarter units of transferable college credit with a grade point average of 2.4 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and;
  - b. Completed the following course pattern requirement, earning a grade of C or better in each course:
    - two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
    - one transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
    - four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral science.

Students who satisfy the Intersegmental General Education Transfer Curriculum (IGETC) prior to transferring to UC may satisfy Option 3B of the transfer admission requirements.

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

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

2. **Transfer Alliance Program (TAP)** is an agreement between the University of California, Los Angeles, and the Honors Program at San Bernardino Valley College. Consult with the Honors Program Coordinator or the Honors Program Counselor for details of this admissions agreement.
3. **Transfer Admission Agreement (TAA)** is an agreement between UC Davis and San Bernardino Valley College providing guaranteed admission to students who satisfactorily complete all requirements for this program. See Transfer Center for details.
4. **University-Link Program** is an agreement between the University of California and San Bernardino Valley College for eligible students meeting transfer requirements. See Transfer Center for details.

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

### **Intersegmental General Education Transfer Curriculum (IGETC)**

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the University of California (UC) or the California State University (CSU) without the need to complete additional lower-division general education courses. The IGETC is not an admission requirement for transfer to UC or CSU, nor is it the only way to fulfill prior to transfer, the lower-division, general education requirements of UC or CSU. Students pursuing majors that require extensive lower-division preparation may not find the IGETC option to be advantageous. The requirements listed here, must be entirely completed and certified in order to be accepted by CSU and UC. Students with Advanced Placement (AP) Examinations, which are recognized as equivalent to SBVC courses listed below, will obtain credit for IGETC. A minimum grade of "C" is required in each course.

#### **AREA 1 - English Communication.**

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

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

##### **Group A: English Composition**

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

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

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

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

1 course, 3 semester units / 4-5 quarter units. Select from: SPEECH 100, 100H, 111, 130, 140

#### **AREA 2 - Mathematical Concepts and Quantitative Reasoning**

1 course, 3 semester units / 4-5 quarter units. Select from: MATH 102\*\*, 108, 115, 151, 250, 251, 252, 265, 266, 285

### AREA 3 - Arts and Humanities

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

#### Arts:

ANTHRO 109\*  
ARCH 145, 146  
ART 100, 102, 103\*\*, 105, 107, 108, 110, 111, 285  
DANCE 200  
MUS 100, 101, 104, 105, 106, 107, 121, 122  
THART 100

#### Humanities:

ANTHRO 107\*, 110\* (same as RELIG 110)  
ASL 111, 112  
ENGL 151, 153, 155, 161, 163, 165, 175 (same as RELIG 175), 260, 261, 270, 271, 275, 280, 281  
HIST 100, 101, 107\*, 124, 126, 135, 137, 138, 139, 140, 145, 150, 153, 160, 161, 170, 171, 180\*  
MUS 285  
PHIL 101\*\*, 101H\*\*, 105, 112  
RELIG 100\*\*, 100H\*\*, 101, 110\* (same as ANTHRO 110), 135, 150, 175 (same as ENGL 175), 176  
SPAN 103\*\*, 103H\*\*, 104, 158

### AREA 4 - Social and Behavioral Sciences

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

ANTHRO 100, 102, 106, 106H, 107\*, 109\*, 110\* (same as RELIG 110)  
ECON 100\*\*, 200\*\*, 200H\*\*, 201, 285  
GEOG 102, 106, 120  
HIST 107\*, 110, 180\*  
POLIT 100, 110\*\*, 110H\*\*  
PSYCH 100\*\*, 100H\*\*, 102, 103, 110, 111\*\*, 112\*\*, 118  
RELIG 110\* (same as ANTHRO 110)  
SOC 100\*\*, 100H\*\*, 110, 130, 141, 145, 150, 285  
SPEECH 135, 174, 176

### AREA 5 - Physical and Biological Sciences

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

#### Physical Science:

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

#### Biological Science:

BIOL 100\*\*, 102, 104, 108, 109, 201, 202, 203, 204, 250\*\*, 251\*\*, 260\*\*, 261\*\*, 270

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

Proficiency equivalent to two (2) years of high school study in the same language or one of the following:

ASL 109  
FRENCH 101  
SPAN 101

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

(Not a part of IGETC; may be completed prior to transfer)  
Six (6) units, one (1) course from Group 1 and one (1)

course from Group 2; courses used to meet this requirement may not be used to satisfy requirements for IGETC.

**Group 1:** POLIT 100\*

**Group 2:** HIST 100\*, 101\*, 137\*

#### NOTE:

1. Courses designated with one asterisk (\*) may be counted in one area only.
2. Courses designated with a double asterisk (\*\*) indicate that transfer credit may be limited by UC and/or CSU. Please consult with a counselor for further information.
3. Students should request official IGETC certification from the SBVC Records Office. For students who have completed coursework at multiple campuses, the campus of last attendance prior to transfer to UC or CSU will certify the IGETC. SBVC will certify coursework from other campuses according to the IGETC list of the originating campus. Official transcripts from high school and other colleges and universities must be on file at the SBVC Records Office.
4. Courses completed at colleges and universities outside of the U.S.A. will not be permitted for IGETC certification, except for the Language Other than English requirement.
5. Courses on this list are approved for fall 2006 and beyond. SBVC courses not listed above may not be used for IGETC, except for courses that were on the IGETC list for the year in which they were completed.

### The California State University

The California State University system consists of 23 campuses, ranging in location from San Diego to Arcata. The admission cycle for the fall term of each year begins on October 1 of the preceding year. Eligible students may also be accepted during the winter and/or spring terms. Check with the Transfer Center to determine the acceptance dates for each CSU campus.

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

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

- Students who would have been eligible for admission as freshmen may transfer at the end of any semester, provided they have maintained a C or better average in all work attempted.
- Students who would have been ineligible for admission as freshmen must complete a minimum of 56 transferable semester units of work with a 2.00 grade point average or better. Beginning fall 2005, ALL upper division transfer applicants must have completed 60 or more transferable units, or 90 quarter units.

A maximum of 70 transfer-level semester units (or 105 quarter units) earned in a community college will be accepted for transfer. Although courses may be indicated in the catalog as transferable to UC and/or CSU, they may or may not meet general education or major preparation. Students who plan to transfer to UC or CSU should consult with a counselor and the following websites: [www.csumentor.edu](http://www.csumentor.edu), [www.ucop.edu/pathways](http://www.ucop.edu/pathways), [www.assist.org](http://www.assist.org)

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

### Lower-Division Transfer Patterns (LDTP)

The Lower-Division Transfer Pattern (LDTP) project, sponsored by the California State University (CSU) and supported by the California Community Colleges, presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. The LDTP project provides a set of "road maps" for students to follow that will ensure appropriate academic preparation and that will decrease time to graduation once LDTP students enter the CSU. Students may enter into an LDTP agreement up to the time they have completed 45 transferable units. Students who elect to follow LDTP option will receive the highest priority for admission to a CSU campus.

"Highest priority for admission" is defined as a written guarantee of admission to a particular CSU campus and major, and it goes into effect when both the student and the CSU campus ratify an LDTP agreement. The guarantee is subject both to satisfactory completion of the agreement requirements and to the campus's ability to accommodate the student. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. The coursework in the system wide and campus-specific LDTP pattern will total at least 60 units, the number needed to transfer to CSU as an upper-division student. Through CSUMentor and ASSIST, students and counselors will be able to find road maps detailing coursework preparation by CSU campus and major.

### The California State University General Education - Breadth Requirements

San Bernardino Valley College may certify that a student has satisfied the minimum general education requirements of 39 lower division transfer units in accordance with CSU Executive Order 595. (It is also possible to transfer to a California State University campus upon completion of the Intersegmental General Education Transfer Curriculum [IGETC], as discussed in the preceding section of this catalog.) The number of units which may be certified are as follows:

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

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

**A1 Oral Communication.** Select from:  
SPEECH 100, 100H, 111, 130, 140

**A2 Written Communication**  
ENGL 101, 101H

**A3 Critical Thinking.** Select from:  
ENGL 102, 102H  
PHIL 102, 103  
READ 102  
SPEECH 125

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

Minimum of 9 semester units / 12 quarter units. One course from B1 (Physical Science), one course from B2 (Life Science), one course from B4 (Mathematics / Quantitative Reasoning). One of the three courses taken must be a laboratory course. Laboratory courses are underlined. Select from:

#### B1 Physical Science

ASTRON 120, 123  
CHEM 101, 104, 110, 150, 150H, 151, 151H, 212, 212H, 213, 213H  
GEOG 110, 114  
GEOL 100, 101, 112, 122, 250, 251  
OCEAN 100, 101  
PHYSIC 101, 150A, 150B, 200, 201  
PS 101

#### B2 Life Science

ANTHRO 106, 106H  
BIOL 100, 102, 104, 108, 109, 123, 201, 202, 203, 204, 250, 251, 260, 261, 270

#### B3 Laboratory Activity

ASTRON 123, 125  
BIOL 100, 102, 109, 201, 202, 203, 204, 250, 251, 260, 261, 270  
CHEM 101, 104, 150, 150H, 151, 151H, 212, 212H, 213, 213H  
GEOG 111, 285  
GEOL 100, 111  
OCEAN 100, 111  
PHYSIC 101, 150A, 150B, 200, 201

#### B4 Mathematics/Quantitative Reasoning

A minimum grade of C is required.

BUSCAL 200, 208  
ECON 208  
MATH 102,103,108,115,151,250,251,252,265,266,285, 286

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

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

#### C1 Arts (Art, Dance, Music, Theatre)

ANTHRO 109  
ARCH 145, 146  
ART 100, 102, 103, 105, 107, 108, 110, 111, 164x4\*, 285  
DANCE 200, 203  
MUS 100, 101, 102, 104, 105, 106, 107, 121, 122, 285  
THART 100

\*Note: only three (3) units may be counted toward Area C.

#### C2 Humanities (Foreign Language, Literature, Philosophy)

ANTHRO 110 (same as RELIG 110)  
ASL 109, 110, 111, 112

ENGL 151, 153, 155, 161, 163, 165, 175, 232, 260, 261, 270, 271, 275, 280, 281  
FRENCH 101, 102  
HIST 100, 101, 107, 124, 126, 135, 137, 138, 139, 140, 145, 150, 153, 160, 161, 170, 171, 180  
PHIL 101, 101H, 105, 112, 180 (same as RELIG 180)  
RELIG 100, 100H, 101, 110 (same as ANTHRO 110), 135, 150, 175, 176, 180 (same as PHIL 180)  
SPAN 101, 102, 103, 103H, 104, 157, 158

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

Minimum of 9 semester units / 12 quarter units. Select from:

**D1 Anthropology and Archaeology**

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

**D2 Economics**

ECON 100, 200, 200H, 201, 285

**D3 Ethnic Studies**

ANTHRO 107; HIST 107, 110, 137, 138, 139, 140; SOC 141

**D4 Gender Studies**

SOC 145; SPEECH 176

**D5 Geography**

GEOG 102, 106, 120

**D6 History**

ANTHRO 107, HIST 100, 101, 107, 124, 126, 135, 137, 138, 139, 140, 145, 150, 153, 160, 161, 170, 171, 180  
RELIG 135

**D7 Interdisciplinary Social or Behavioral Science**

CD 105, 105H  
SPEECH 135, 174

**D8 Political Science, Government, and Legal Institutions**

POLIT 100, 110, 110H

**D9 Psychology**

PSYCH 100, 100H, 102, 103, 110, 111, 112, 118

**D0 Sociology and Criminology**

SOC 100, 100H, 110, 130, 141, 145, 150, 285

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

Minimum of 3 semester units / 4 quarter units. One unit of credit is allowed for former military personnel with a DD-214. Select from:

BIOL 140  
CD 101, 105, 105H  
FCS 162  
GEOG 106  
HEALTH 101, 103  
PE 236  
PSYCH 100, 100H, 102, 103, 111, 118  
SDEV 102

**Activity Courses (only 1 semester unit / 1.5 quarter units allowed toward Area E)**

DANCE 101x2, 102x4, 103x2, 105x2, 106x4, 107x4, 114x4  
PE-I 103x4, 105x4, 108x4, 110x4, 115x4, 116x4, 127x4, 132x4, 138x4, 148x4, 164x4, 168x4, 173x4, 184x4, 186x4, 188x4, 189x4, 190x4, 192x4  
PE-T 100x4, 104x4, 108x4, 116x4, 120x4, 124x4

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

Graduation from the California State University requires U.S. History and American Political Institutions. Any

combination of one selection from each of the following lists of history and politics courses will normally fulfill this requirement:

**Group 1:** HIST 100, 101, 137

**Group 2:** POLIT 100

**NOTE:**

1. Students with AP Examinations will receive appropriate CSU GE-Breadth credit according to the CSU Office of the Chancellor guidelines.
2. Students are encouraged to complete Areas A and B4 early. CSU will not admit students until the grades are recorded for courses in Areas A and B4.
3. Upon transfer, students will be required to complete at least nine units of upper division courses at the CSU.
4. For CSU GE-Breadth certification purposes, students may use the catalog of entry or any catalog thereafter as long as continuous enrollment is maintained until transfer to CSU. CSU defines continuous enrollment as one semester or two quarters in each calendar year.
5. Students may request official certification of CSU GE-Breadth requirements at the SBVC Records Office.
6. Although SBVC will certify Areas A through E individually, the CSU encourages students to complete all areas prior to transfer. Upper division transfer students are required to complete a minimum of 30 units of CSU GE-Breadth courses with a minimum grade of C in each course.
7. Course work from other California Community Colleges will be evaluated according to the CSU GE-Breadth pattern of those respective colleges. For out-of-state coursework, the SBVC Records Office will determine equivalency to SBVC courses. Courses from foreign institutions may not be certified. Official transcripts must be on file in the Records Office.
8. A single course may not be certified as meeting more than one category.
9. Some majors at the CSU have required general education courses and/or do not allow double-counting of courses toward major requirements. Students are encouraged to consult with a counselor and the catalog of the CSU to which they want to transfer.
10. The courses on this list are approved by the CSU Chancellor's office for Fall 2006 and beyond. **SBVC courses not on this list may not be used for CSU GE-Breadth requirements, except for courses that were on the CSU GE-Breadth list for the year in which they were completed.**

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

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

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

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

- Alliant International University
- American Academy of Dramatic Arts
- Art Center College of Design
- Azusa Pacific University
- Biola University
- California Baptist University
- California College of Arts and Crafts
- California Institute of the Arts
- California Institute of Technology
- California Lutheran University
- Chapman University
- Charles K. Drew University of Medicine & Science
- Christian Heritage College
- Claremont McKenna College
- Cogswell Polytechnical College
- Concordia University
- DeVRY Institute of Technology
- Dominican University of California
- Fresno Pacific University
- Golden Gate University
- Harvey Mudd College
- Holy Names College
- Hope International University
- Humphreys College
- John F. Kennedy University
- La Sierra University
- Loma Linda University
- Loyola Marymount University
- The Master's College
- Menlo College
- Mills College
- Mount St. Mary's College
- National University
- New College of California
- Notre Dame de Namur University
- Occidental College
- Otis College of Art and Design
- Pacific Oaks College
- Pacific Union College
- Patten College
- Pepperdine University
- Pitzer College
- Point Loma Nazarene University
- Pomona College
- Samuel Merritt College
- San Francisco Art Institute
- San Francisco Conservatory of Music
- Santa Clara University
- St. Mary's College of California
- Scripps College
- Simpson College
- Southern California College of Optometry

- Southern California University of Health Sciences
- Stanford University
- Thomas Aquinas College
- United States International University
- University of Judaism
- University of La Verne
- University of the Pacific
- University of Redlands
- University of San Diego
- University of San Francisco
- University of Southern California
- University of West Los Angeles
- Vanguard University of Southern California
- Western University of Health Sciences
- Westmont College
- Whittier College
- Woodbury University

### **The California Articulation Number System (CAN)**

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

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

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

PROGRAM	DEGREE	CERT	PG	PROGRAM	DEGREE	CERT	PG
<b>Accounting</b>	AA	•	42	<b>Escrow</b>	AA	•	181
Bookkeeping		•	43	<b>Family &amp; Consumer Science</b>			
Governmental & Non-Profit Accounting		•	43	Dietetic Aide		•	114
Tax Preparers		•	43	Dietetic Service Supervisor		•	114
<b>Administration of Justice</b>	AA	•	45	<b>Geographic Information Systems</b>	AS		117
<b>Aeronautics</b>				<b>Geography</b>		•	118
Airframe Maintenance Technician		•	49	<b>Geology</b>	AS		120
Aviation Maintenance Technician	AS	•	47	<b>General Railway Operations</b>		•	177
Avionics Technology	AS	•	104	<b>General Warehousing</b>		•	197
Flight Operations & Management	AS	•	47	<b>Human Services</b>	AA	•	124
Powerplant Maintenance Technician		•	48	Alcohol/Drug Studies		•	125
<b>Architecture &amp; Environmental Design</b>	AA		55	Career Specialist		•	125
Computer-Aided Drafting Technician		•	55	Case Management		•	125
<b>Art</b>	AA		57	Eating Disorders Studies		•	126
Graphic Design	AA	•	57	<b>Inspection Technology</b>	AS	•	130
Web and Multimedia Design		•	58	<b>Liberal Arts*</b>	AA		132
<b>Astronomy</b>	AS		161	<b>Library Technology</b>	AA	•	132
<b>Automotive Technology</b>				<b>Machinist Technology</b>	AS	•	134
Advanced Automotive Body & Paint Tech	AS	•	62	Basic Operations Computer Numerical Control (CNC)		•	135
Automotive Technician	AS	•	62	Computer Numerical Control: CAD/CAM	AS	•	135
Automatic Transmission Technology	AS	•	62	Machinist Standard	AS	•	134
Basic Automotive Body & Paint Tech	AS	•	62	Mechanical Hydraulics/Pneumatics		•	135
Engine Performance	AS	•	62	Tool and Die	AS	•	135
Wheel Alignment & Brakes	AS	•	63	<b>Mathematics</b>	AS		139
<b>Biology</b>	AS		67	<b>Music</b>	AA		142
<b>Business Administration</b>	AA	•	70	<b>Nursing</b>	AS		147
Retail Management		•	71	<b>Paralegal Studies</b>	AA		151
<b>Chemistry</b>	AS		74	<b>Pharmacy Technology</b>	AS	•	152
Biochemistry	AS		75	<b>Physics</b>	AS	•	161
<b>Child Development</b>	AA		77	<b>Psychiatric Technology</b>	AS		172
Associate Teacher		•	77	<b>Radio, Television &amp; Film</b>	AS	•	175
Family Child Care		•	80	Digital Film Production	AA	•	175
Infant Development		•	79	Radio	AA	•	175
Master Teacher		•	78	Television	AA	•	175
Preschool		•	79	<b>Real Estate</b>	AA	•	181
School-Age		•	79	Escrow		•	181
Site Supervisor		•	79	<b>Refrigeration &amp; Air Conditioning</b>	AA	•	184
Teacher		•	77	<b>Restaurant Management</b>	AS	•	186
<b>Computer Information Technology (CIT)</b>	AA	•	84	Dining Room Service	AA	•	187
<b>Computer Information Technology (CIT) – Management Information Systems</b>	AA	•	85	Food Preparation		•	187
Administrative Assistant		•	85	Food Service		•	187
Cisco Certified Network Associate		•	85	<b>Water Supply Technology</b>	AS	•	197
Cisco Certified Network Professional		•	86	<b>Welding Technology</b>			
Office/Clerical		•	85	Consolidated Welding	AS	•	189
<b>Computer Science</b>	AS	•	91	Flux Core Arc Welding (FCAW)		•	199
<b>Criminal Justice</b>				Gas Metal Arc Welding (GMAW)		•	200
Crime Scene Investigation		•	94	Gas Tungsten Arc Welding (GTAW)		•	200
<b>Diesel</b>				General Welding	AS	•	199
Heavy-Duty Diesel Technician		•	100	Shielded Metal Arc Welding (SMAW)		•	199
<b>Electricity/Electronics</b>				Welding Inspection Technology		•	200
Avionics Technology	AS	•	104				
Communications Engineering Technology	AS	•	103				
Computer Engineering Technology	AS	•	103				
Electric Power Technology	AS	•	104				
Electronics Technology	AS	•	103				

### \*LIBERAL ARTS - ASSOCIATE OF ARTS DEGREE

The Liberal Arts major is an interdisciplinary major that exposes students to various academic disciplines and includes courses from the Sciences, Social Sciences and Humanities. The major is intended for students who want to transfer to a university, or for students who want a general Associate of Arts Degree that reflects broad-based interests rather than the more narrow focus of other majors. Students may obtain an Associate of Arts Degree in Liberal Arts by completing a minimum of 60 semester units of coursework (of these 60 units, a minimum of 12 units must be taken at SBVC) in addition to meeting one of the following criteria:

1. Completion of all CSU General Education-Breadth requirements, as described on page 35 of the college catalog; or
2. Completion of all IGETC requirements for either the University of California or the California State University systems, as described on page 33 of the college catalog; or
3. Completion of the requirements for Associate Degree Option 2, as described on page 30 of the college catalog, plus a combined total of 18 additional units selected from Category I (Natural Science), Category II (Social and Behavioral Science) and Category III (Humanities).

## 2005-2006 Outstanding Employees



### Outstanding Professor - Paula Ferri-Milligan

Paula established the Writing Center and developed programs and workshops to assist students writing resumes, scholarship letters, and class assignments. The center has become a highly successful support center for the college. She is very active on campus, serving as the co-chair of Program Review Committee, the Academic Senate, and the ESL club. She is a competent and dedicated instructor.

### Outstanding Professor - Dr. John Stanskas

John's enthusiasm and energy for student success has made an impact on many of our students. He is a dynamic teacher making use of demonstrations, group activities, presentations, and even incorporating student skits and performances on an Areview® day prior to an exam. He has been on the Academic Senate for four years and currently serves as the Vice President.



### Outstanding Classified Employee - Stanley Corella

Stanley is student centered; he helped shape our job development and placement program. He is active on campus as well as in the community. His community activities include many youth and community assistance programs. Stanley is a positive and upbeat person. He puts students first and never uses them for his own end.

### Outstanding Classified Employee - Debby Gallagher

This past academic year, Debby has exemplified the true meaning of professionalism. Under daily routine or during emergency situations, she is calm, polite, organized and most of all efficient. She rallies support staff for support and does whatever she can do to contribute to the success of the event. Her fresh and creative ideas are a major contribution to the success of the event.



### Outstanding Manager - Eloise Sifford

Eloise has consistently performed her duties with honesty and integrity. She has faced numerous challenges throughout her tenure, but her skills have assured us that all essential processes were completed efficiently, correctly, and in a timely manner. She has assured office stability and a quality of service that enhances our commitment to students. It is employees like Ms. Sifford who help us all live the educational philosophy of our mission statement.

### Innovator of the Year – Dr. Haragewen Kinde

Dr. Kinde's nomination specifically lauds her for her extraordinary outreach efforts as a first-year dean. Her innovation and energy was behind two successful activities sponsored by her division. These activities included bussing students to SBVC to attend orientations for the "Science & Math Recruitment Day" and the "Women in Science & Math." It was through Dr. Kinde's efforts that these events were successful.





## PART III – CORE SKILL SETS

The six competencies (and their subsets) listed below describe the core skill sets a student should be able to demonstrate after completing the requirements for an associate degree at San Bernardino Valley College. These core skill sets are embedded in our established pattern of general education courses, in our more advanced major-preparation courses, and in student service learning experiences we provide over the span of a student's enrollment at the college. In addition, assignments that lead to the acquisition of these core skill sets are embedded in the coursework required for vocational certificates.

The core skill sets are:

### 1. Communication

Students learn to communicate effectively when they:

- 1.1. Read, retain, and apply published ideas
- 1.2. Write clearly and accurately in a variety of contexts and formats
- 1.3. Speak clearly and coherently in both formal and informal settings
- 1.4. Employ the vocabulary of the subject being studied
- 1.5. Demonstrate active listening skills and effective interpersonal communication

### 2. Information Competency

Students develop information competency skills when they:

- 2.1. Find and interpret information from text, tables, graphs, maps, media, personal communication, observation, and electronic resources
- 2.2. Evaluate authority, veracity and bias of information
- 2.3. Utilize technology to organize, and present information effectively
- 2.4. Demonstrate a working knowledge of basic computer function, software application, and problem solving.

### 3. Critical Thinking

Students develop critical thinking skills when they:

- 3.1. Evaluate strengths, weakness, and fallacies of logic in arguments and information
- 3.2. Locate, evaluate and select appropriate evidence to support or discredit an argument or position
- 3.3. Construct a persuasive argument that is based on sound reasoning and evidence
- 3.4. Apply lessons from the past or learned knowledge and skills to new and varied situations
- 3.5. Apply the principles of scientific and/or quantitative reasoning to solve problems
- 3.6. Devise and defend a logical hypothesis to explain observed phenomenon.

### 4. Ethics

Students develop a sense of personal and professional ethics when they:

- 4.1. Accept responsibility for their own actions
- 4.2. Demonstrate respect for a diversity of ideas and the rights of others
- 4.3. Exhibit personal, professional, and academic honesty
- 4.4. Display behavior consistent with the ethical standards within a discipline or profession
- 4.5. Apply lessons learned from the past to ethical issues faced in the present
- 4.6. Evaluate their own ethical beliefs in relationship to moral dilemmas
- 4.7. Assume civic, political, or social responsibilities

### 5. Creative Expression and Self Awareness

Students learn creative expression and self awareness when they:

- 5.1. Recognize their own strengths and weaknesses
- 5.2. Recognize their own biases and values
- 5.3. Recognize their learning style and make adjustments as necessary to improve their ability to receive and process information
- 5.4. Demonstrate the ability to give and receive constructive feedback
- 5.5. Develop time management skills
- 5.6. Develop stress management skills and/or other skills to maintain health and wellness
- 5.7. Set goals and develop strategies for educational, personal, and professional development
- 5.8. Set goals and develop strategies to create balance in their personal and professional lives
- 5.9. Evaluate diverse artistic works in varied media
- 5.10. Demonstrate creative thought in academic, artistic, or technical fields

### 6. Social Interaction and Cultural Diversity

Students learn effective social interaction and cultural diversity skills when they:

- 6.1. Demonstrate etiquette both in face-to-face and written interactions and communications
- 6.2. Work effectively as a leader and/or participant in group settings
- 6.3. Utilize conflict resolution skills when appropriate
- 6.4. Demonstrate knowledge of and respect for the history and culture of those who do not share the same race, gender, religion, age, sexual orientation, linguistic background or physical abilities
- 6.5. Demonstrate knowledge of and respect for one's own history and culture

## PART IV – COURSE DESCRIPTIONS

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

- Courses numbered from 001 through 099 are generally applicable to certificate and associate degree programs.
- Courses numbered from 100 through 299 are generally applicable toward baccalaureate degrees conferred by universities.
  - Courses that are designated CSU transfer to CSU campuses system wide.
  - Courses designated UC are approved by the UC Office of the President as comparable to courses offered at UC. Courses with \*UC notation indicate that some credit limitation applies. UC limits credit on courses that are similar in nature or taken after a higher level course(s). To access information on SBVC courses that transfer to UC, go to [www.assist.org](http://www.assist.org).
  - Although courses may be indicated in the catalog as transferable to UC and/or CSU, they may or may not meet general education or major preparation. Students who plan to transfer to UC or CSU should consult with a counselor and the following websites:  
[www.csumentor.edu](http://www.csumentor.edu)  
[www.ucop.edu/pathways](http://www.ucop.edu/pathways)  
[www.assist.org](http://www.assist.org)
- Courses numbered from 900-999 are not applicable to associate degrees and generally do not transfer to four-year institutions.
- Certain course entries include a symbol x and a number following the symbol, such as MUS 141x4. This symbol (x) indicates that this skill-based course may be taken for credit more than once; the number following the symbol (x) indicates the number of times the course may be taken for credit.

### ACADEMIC ADVANCEMENT

DIVISION: Learning Resources  
DIVISION DEAN: Marie Mestas, M.L.S.  
DEPARTMENT HEAD: Odette C. Salvaggio, Ph.D.  
OFFICE ASSISTANT: Robyn Wicklund  
(909) 384-8588  
LIAISON COUNSELOR: Ailsa Aguilar-Kitibutr, Psy.D.  
(909) 384-4404

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Find and interpret information.

- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.
- Accept responsibility for own actions.
- Demonstrate respect for a diversity of ideas and the rights of others.
- Exhibit personal, professional and academic honesty.
- Recognize own strengths and weaknesses.
- Recognize own learning style.
- Develop time management skills.
- Demonstrate etiquette in face-to-face and written interactions.

### **COURSES OFFERED BY THE DEPARTMENT OF ACADEMIC ADVANCEMENT:**

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

**LECTURE: 1 hour per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**ACAD 110****TUTOR TRAINING****1 UNIT****PREREQUISITE: None.****DEPARTMENTAL ADVISORY: Completion of the courses to be tutored with a minimum grade of "B", departmental recommendation, and related experience.****LECTURE: .50 hour per week and****LABORATORY: 1.50 hours per week.**

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

*Associate Degree Applicable**Course credit transfers to CSU for elective credit only.***ACAD 600A-1x4****SUPERVISED TUTORING****Non-Credit****PREREQUISITE: None.****LECTURE: Hours will vary according to student need.**

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

**ACAD 900****EMPLOYABILITY SKILLS****1 UNIT****PREREQUISITE: None.****LECTURE: 1 hour per week.**

An introduction to the skills necessary to find and maintain a job; with emphasis on learning the appropriate skills to be successful on the job. Topics include information on desirable employee traits, on-the-job communication and the skills needed to conduct a successful job search. Graded on a Credit/No Credit basis only.

*Not Applicable to Associate Degree***ACAD 910x4****VOCATIONAL BASIC SKILLS ENHANCEMENT****3 UNITS****PREREQUISITE: None.****LECTURE: 3 hours per week.**

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

*Not Applicable to Associate Degree***ACCOUNTING**

DIVISION: Business & Information Technology  
 DIVISION DEAN: Margaret Ortiz, M.A.  
 DEPARTMENT HEAD: Nickolas Zoumbos, M.S.  
 Business 100D  
 (909) 384-8912  
 OTHER FACULTY: Janet Courts, M.A.  
 DIVISION SECRETARY: Chris Williams  
 DIVISION OFFICE: Business 101  
 (909) 384- 8908  
 LIAISON COUNSELORS: Rafael Herrera, M.S.  
 (909) 384-4404

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

Within the mission of the college, the Accounting Department has several objectives:

- 1) Provide high quality accounting and business programs, which will prepare our students for successful careers in business and government;
- 2) Provide students with a broad-base understanding of the concepts of Accounting, Business and Management;
- 3) Provide transfer to four-year institutions.

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Find and interpret information.
- Apply learned knowledge to new situations.
- Accept responsibility for own actions.

**ACCOUNTING ASSOCIATE OF ARTS DEGREE**

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

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

**ACCOUNTING CERTIFICATE**

This certificate is designed to prepare students for entry-level positions updating and maintaining accounting records, tabulating expenditures and receipts, tracking accounts payable and receivable, and tabulating profit and loss. 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.

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

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
ACCT 015 Federal Income Tax Return Preparation	1.5
ACCT 130 Federal and State Revenue Tax Accounting	3
ACCT 090 Payroll Accounting	3
ACCT 202 Intermediate Accounting	3
ACCT 206 Cost Accounting	3
ACCT 235 Accounting for Government and Not-For-Profit Organizations I	4
BUSAD 203 Marketing Management	3
BUSCAL 200 Algebra and Finite Methods in Business or	3
MATH 102 Introduction to College Algebra	4
CIT 101 Introduction to Computer Literacy	3
REALST 100 Real Estate Principles	3

### **BOOKKEEPING CERTIFICATE**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ACCT 010 Bookkeeping or	3
ACCT 100 Introduction to Accounting I	(4)
ACCT 090 Payroll Accounting	3
ACCT 204 Computer Accounting Spreadsheet	1
ACCT 207 Integrated Accounting Software	2
BUSCAL 050 Quantitative Methods in Business	3
CIT 033 Machine Calculations	
<b>TOTAL UNITS:</b>	<b>15-16</b>

### **GOVERNMENTAL AND NON-PROFIT ACCOUNTING CERTIFICATE**

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

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

### **TAX PREPARERS CERTIFICATE**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ACCT 090 Payroll Accounting	3
ACCT 130 Federal and State Revenue Tax Accounting	3
ACCT 131 California Income Taxation	2
ACCT 132x4 Volunteer Income Tax Assistance I (VITA I)	2
ACCT 133x4 Volunteer Income Tax Assistance II (VITA II)	2
CIT 033 Machine Calculations	3
<b>TOTAL UNITS:</b>	<b>15</b>

### **COURSES OFFERED BY THE DEPARTMENT OF ACCOUNTING:**

#### **ACCT 010 BOOKKEEPING 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

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

*Associate Degree Applicable*

#### **ACCT 030 FEDERAL AND STATE TAXATION 4 UNITS**

**PREREQUISITE: None.**

**LECTURE: 4 hours per week.**

A comprehensive course of study and practical application of basic federal and state income taxes. Includes history and objectives of the tax, research and analysis of current tax issues, along with the tax treatment of various types of entities, types of income, types of deductions and types of credits. Emphasis is on the individual as a taxpayer. Actual tax forms are studied and returns prepared.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

#### **ACCT 047 COMPUTERIZED ACCOUNTING 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Provides a comprehensive overview of accounting software. Topics covered include the analysis of source documents and the use of accounting software to prepare, understand, and interpret financial statements for a variety of management purposes. Also includes the solution of accounting problems using spreadsheet software and creating spreadsheets using formulas and graphics.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

#### **ACCT 090 PAYROLL ACCOUNTING 3 UNITS**

**PREREQUISITE: None.**

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

**LECTURE: 3 hours per week.**

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

*Associate Degree Applicable*

**ACCT 100**  
**INTRODUCTION TO ACCOUNTING I** 3-4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** BUSCAL 050 or ACCT 010.

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

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

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**ACCT 101**  
**INTRODUCTION TO ACCOUNTING II** 4 UNITS  
**PREREQUISITE:** ACCT 100.

**LECTURE:** 4 hours per week.

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

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

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

**PREREQUISITE:** None.

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

**LECTURE:** 2 hours per week.

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PREREQUISITE:** ACCT 132x4.

**LECTURE:** 1 hour per week and

**LABORATORY:** 3 hours per week.

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ACCT 200**  
**PRINCIPLES OF ACCOUNTING I** 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** BUSCAL 050 or ACCT 010.

**LECTURE:** 4 hours per week.

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

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN: (California Articulation Number): BUS 2*

**ACCT 201**  
**PRINCIPLES OF ACCOUNTING II** 4 UNITS  
**PREREQUISITES:** ACCT 200 or ACCT 100 and ACCT 101.

**LECTURE:** 4 hours per week.

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

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN: (California Articulation Number): BUS 4*

**ACCT 202**  
**INTERMEDIATE ACCOUNTING** 3 UNITS  
**PREREQUISITE:** ACCT 201.

**LECTURE:** 3 hours per week.

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ACCT 206**  
**COST ACCOUNTING** 3 UNITS  
**PREREQUISITE:** ACCT 201.

**LECTURE:** 3 hours per week.

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ACCT 222**  
**SPECIAL PROBLEMS IN ACCOUNTING I** 1 UNIT  
**PREREQUISITE:** ACCT 200.

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

Assigned problems involving library and field work for selected students who are interested in furthering their knowledge of accounting on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PREREQUISITE: ACCT 201.**

**LECTURE: 4 hours per week.**

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

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

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

**PREREQUISITE: ACCT 235.**

**LECTURE: 4 hours per week.**

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

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

**ACCT 237**  
**BUDGETING FOR GOVERNMENTS** 4 UNITS

**PREREQUISITE: ACCT 235.**

**LECTURE: 4 hours per week.**

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

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

**ACCT 285**  
**HONORS IN ACCOUNTING** 3 UNITS

**PREREQUISITE: ACCT 200.**

**LECTURE: 3 hours per week.**

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

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

## ADMINISTRATION OF JUSTICE

DIVISION:	Criminal Justice
ADMINISTRATIVE DEAN:	Gloria M. Fisher, J.D.
DEPARTMENT HEAD:	To Be Announced
OTHER FACULTY:	Patrick Buckley, B.S.
DIVISION SECRETARY:	Sharen Chavira
DIVISION OFFICE:	Planetarium, 2nd Floor (909) 384-4431
LIAISON COUNSELOR:	Joyce Smith, M.A. (909) 384-4404

The Administration of Justice discipline involves the study of the theory and practice of law, law enforcement, the courts, and corrections systems. Law enforcement specializes in police activities including effective investigation and patrol services to the public. The courts

specialize in responsibilities to the public through the trial system. The corrections systems specialize in the punishment and incarceration process as well as rehabilitation of the offender. Private security services explore private protection through private agencies.

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

The Administration of Justice courses listed may not be offered every semester due to instructor availability. Please refer to the college semester schedule of class offerings.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Find and interpret information.
- Evaluate strengths, weaknesses and fallacies of logic.
- Locate, evaluate and select evidence to support or discredit an argument.
- Apply learned knowledge to new situations.
- Accept responsibility for own actions.
- Demonstrate respect for a diversity of ideas and the rights of others.
- Exhibit personal, professional and academic honesty.
- Display behavior consistent with ethical standards within a discipline.
- Demonstrate etiquette in face-to-face and written interactions.
- Work effectively in group settings.
- Utilize conflict resolution skills.
- Demonstrate knowledge of and respect for other cultures.

## ADMINISTRATION OF JUSTICE ASSOCIATE OF ARTS DEGREE

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

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

## ADMINISTRATION OF JUSTICE CERTIFICATE

The Administration of Justice certificate is designed to prepare students for entry-level positions in a wide range of law enforcement services, including the courts, corrections, law enforcement, and private security. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ADJUS 101 Introduction to Administration of Justice	3
ADJUS 102 Principles and Procedures of the Justice System	3
ADJUS 103 Concepts of Criminal Law	3
ADJUS 104 Legal Aspects of Evidence	3
ADJUS 105 Community Relations	3

**Six (6) units of electives chosen from the following list: 6**

ADJUS 106 Principles of Investigation	(3)
ADJUS 107 Concepts of Enforcement Services	(3)
ADJUS 108 Juvenile Procedures	(3)
CORREC 101 Introduction to Corrections	(3)
CORREC 102 Correctional Interviewing and Counseling	(3)
CORREC 104 Control and Supervision in Corrections	(3)
CORREC 105 Legal Aspects of Corrections	(3)
<b>TOTAL UNITS:</b>	<b>21</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
ENGL 101 Freshman Composition	4
ENGL 102 Intermediate Composition and Critical Thinking	4
HIST 101 US History: 1865 to Present	3
MATH 102 Introduction to College Algebra	4
or	
MATH 108 Introduction to Probability and Statistics	(4)
or	
MATH 115 Ideas of Mathematics	(3)
POLIT 100 American Politics	3
PSYCH 100 General Psychology	3
SOC 100 Introduction to Sociology	3
SPEECH 100 Public Speaking	3
or	
SPEECH 111 Interpersonal Communication	(3)

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

**ADJUS 101  
INTRODUCTION TO ADMINISTRATION OF JUSTICE  
3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Philosophy and history of the criminal justice system, including the roles, function of the local, state and federal jurisdictions. The roles, functions and interrelationships among law enforcement agencies, courts and corrections. Crime causation, correctional theory, analysis, and the social impact of crime.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): AJ 2*

**ADJUS 102  
PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM  
3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ADJUS 103  
CONCEPTS OF CRIMINAL LAW  
3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

History, philosophy and the development of U.S. criminal law. Introduction to common law, legal concepts and codes.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ADJUS 104  
LEGAL ASPECTS OF EVIDENCE  
3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Origin, development, philosophy, and constitutional basis of the use of evidence; constitutional and procedural considerations affecting arrest, search and seizure; types of evidence, and rules governing admissibility; interpretation of individual rights; and case studies.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ADJUS 105  
COMMUNITY RELATIONS  
3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Relationship and awareness of criminal justice agencies to diverse populations such as gender, racial, and sexual orientation: including discrimination and hate crimes.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ADJUS 106  
PRINCIPLES OF INVESTIGATION  
3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Principles of various types of investigations utilized in the justice system, including concepts of investigation, and the analysis, evaluation, preservation and documentation of evidence. Includes dealing with the public, techniques for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ADJUS 107  
CONCEPTS OF ENFORCEMENT SERVICES  
3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis on patrol, traffic and public service responsibilities and their relationships to the administration of justice.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ADJUS 108  
JUVENILE PROCEDURES  
3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Organization, function and jurisdiction of juvenile agencies, processing and detention of juvenile status and court procedures.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ADJUS 198**  
**ADMINISTRATION OF JUSTICE WORK EXPERIENCE**  
**1-4 UNITS**

**PREREQUISITE: None.**

Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**AERONAUTICS**

DIVISION: Applied Technology & Transportation  
 DIVISION DEAN: Thomas Bauman, M.S., P.E.  
 DEPARTMENT HEAD: Allen Moore, A.A.  
 Technical 108  
 (909) 384-8270  
 OTHER FACULTY: Kevin Kammer, A.A.  
 DIVISION SECRETARY: Patsy Martinez  
 (909) 384-8902  
 DIVISION OFFICE: Technical 108  
 (909) 384-4451  
 LIAISON COUNSELOR: Jennifer Mendoza, M.S.  
 (909) 384-4404

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

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

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Employ vocabulary of the subject studied.
- Find and interpret information.
- Locate, evaluate and select evidence to support or discredit an argument.
- Exhibit personal, professional and academic honesty.
- Display behavior consistent with ethical standards within a discipline.

**AERONAUTICS ASSOCIATE OF SCIENCE DEGREE**

The Aeronautics Department offers these area of specialization for the Associate of Science Degree: Aviation Maintenance Technician, Flight Operations and Management. To graduate with a specialization in these areas, students must complete all requirements plus the general breadth requirements for the Associate Degree (minimum total = 60 units.)

**AVIATION MAINTENANCE TECHNICIAN**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
AERO 100.1	Airframe and Powerplant General Curriculum-Calculations	2.5
AERO 100.2	Airframe and Powerplant General Curriculum-Publications	2.5
AERO 101.1	Airframe and Powerplant General Curriculum-Materials	2.5
AERO 101.2	Airframe and Powerplant General Curriculum-Servicing	2.5
AERO 102	Airframe Maintenance Lecture-Structures	6
AERO 103	Airframe Maintenance Lecture-Systems and Components	6
AERO 104	Powerplant Maintenance Lecture-Reciprocating Engine Overhaul	6
AERO 105	Powerplant Maintenance Lecture Accessory Overhaul	6
AERO 106.1	Airframe and Powerplant General Laboratory-Calculations	1
AERO 106.2	Airframe and Powerplant General Laboratory-Publications	1
AERO 107.1	Airframe and Powerplant General Laboratory-Materials	1
AERO 107.2	Airframe and Powerplant General Laboratory-Servicing	1
AERO 108	Airframe Maintenance Laboratory-Structures	5
AERO 109	Airframe Maintenance Laboratory-Systems and Components	5
AERO 110	Powerplant Maintenance Laboratory-Reciprocating Engine Overhaul	5
AERO 111	Powerplant Maintenance Laboratory-Accessory Overhaul	5
<b>TOTAL UNITS:</b>		<b>58</b>

**FLIGHT OPERATIONS AND MANAGEMENT**

The college offers a two year program in Flight Operations Management for students who are interested in a career as a Commercial pilot either in general aviation or the airlines, or in the area of aviation management. This certificate prepares students for immediate employment or for transfer to other colleges, and includes Federal Aviation Administration approved curricula in Private Pilot Ground School and Instrument Ground School.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
AERO 121	Aviation Fundamentals	3
*AERO 122D	FAA Private Pilot Ground School	6
AERO 124	Aircraft Power Plants	3
AERO 125	Flight Safety	2
AERO 126	Aircraft Structures	3
AERO 134	Civil Aviation Management and Laws	3
AERO 140D	Instrument Ground School and Flight Simulators	4
AERO 144	Aviation Weather	3
BUSAD 100	Introduction to Business	3
PHYSIC 101	Basic Physics	4
<b>TOTAL UNITS:</b>		<b>34</b>

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



## AERONAUTICS CERTIFICATES

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

### 1. AVIATION MAINTENANCE TECHNICIAN

This certificate is designed to prepare students to qualify for the airframe and powerplant certificate issued by the Federal Aviation Administration, which enables the holder to perform 100 hour and annual inspections on aircraft ranging from small aircraft used in general aviation through jets utilized by commercial airlines. The written examinations are administered by the Federal Aviation Administration through computer testing centers. The practical portion of the certificate is administered here at San Bernardino Valley College. The total program requires 1,900 hours of lecture and laboratory. 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
AERO 100.1	Airframe and Powerplant General Curriculum-Calculations	2.5
AERO 100.2	Airframe and Powerplant General Curriculum-Publications	2.5
AERO 101.1	Airframe and Powerplant General Curriculum-Materials	2.5
AERO 101.2	Airframe and Powerplant General Curriculum-Servicing	2.5
AERO 102	Airframe Maintenance Lecture-Structures	6
AERO 103	Airframe Maintenance Lecture-Systems and Components	6
AERO 104	Powerplant Maintenance Lecture-Reciprocating Engine Overhaul	6
AERO 105	Powerplant Maintenance Lecture Accessory Overhaul	6
AERO 106.1	Airframe and Powerplant General Laboratory-Calculations	1
AERO106.2	Airframe and Powerplant General Laboratory-Publications	1
AERO 107.1	Airframe and Powerplant General Laboratory-Materials	1
AERO 107.2	Airframe and Powerplant General Laboratory-Servicing	1
AERO 108	Airframe Maintenance Laboratory-Structures	5
AERO 109	Airframe Maintenance Laboratory-Systems and Components	5
AERO 110	Powerplant Maintenance Laboratory-Reciprocating Engine Overhaul	5
AERO 111	Powerplant Maintenance Laboratory-Accessory Overhaul	5
<b>TOTAL UNITS:</b>		<b>58</b>

### 2. FLIGHT OPERATIONS AND MANAGEMENT

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

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
AERO 121	Aviation Fundamentals	3
*AERO 122D	FAA Private Pilot Ground School	6
AERO 124	Aircraft Power Plants	3
AERO 125	Flight Safety	2
AERO 126	Aircraft Structures	3
AERO 134	Civil Aviation Management and Laws	3
AERO140D	Instrument Ground School and Flight Simulators	4
AERO 144	Aviation Weather	3
BUSAD 100	Introduction to Business	3
PHYSIC 101	Basic Physics	4
<b>TOTAL UNITS:</b>		<b>34</b>
<i>*Will be waived if students have taken equivalent course.</i>		

### 3. POWERPLANT MAINTENANCE TECHNICIAN

This certificate is designed to prepare students to qualify for the Powerplant Certificate issued by the Federal Aviation Administration, which enables the holder to perform 100-hour inspections on aircraft ranging from small aircraft used in general aviation through jets utilized by commercial airlines. The written examinations are administered by the Federal Aviation Administration through computer testing centers. The practical portion of the certificate is administered here at San Bernardino Valley College. The total program requires 1,150 hours of lecture and laboratory. 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
AERO 100.1	Airframe and Powerplant General Curriculum-Calculations	2.5
AERO 100.2	Airframe and Powerplant General Curriculum-Publications	2.5
AERO 101.1	Airframe and Powerplant General Curriculum-Materials	2.5
AERO 101.2	Airframe and Powerplant General Curriculum-Servicing	2.5
AERO 104	Powerplant Maintenance Lecture-Reciprocating Engine Overhaul	6
AERO 105	Powerplant Maintenance Lecture Accessory Overhaul	6
AERO 106.1	Airframe and Powerplant General Laboratory-Calculations	1
AERO106.2	Airframe and Powerplant General Laboratory-Publications	1
AERO 107.1	Airframe and Powerplant General Laboratory-Materials	1
AERO 107.2	Airframe and Powerplant General Laboratory-Servicing	1
AERO 110	Powerplant Maintenance Laboratory-Reciprocating Engine Overhaul	5
AERO 111	Powerplant Maintenance Laboratory-Accessory Overhaul	5
<b>TOTAL UNITS:</b>		<b>36</b>

#### 4. AIRFRAME MAINTENANCE TECHNICIAN

This certificate is designed to prepare students to qualify for the airframe certificate issued by the Federal Aviation Administration, which enables the holder to perform 100-hour inspections on aircraft ranging from small aircraft used in general aviation through jets utilized by commercial airlines. The written examinations are administered by the Federal Aviation Administration through computer testing centers. The practical portion of the certificate is administered here at San Bernardino Valley College. The total program requires 1,150 hours of lecture and laboratory. 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
AERO 100.1 Airframe and Powerplant General Curriculum-Calculations	2.5
AERO 100.2 Airframe and Powerplant General Curriculum-Publications	2.5
AERO 101.1 Airframe and Powerplant General Curriculum-Materials	2.5
AERO 101.2 Airframe and Powerplant General Curriculum-Servicing	2.5
AERO 102 Airframe Maintenance Lecture-Structures	6
AERO 103 Airframe Maintenance Lecture-Systems and Components	6
AERO 106.1 Airframe and Powerplant General Laboratory-Calculations	1
AERO 106.2 Airframe and Powerplant General Laboratory-Publications	1
AERO 107.1 Airframe and Powerplant General Laboratory-Materials	1
AERO 107.2 Airframe and Powerplant General Laboratory-Servicing	1
AERO 108 Airframe Maintenance Laboratory-Structures	5
AERO 109 Airframe Maintenance Laboratory-Systems and Components	5
<b>TOTAL UNITS:</b>	<b>36</b>

#### 5. AVIONICS TECHNOLOGY

Complete the CORE REQUIRED COURSES for the ELECTRONICS TECHNOLOGY CERTIFICATE, plus:

REQUIRED COURSES:	UNITS
AERO 121* Aviation Fundamentals	3
AERO 140C* Instrument Ground School & Flight Simulator	4
ELECTR 220A FCC Rules and Regulations	3
ELECTR 250A Radio Transmitters, Receivers, & Antennas	4
ELECTR 257A Navigation & Communication Systems	4
<b>TOTAL UNITS:</b>	<b>52</b>

\* AERO 102 & 103 can be substituted for AERO 121 & 140

#### COURSES OFFERED BY THE DEPARTMENT OF AERONAUTICS:

#### AERO 011 POWER PLANT MAINTENANCE REVIEW

6 UNITS

**PREREQUISITE: None.**

**LECTURE: 6 hours per week.**

A comprehensive review of the power plant curriculum in preparation for the F.A.A. written examination. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

#### AERO 013 AIRFRAME MAINTENANCE REVIEW

6 UNITS

**PREREQUISITE: None.**

**LECTURE: 6 hours per week.**

A comprehensive review of the aircraft airframe and general curriculum in preparation for the F.A.A. written examination. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

#### AERO 015 BASIC FUNDAMENTALS OF AIRCRAFT COMPOSITE STRUCTURES

2 UNITS

**PREREQUISITE: None.**

**LECTURE: 2 hours per week.**

An introduction to aircraft composite structures including the manufacturing, uniqueness and strength and repair methods.

*Associate Degree Applicable*

#### AERO 100.1 AIRFRAME AND POWERPLANT GENERAL CALCULATIONS

2.5 UNITS

**PREREQUISITE: None.**

**COREQUISITES: AERO 106.1 and either AERO 102 and AERO 108 or AERO 104 and AERO 110.**

**LECTURE: 2.5 hours per week.**

This Federal Aviation Administration approved curriculum provides training for the general requirements in aviation maintenance. The areas covered will be familiarization with basic hand tool, applications of mathematics, basic physics and Federal Aviation Regulations.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

#### AERO 100.2 AIRFRAME AND POWERPLANT GENERAL PUBLICATIONS

2.5 UNITS

**PREREQUISITE: None.**

**COREQUISITES: AERO 106.2 and either AERO 102 and AERO 108 or AERO 104 and AERO 110.**

**LECTURE: 2.5 hours per week.**

This Federal Aviation Administration (FAA) approved curriculum provides training for the general requirements in aviation maintenance. The areas covered will be familiarization with aircraft forms and records, FAA Publications, basic electricity including application of Ohm's law, use of a volt/ohm meter, read and interpret electrical circuit diagrams, service and inspection of batteries.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**AERO 101.1  
AIRFRAME AND POWER PLANT GENERAL -  
MATERIALS 2.5 UNITS**

**PREREQUISITE:** None.  
**COREQUISITES:** AERO 107.1, AERO 103, and AERO 109 or AERO 105 and AERO 111.

**LECTURE:** 2.5 hours per week.

This Federal Aviation Administration (FAA) approved curriculum provides training for the general requirements in maintenance mandated by the FAA. Focus will be on aircraft weight and balance control, basic drafting, and aircraft fluid lines and fittings.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**AERO 101.2  
AIRFRAME AND POWER PLANT GENERAL -  
SERVICING 2.5 UNITS**

**PREREQUISITE:** None.  
**COREQUISITES:** AERO 107.2, AERO 103, and AERO 109 or AERO 105 and AERO 111.

**LECTURE:** 2.5 hours per week.

This Federal Aviation Administration (FAA) approved curriculum provides training for the general requirements in maintenance mandated by the FAA. Focus will be on aircraft hardware, materials, non-destructive testing processes, corrosion control, aircraft cleaning and ground operations and handling.

*Associate Degree Applicable  
Course credit transfers to CSU.*

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

**PREREQUISITES/COREQUISITES:** AERO 100.1, AERO 100.2, AERO 1063.1 and AERO 106.2  
**COREQUISITE:** AERO 108.

**LECTURE:** 6 hours per week.

This Federal Aviation Administration approved curriculum provides training in airframe structures and airframe systems and components. Satisfactory completion qualifies students to take the FAA examination for airframe certification. Topics include shop safety; aircraft covering; aircraft finishing; theory of flight; assembly and rigging; structural repair; aircraft inspection; and aircraft fuel systems.

*Associate Degree Applicable  
Course credit transfers to CSU.*

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

**PREREQUISITES/COREQUISITES:** AERO 101.1, AERO 101.2, AERO 107.1 and AERO 107.2.

**COREQUISITE:** AERO 109.

**LECTURE:** 6 hours per week.

This Federal Aviation Administration approved curriculum provides training in airframe structures and airframe systems and components. Satisfactory completion qualifies students to take the FAA examination for airframe certification. Topics include aircraft welding; electrical circuits; and basic aircraft systems for power, landing, brakes warning instrumentation, auto pilot, cabin atmosphere control, ice and rain control, fire protection and communications.

*Associate Degree Applicable  
Course credit transfers to CSU.*

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

**PREREQUISITES/COREQUISITES:** AERO 100.1, AERO 100.2, AERO 106.1 and AERO 106.2.  
**COREQUISITE:** AERO 110.

**LECTURE:** 6 hours per week.

This Federal Aviation Administration approved curriculum provides training in powerplant engines and components. Satisfactory completion qualifies students to take the FAA examination for the powerplant certificate. Topics include reciprocating engine, engine inspections, engine lubrication systems, engine instruments, engine fire protection systems, and engine fuel systems.

*Associate Degree Applicable  
Course credit transfers to CSU.*

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

**PREREQUISITES/COREQUISITES:** AERO 101.1, AERO 101.2, AERO 107.1 and AERO 107.2.

**COREQUISITE:** AERO 111.

**LECTURE:** 6 hours per week.

This Federal Aviation Administration approved curriculum provides training in powerplant system and components. Satisfactory completion qualifies students to take the FAA examination for the powerplant certificate. Topics include basic systems for electricity, ignition, and fuel and fuel metering, induction, cooling, exhaust, propellers, turbine engines and auxiliary power units.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**AERO 106.1  
AIRFRAME AND POWER PLANT GENERAL  
LABORATORY - CALCULATIONS 1 UNIT**

**PREREQUISITE:** None.  
**COREQUISITES:** AERO 100.1 and either AERO 102 and AERO 108 or AERO 104 and AERO 110.

**LABORATORY:** 3 hours per week.

This Federal Aviation Administration (FAA) approved curriculum provides training for the general requirements in maintenance mandated by the FAA. Focus will be on aircraft weight and balance control, basic drafting, and aircraft fluid lines and fittings.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**AERO 106.2  
AIRFRAME AND POWER PLANT GENERAL  
LABORATORY - PUBLICATIONS 1 UNIT**

**PREREQUISITE:** None.  
**COREQUISITES:** AERO 100.2 and either AERO 102 and AERO 108 or AERO 104 and AERO 110.

**LABORATORY:** 3 hours per week.

This Federal Aviation Administration (FAA) approved curriculum provides training for the general requirements in aviation maintenance. The areas covered will be familiarization with aircraft forms and records, FAA Publications, basic electricity including application of Ohm's law, use of a volt/ohm meter, read and interpret electrical circuit diagrams, service and inspection of batteries.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**AERO 107.1**  
**AIRFRAME AND POWER PLANT GENERAL**  
**LABORATORY - MATERIALS** 1 UNIT  
**PREREQUISITE:** None.  
**COREQUISITES:** AERO 101.1, AERO 103, and AERO 109 or AERO 105 and AERO 111.  
**LABORATORY:** 3 hours per week.  
This Federal Aviation Administration (FAA) approved curriculum provides training for the general requirements in maintenance mandated by the FAA. Focus will be on aircraft weight and balance control, basic drafting, aircraft fluid lines and fittings.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 107.2**  
**AIRFRAME AND POWER PLANT GENERAL**  
**LABORATORY - SERVICING** 1 UNIT  
**PREREQUISITE:** None.  
**COREQUISITES:** AERO 101.2, AERO 103, and AERO 109 or AERO 105 and AERO 111.  
**LABORATORY:** 3 hours per week.  
This Federal Aviation Administration (FAA) approved curriculum provides training for the general requirements in maintenance mandated by the FAA. Focus will be on aircraft hardware, materials, non-destructive testing processes, corrosion control, aircraft cleaning, and ground operations and handling.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 108**  
**AIRFRAME MAINTENANCE LABORATORY -**  
**STRUCTURES** 5 UNITS  
**PREREQUISITES/COREQUISITES:** AERO 100.1 AERO 100.2, AERO 106.1, and AERO 106.2.  
**COREQUISITE:** AERO 102.  
**LABORATORY:** 15 hours per week.  
This Federal Aviation Administration approved curriculum provides training in airframe structures and airframe systems and components. Satisfactory completion qualifies students to take the FAA examination for airframe certification. Topics include shop safety; aircraft covering; aircraft finishing; theory of flight; assembly and rigging; structural repair; aircraft inspection; and aircraft fuel systems.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 109**  
**AIRFRAME MAINTENANCE LABORATORY -**  
**SYSTEMS AND COMPONENTS** 5 UNITS  
**PREREQUISITES/COREQUISITES:** AERO 101.1, AERO 101.2, AERO 107.1, and AERO 107.2  
**COREQUISITE:** AERO 103.  
**LABORATORY:** 15 hours per week.  
This Federal Aviation Administration approved curriculum provides training in airframe structures and airframe systems and components. Satisfactory completion qualifies students to take the FAA examination for airframe certification. Topics include aircraft welding; electrical circuits; and basic aircraft systems for hydraulics, landing gear, brakes, warning, instruments, autopilot, cabin atmosphere control, ice and rain control, fire protection and communications.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 110**  
**POWER PLANT MAINTENANCE LABORATORY -**  
**RECIPROCATING ENGINE OVERHAUL** 5 UNITS  
**PREREQUISITES/COREQUISITES:** AERO 100.1, AERO 100.2, AERO 106.1 and AERO 106.2..  
**COREQUISITE:** AERO 104.  
**LABORATORY:** 15 hours per week.  
This Federal Aviation Administration approved curriculum provides training in powerplant engines and components. Satisfactory completion qualifies students to take the FAA examination for the powerplant certificate. Topics include reciprocating engine, engine inspections, engine lubrication systems, engine instruments, engine fire protection systems, and engine fuel systems.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 111**  
**POWER PLANT MAINTENANCE LABORATORY -**  
**ACCESSORY OVERHAUL** 5 UNITS  
**PREREQUISITES/COREQUISITES:** AERO 101.1, AERO 102.2, AERO 107.1 and AERO 107.2.  
**COREQUISITE:** AERO 105.  
**LABORATORY:** 15 hours per week.  
This Federal Aviation Administration approved curriculum provides training in powerplant system and components. Satisfactory completion qualifies students to take the FAA examination for the powerplant certificate. Topics include basic systems for electricity, ignition, fuel and fuel metering, induction, cooling, exhaust, propellers, turbine engines and auxiliary power units.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 121**  
**AVIATION FUNDAMENTALS** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Introduction to the basic principles of aeronautics, aircraft structure and operations. An orientation to the aviation industry including space, rocketry and aeronautical occupations. The history of aviation is presented with an outlook for the future of the aviation and aerospace industries.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 122D**  
**F.A.A. PRIVATE PILOT GROUND SCHOOL** 6 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 6 hours per week.  
Complete preparation for the F.A.A. private pilot written examination including aerodynamics, weight and balance, flight computer, navigation, meteorology and federal air regulations.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 124**  
**AIRCRAFT POWER PLANTS** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Designed to familiarize the aviator or prospective pilot with the operating principles and construction highlights of both reciprocating and jet aircraft engines. Enables the professional flier to operate and maintain the power plants of most modern as well as vintage aircraft.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 125**  
**FLIGHT SAFETY** **2 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 2 hours per week.**  
 An in-depth study of flight safety including flight safety records, aircraft accident prevention, casual cause factors, agencies and organizations contributing to flight safety, pilot and command responsibilities, liability and litigation.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 126**  
**AIRCRAFT STRUCTURES** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 The fundamentals of aircraft design and construction including the types of construction; reasons for variances in construction from aircraft to aircraft; manufacturing processes for each type of aircraft and the basic working principles of major aircraft systems.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 131B**  
**PRIVATE AND COMMERCIAL PILOT GROUND SCHOOL** **6 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 6 hours per week.**  
 A review of the private pilot F.A.A. ground school and preparation for the F.A.A. private or commercial pilot examination. Topics include weight and balance and flight computers. The final is the F.A.A. written examination.  
Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 134**  
**CIVIL AVIATION MANAGEMENT AND LAWS** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 The history of civil aviation in the United States including federal legislation on civil aviation; international treaties and agreements relevant to civil aviation; and regulations pertaining to the management of airports and airplane companies.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 140D**  
**INSTRUMENT GROUND SCHOOL AND FLIGHT SIMULATORS** **4 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week and LABORATORY: 3 hours per week.**  
 An instrument ground school which provides academic and practical training in the fundamentals of instrument flying. Includes aerodynamic factors, flight instruments and techniques, electronic navigational aids, flight planning, communication, air traffic control, and procedures such as departures, enroute, arrival, approach, missed approach, and emergencies. The subject matter is reinforced by flying the various procedures in the flight simulators. This is an excellent refresher course for students who currently possess an Instrument Rating or an Airline Transport Rating.  
**COMPLETION OF BASIC F.A.A. GROUND SCHOOL OR ENROLLMENT IN GROUND SCHOOL OR COMMERCIAL AERONAUTICAL COURSES IS REQUIRED.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 144**  
**AVIATION WEATHER** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 The aspects of weather as they relate to aircraft operation and flight safety. Includes basic and hazardous weather and interpretation of weather reports, forecasts, charts and maps.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**AERO 198**  
**AERONAUTICS WORK EXPERIENCE** **1-4 UNITS**  
**PREREQUISITE: None.**  
 Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**ALCOHOL/DRUG STUDIES**  
 See courses within the  
**HUMAN SERVICES DEPARTMENT**

**AIR TRAVEL**  
 See APPLIED TECHNOLOGY &  
**TRANSPORTATION DIVISION**

## **AMERICAN SIGN LANGUAGE**

DIVISION:	Humanities
DIVISION DEAN:	Marjorie Price, M.A., M.Ed.
DEPARTMENT HEAD:	Nori Sogomonian, M.A. North Hall 221-222 (909) 384-8544
OTHER FACULTY:	Bert Reins, B.A.
DIVISION SECRETARIES:	Kelly Adcock (909) 384-8906 Cheryl Benner (909) 384-8633
DIVISION OFFICE:	North Hall 236 (909) 384-4445
LIAISON COUNSELOR:	Juan Zepeda, M.S. (909) 384-4404

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Apply learned knowledge to new situations.
- Work effectively in group settings.
- Demonstrate knowledge of and respect for other cultures.

**COURSES OFFERED BY THE DEPARTMENT OF AMERICAN SIGN LANGUAGE:**

**ASL 109  
AMERICAN SIGN LANGUAGE I 4 UNITS  
PREREQUISITE: None.**

**LECTURE: 4 hours per week.**

Develops communication skills in American Sign Language. Presents basic vocabulary and grammar of ASL with a review of the characteristics of the deaf community. Primary emphasis is on comprehension abilities.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ASL 110  
AMERICAN SIGN LANGUAGE II 4 UNITS  
PREREQUISITE: ASL 109.**

**LECTURE: 4 hours per week.**

As part of the American Sign Language course sequence, ASL 110 is second in a series of four ASL courses designed for the student to develop proficiency in ASL usage. The course continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and comprehension/production skills. Course content for ASL 110 is comprised of four basic categories: cultural awareness, grammatical features, vocabulary development, and conversational skills.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ASL 111  
AMERICAN SIGN LANGUAGE III 4 UNITS  
PREREQUISITE: ASL 110.**

**LECTURE: 4 hours per week.**

Develops conversational skills in American Sign Language. Presents expanded vocabulary and grammar of ASL with a review of primary issues in deaf culture. Emphasis is on idiomatic constructions as well as comprehension and production skills.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ASL 112  
AMERICAN SIGN LANGUAGE IV 4 UNITS  
PREREQUISITE: ASL 111.**

**LECTURE: 4 hours per week.**

The fourth course in a series designed to help students acquire communicative competency in American Sign Language, both comprehension and production skills within the contexts of literature and story telling. Emphasis is on cultural awareness, grammatical features, vocabulary development, and conversational skills.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ANATOMY**

See courses within the BIOLOGY DEPARTMENT

**ANTHROPOLOGY**

DIVISION: Social Science & Human Development  
DIVISION DEAN: Janice Noble, Ph.D.  
DEPARTMENT HEAD: Janet Pielke Brennecke, M.A.  
FACULTY: Gary Olson, M.A.  
DIVISION SECRETARY: Karen Deck  
DIVISION OFFICE: Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Laura Gomez, M.A.  
(909) 384-4404

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

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

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Find and interpret information.

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

**ANTHRO 100  
INTRODUCTION TO ARCHEOLOGY 3 UNITS  
PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ANTH 6*

**ANTHRO 102**  
**CULTURAL ANTHROPOLOGY** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 The focus is on human behavior, studied through the approaches of archaeology, linguistics, and ethnology. Selected topics cover the range of cultural phenomena including material culture, social organization, and religion. This course qualifies for continuing education credit for nurses.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): ANTH 4*

**ANTHRO 106**  
**PHYSICAL ANTHROPOLOGY** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 The systematic study of humans as biological organisms including the origin and antiquity of humanity, our place in nature, modern biological diversity including race, and the future prospects for the human species.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): ANTH 2*

**ANTHRO 106H**  
**PHYSICAL ANTHROPOLOGY – HONORS** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 The systematic study of humans as biological organisms including the origin and antiquity of humanity, our place in nature, modern biological diversity including race, and the future prospects for the human species. Enrollment is limited to students eligible for the Honors Program.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**ANTHRO 107**  
**THE NORTH AMERICAN INDIANS** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 A systematic survey of North American Indian groups, from their prehistoric roots to the present. Includes their place in American history, U.S. Government policies and regulation, and future prospects for North American Indians.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**ANTHRO 109**  
**TRIBAL AND ETHNIC ART** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 A world-wide survey of the artistic achievement of past and present tribal peoples with an emphasis on the meaning of art in each society. Art works are surveyed through films, slides, field trips and examination of actual art works and include cultures of North American Indians, ancient America, the Pacific, Africa and Australia.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**ANTHRO 110**  
**TRIBAL AND ETHNIC RELIGIONS** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 A comparative study of supernaturalism in tribal societies, both past and present including witchcraft, magic, totemism, mythology and ritual, nativistic movements, and the religious context of drug usage. Prehistoric religion will be examined, as well as the belief systems of selected tribal peoples. This course is also offered as RELIG 110.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**ANTHRO 222**  
**INDEPENDENT STUDY IN ANTHROPOLOGY** **1-3 UNITS**  
**PREREQUISITES: ANTHRO 100 or ANTHRO 102 or ANTHRO 106.**  
**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 Anthropology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; credit determined after transfer to UC.*

## ARCHITECTURE & ENVIRONMENTAL DESIGN

DIVISION:	Science and Math
DIVISION DEAN:	Haragewen Kinde, Ed.D.
DEPARTMENT HEAD:	John Stankas, Ph.D. Chemistry 114 (909) 384-8268
OTHER FACULTY:	Judy Jorgensen, B.S.
DIVISION SECRETARY:	Rose Garcia
DIVISION OFFICE:	Chemistry 121 (909) 384-8645
LIAISON COUNSELOR:	Rafael Herrera, M.S. (909) 384-4404

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

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

The areas of study include how to develop a better quality of life through efficient housing, new building material development, new construction methods, new work methods, solar and wind power, efficient use of resources, and a reduction of waste in materials and time. A learning-by-doing approach is stressed in preparation for the job market or transfer to a university for further study in architecture, architectural engineering, city planning, or landscape architecture. Students planning to transfer to a four-year institution and major in one of these fields should consult with a counselor regarding the transfer process and lower division requirements.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Utilize technology to organize and present information.
- Demonstrate working knowledge of basic computer function.
- Apply learned knowledge to new situations.
- Evaluate diverse artistic works.
- Demonstrate creative thought through original expression.

### ARCHITECTURE & ENVIRONMENTAL DESIGN ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Architectural Design Studies, a student must complete the following courses in addition to the general breadth requirements for an Associate's Degree. For transfer students, these courses will provide students with the tools needed to construct a portfolio that will be required to transfer into Architecture Programs at 4-year institutions. Along with a successful portfolio, these courses should also constitute the first two years of an Architecture Program. In addition, these courses should help students interested in transferring to 4-year institutions as Environmental Design, Landscape Architecture, Interior Design and Urban Planning majors.

REQUIRED COURSES:	UNITS
ARCH 100 Environmental Design I	3
ARCH 101 Environmental Design II	3
ARCH 145 History of Architecture: Ancient to Gothic	3
ARCH 146 History of Architecture: Renaissance to Modern	3
ARCH 200 Architectural Design I	4
ARCH 201 Architectural Design II	4
ARCH 220 Architectural CAD I	4
ARCH 250 Materials and Construction	4
ARCH 270 Portfolio Design	1
PHYSIC 150A or PHYSIC 200 General Physics	5-6
ART 132x4 Life Drawing	3
<b>TOTAL UNITS:</b>	<b>37-38</b>

RECOMMENDED COURSES:	UNITS
<i>Students are encouraged to take these courses as part of their General Education program:</i>	
CS 110 Introduction to Computer Science	3
ART 120 Two-Dimensional Design	3
ART 145 Graphic Design	3
MATH 093 Plane Geometry	3
MATH 103 Trigonometry	4

### ARCHITECTURE 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.

### COMPUTER-AIDED DRAFTING TECHNICIAN CERTIFICATE

This certificate is designed to prepare students for entry-level work in the fields of architecture, urban planning, interior design, electronics design and manufacturing design. Computer Aided Drafting, CAD, is the primary tool used to produce and present work completed in these fields. Students completing this certificate will most likely

work for a licensed architect, structural engineer, mechanical engineer or for local, state or federal governmental agencies or urban planning commissions.

REQUIRED COURSES:	UNITS
ARCH 120 Intro to Computer-Aided Drafting	4
ARCH 146 History of Architecture: Renaissance To Modern	3
ARCH 220 Architectural CAD I	4
ARCH 221 Architectural CAD II	4
ARCH 250 Materials and Construction	4
MATH 093 Plane Geometry	3
ENGL 015 Preparation for College Writing	4
ART 132x4 Life Drawing	3
<b>TOTAL UNITS:</b>	<b>29</b>

RECOMMENDED COURSES:	UNITS
<i>Students are encouraged, but not required, to enroll in the following:</i>	
CS 110 Instruction to Computer Science	3
INSPEC 010A Funds. of Construction Inspection I	3
INSPEC 011A Funds. of Construction Inspection II	3
INSPEC 012A Funds. of Construction Inspection III	3
<i>*Pending approval from the California Community College Chancellor's Office</i>	

### COURSES OFFERED BY THE DEPARTMENT OF ARCHITECTURE & ENVIRONMENTAL DESIGN:

<b>ARCH 100 ENVIRONMENTAL DESIGN I</b>	<b>3 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 2 hours per week and LABORATORY: 3 hours per week.</b>	
An introduction to the design process, to the vocabulary of design and the basic principles of environmental design, landscape design, and urban planning.	
<i>Associate Degree Applicable Course credit transfers to CSU.</i>	

<b>ARCH 101 ENVIRONMENTAL DESIGN II</b>	<b>3 UNITS</b>
<b>PREREQUISITE: ARCH 100.</b>	
<b>LECTURE: 2 hours per week and LABORATORY: 3 hours per week.</b>	
A continuation of ARCH 100, with an emphasis on composition and basic design as applied to both architecture and art. A series of projects will introduce students to the use of line, color, form and materials, and will promote awareness of environmental concerns.	
<i>Associate Degree Applicable Course credit transfers to CSU.</i>	

<b>ARCH 120 INTRODUCTION TO COMPUTER AIDED DRAFTING</b>	<b>4 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>DEPARTMENTAL ADVISORY: CS 110.</b>	
<b>LECTURE: 2 hours per week and LABORATORY: 6 hours per week.</b>	
An introduction to the theories and principles of computer-aided design/drafting (CAD) using AutoCAD and to its principal applications in the fields of architecture, design, manufacturing, construction, and planning are explored. The technical aspects of generating, evaluating, modeling, drafting, and rendering design solutions will be introduced.	
<i>Associate Degree Applicable Course credit transfers to CSU.</i>	



**ARCH 145**  
**HISTORY OF ARCHITECTURE: EARLY DESIGN**  
**TO GOTHIC** **3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

A survey of Western architectural history from the early Egyptians to the Gothic Period, including a comparative study of architecture and architects with emphasis on the people, locations, structures, materials, and methods of construction.

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

**ARCH 146**  
**HISTORY OF ARCHITECTURE: RENAISSANCE**  
**TO MODERN** **3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Survey of Western architectural history, including a comparative study of architecture and architects, with emphasis on the people, locations, structures, materials, and methods of construction. Includes Renaissance, Mannerist, Baroque, Rococo, Native American, American Colonial, Neoclassicism, Romantic Revival, 19th Century Industrialization, Ecole des Beaux Arts, Late 19th Century, Chicago School, Sullivanesque, Arts and Crafts, International Style, Art Nouveau, Art Deco, Art Moderne, German Expressionism, Neo-Expressionism, Late Modernism, and Postmodernism.

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

**ARCH 200**  
**ARCHITECTURAL DESIGN I** **4 UNITS**

**PREREQUISITE:** ARCH 101.  
**LECTURE:** 3 hour per week and  
**LABORATORY:** 3 hours per week.

An Introduction to design skills and problem-solving techniques as they apply to the architectural profession.

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

**ARCH 201**  
**ARCHITECTURAL DESIGN II** **4 UNITS**

**PREREQUISITE:** ARCH 200.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 8 hours per week.

A continuation of ARCH 200. Architectural design processes are explored, including advanced problem-solving in spatial relationships, structures and human requirements. Includes advanced model building.

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

**ARCH 220**  
**ARCHITECTURAL COMPUTER AIDED DRAFTING I** **4 UNITS**

**PREREQUISITE:** ARCH 120.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 6 hours per week.

An introduction to the theories and principles of computer aided design/drafting (CAD) using AutoCAD and to its principal applications in the field of architecture by generating, evaluating, modeling, drafting and rendering design solutions. (Formerly ARCH 141)

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

**ARCH 221**  
**ARCHITECTURAL COMPUTER AIDED DRAFTING II** **4 UNITS**

**PREREQUISITES:** ARCH 220.  
**LECTURE:** 2 hour per week and  
**LABORATORY:** 6 hours per week.

A continuation of ARCH 220 and continues to familiarize students with the preparation of preliminary studies, construction drawings, detail drawing and building code applications. This includes complete construction drawings of light wood frame and heavy timber construction and utilizes computer aided design drafting (CAD). (Formerly ARCH 230)

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

**ARCH 250**  
**MATERIALS AND CONSTRUCTION** **4 UNITS**

**PREREQUISITE:** ARCH 146.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

A survey of sources, properties and production of the common materials used in construction such as steel, iron, non-ferrous metals and their alloys, concrete, brick and wood. Construction projects will give students knowledge and experience in building construction as it relates to architecture.

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

**ARCH 270**  
**PORTFOLIO DESIGN** **1 UNIT**

**PREREQUISITE:** ARCH 200.  
**LABORATORY:** 3 hours per week.

This course is designed to assist architecture students in the preparation of their portfolio. The design portfolio is required to transfer to most four-year/five-year Architecture programs. Students should be enrolled in their last semester at Valley College before enrolling in this course.

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

## ART

DIVISION: Humanities  
DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
DEPARTMENT HEAD: Mary Sue Andersen, M.F.A.  
DEPARTMENT OFFICE: Art Gallery  
(909) 384-8939  
OTHER FACULTY: Manuela Batalo, M.A.  
Gary Calote, M.A.  
James Stewart, M.F.A.  
DEPARTMENT ASS'T: Diane Metz  
Art Gallery  
(909) 384-8939  
DIVISION SECRETARIES: Kelly Adcock  
(909) 384-8906  
Cheryl Benner  
(909) 384-8633  
DIVISION OFFICE: North Hall 236  
(909) 384-8633  
LIAISON COUNSELOR: Juan Zepeda, M.S.  
(909) 384-4404

The study of art involves both an appreciation of the cultural heritage of art and the development of skills. Consequently, the Art Department offers courses in art history as well as studio courses in drawing, design, ceramics, painting, filmmaking, life drawing, computer

graphics, graphic design, computer animation, web & multimedia design, digital photography, basic photography design in glass, sculpture, and glassblowing. In addition to an associate degree in fine arts, the department offers two certificates in graphic design and web+multimedia design, designed for students seeking employment in the design, advertising, and entertainment fields.

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

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Find and interpret information.
- Utilize technology to organize and present information.
- Demonstrate working knowledge of basic computer function.
- Evaluate diverse artistic works.
- Demonstrate creative thought through original expression.

## ART ASSOCIATE OF ARTS DEGREES

### 1. ART

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

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

## 2. GRAPHIC DESIGN

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

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
ART 126x4 Painting	3
ART 132x4 Life Drawing	3
ART 149 Intermediate Computer Graphics	3
ART 150 Advanced Computer Graphics	3
ART 164x4 Creative Filmmaking	3
ART 180 Beginning Computer Animation	3

### GRAPHIC DESIGN CERTIFICATE

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work using a variety of print, electronic, and film media to create designs that meet clients' commercial needs. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
ART 100 Art History: The Stone Age to the Middle Ages	3
or	
ART 102 Art History: The Renaissance to the Present	(3)
or	
ART 105 History of Modern Art	(3)
ART 120 Two-Dimensional Design	3
ART 145 Graphic Design	3
ART 148 Beginning Computer Graphics	3
ART 149 Intermediate Computer Graphics	3
ART 161 Digital Photography	3
ART 185 Beginning Web and Multimedia Design	3
<b>TOTAL UNITS:</b>	<b>25</b>

## WEB AND MULTIMEDIA DESIGN CERTIFICATE

This certificate is designed to prepare students for entry-level work in a variety of occupations related to web site design, development, creation, and maintenance. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:	UNITS
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
ART 100 Art History: The Stone Age to the Middle Ages	3
or	
ART 102 Art History: The Renaissance to the Present	(3)
or	
ART 105 History of Modern Art	(3)
ART 120 Two-Dimensional Design	3
ART 148 Beginning Computer Graphics	3
ART 161 Digital Photography	3
ART 180 Beginning Computer Animation	3
ART 185 Beginning Web and Multimedia Design	3
ART 186 Intermediate Web and Multimedia Design	3
<b>TOTAL UNITS:</b>	<b>25</b>

## COURSES OFFERED BY THE DEPARTMENT OF ART:

**ART 100**  
**ART HISTORY: THE STONE AGE TO THE MIDDLE AGES** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
A survey of Western art from the Stone Age to the Middle Ages including the art of Egypt, Greece, and the Aegean; and Etruscan, Roman, early Christian, Byzantine, Islamic, early Medieval, Romanesque and Gothic art.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): ART 2*

**ART 102**  
**ART HISTORY: THE RENAISSANCE TO PRESENT** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Presents a survey of Western art from the Renaissance through the 20<sup>th</sup> Century. Topics covered include 15<sup>th</sup> and 16<sup>th</sup> century Italian art; Renaissance and Baroque art; the Rococo movement; Romanticism; Realism; Impressionism; Cubism; Surrealism and other styles of the 19<sup>th</sup> and 20<sup>th</sup> centuries.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): ART 4*

**ART 103**  
**ART APPRECIATION** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
A multicultural exploration of the form and content of two- and three-dimensional art. Topics include: function of art in a society; the artists language; techniques employed in creating painting, sculpture and other media; overview of the history of art.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**ART 105**  
**HISTORY OF MODERN ART** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Survey of Western modern art from 1900 to the present, including cubism, fauvism, futurism, totalitarianism, constructivism, impressionism, surrealism, post-impressionism, pop art, and architectural movements of the 20<sup>th</sup> century.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**ART 107**  
**ART HISTORY: AFRICA, ASIA, THE AMERICAS, AND OCEANIA** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
The survey of art from Africa, Asia, the Americas, and Oceania. Includes examination of the religious and social factors influencing art, artifacts, and architecture.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**ART 108**  
**MEXICAN ART HISTORY** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Survey of Mexican art from pre-columbian times through the 20<sup>th</sup> century muralists.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**ART 110**  
**HISTORY OF AMERICAN CINEMA** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Covers the history and cultural influences of the American Cinema, including the origins of the motion picture, the rise and dominance of Hollywood, the decline of the Studio Era, and the emergence of the independent film. Topics include the historical context of the motion picture industry and its relevance to the contemporary viewer, the aesthetics of film, the director, and the studio system.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**ART 111**  
**STUDIES IN FILM APPRECIATION** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
A study of script, directing, editing and other aspects of film making, aimed at providing a critical awareness of film technique and construction, and an understanding of what a successful film must possess.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**ART 120**  
**TWO-DIMENSIONAL DESIGN** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
A progressive study of the elements and principles of two-dimensional design. Focus on the concepts, tools, and techniques intrinsic to visual communication. Included are color theory and the use of color to manipulate the illusion of space on a two-dimensional plane.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): ART 14*

**ART 124x4  
DRAWING 3 UNITS**

**PREREQUISITE:** None.

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

A progressive study of the analysis and investigation of form, space, and concept using a variety of materials, such as charcoal, ink, pencil, tempera, collage, and mixed media. Includes the theory and analysis of perspective in two- and three-dimensional compositions, such as the various means of representing three-dimensional forms in space through aerial and linear perspective. Content and creativity are emphasized as students' skills develop. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART 8*

**ART 126x4  
PAINTING 3 UNITS**

**PREREQUISITE:** None.

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

A progressive study of the fundamentals of painting including techniques of composition, color mixing, spatial relationships, and imagery. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART 10*

**ART 132x4  
LIFE DRAWING 3 UNITS**

**PREREQUISITE:** None.

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

A progressive study of anatomy in figure drawing and an examination of the creative uses of human figures in art. Includes basic studies in contour, proportion, gesture, volume, and the functional qualities of the human form and the graphic interpretations of human figures with charcoal, pencil, pastel, colored pencil, paint, and mixed media. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART 24*

**ART 145  
GRAPHIC DESIGN 3 UNITS**

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

Focus on the technical skills necessary to enter the graphic design field and the impact of artwork on different audiences. Including the development of a personal style, increased facility with graphic software and analysis of content for a client's strategies and goals. Through reading and discussion, students will learn how to analyze, design, discuss and present work in a professional manner.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ART 148  
BEGINNING COMPUTER GRAPHICS 3 UNITS**

**PREREQUISITE:** None.

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

Focuses on desktop publishing and photographic digital imaging. Skills such as layout, page design and scanning and photographic are practiced.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ART 149  
INTERMEDIATE COMPUTER GRAPHICS 3 UNITS**

**PREREQUISITE:** ART 148.

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

Focus is on photographic digital imaging and manipulation. Skills such as scanning, photographic correction and combining photographic images are practiced. Projects will involve creating computer-generated images, integrating type, and inserting objects and a variety of materials into photographs.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ART 150  
ADVANCED COMPUTER GRAPHICS 3 UNITS**

**PREREQUISITE:** ART 149.

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

Focuses on layout, imaging and illustration skills. Methods of presentation portfolios will be examined. Skills such as optimizing finished artwork for print media and for screen presentation will be practiced.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ART 158x4  
BASIC PHOTOGRAPHY 3 UNITS**

**PREREQUISITE:** None.

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

A basic course in photography designed for both art majors and non-art majors, including photographic terminology such as composition, tonality, color relationships and elements of balance; hands-on experience with cameras and studio equipment; analyses of great photographs; the development of visual literacy; and the development of an understanding of photography's relationship to the world of visual imagery. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ART 18*

**ART 161  
DIGITAL PHOTOGRAPHY 3 UNITS**

**PREREQUISITE:** None.

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

Focuses on visual communication and producing expressive images. Skills included are correcting and enhancing images using computers. This course is designed both for Art Department certificate majors and the general public. Students will supply their own film or digital camera and output media supplies.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ART 164x4**  
**CREATIVE FILMMAKING** 1.5-3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 1 - 2 hours per week and  
**LABORATORY:** 1.5 - 3 hours per week.

A progressive study of the fundamentals of filmmaking including researching and writing treatments; drawing storyboards; producing films in 8mm, video, and 16mm formats; titling; and editing. Students work in crews and participate in all facets of filmmaking, such as operating camera and sound equipment; directing; set building; lighting; and casting. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**ART 175x4**  
**SCULPTURE** 3 UNITS  
**PREREQUISITE:** None.

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

A progressive study of the fundamentals of sculpture with a focus on techniques of three-dimensional composition, spatial relationships, and imagery. Includes armature building, plaster mold making, and experiments with various materials, such as clay, wood, plaster, and styrofoam. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): ART 12*

**ART 180**  
**BEGINNING COMPUTER ANIMATION** 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** ART 148.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focuses on computer animation, rendering and modeling. The introduction semester emphasizes the construction of space environments and objects in motion. Included are the principles and skills for building objects in a landscape, and changing environmental over time, such as clouds, atmospheric conditions and reflections.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ART 181**  
**INTERMEDIATE COMPUTER ANIMATION** 3 UNITS  
**PREREQUISITE:** ART 180.

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

Focus on computer animation, rendering and modeling. Included are such skills as complex construction of 3-dimensional models and complex movement control of multiple moving parts.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ART 182**  
**BEGINNING DIGITAL VIDEO EDITING** 3 UNITS  
**PREREQUISITE:** ART 181.

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

Focuses on rendering animated movies. Instruction emphasizes combining and integrating animations with still images and created footage. Students will work with video editing and special effects software to create QuickTime movies. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ART 183**  
**INTERMEDIATE DIGITAL VIDEO EDITING** 3 UNITS  
**PREREQUISITE:** ART 182.

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

Focuses on making multi-layer video compositions. Included are such skills as motion control and time-varying special effects. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ART 185**  
**BEGINNING WEB AND MULTIMEDIA DESIGN** 3 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** ART 148.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focus on elements of Web page and CD-ROM production. The course will emphasize preparing material and designing for interactive projects. Practical and theoretical understanding of problems relating to digital technologies will be stressed.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ART 186**  
**INTERMEDIATE WEB AND MULTIMEDIA DESIGN: FLASH** 3 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** ART 185.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focus on interactive motion graphics for web site and disk distribution, using applications such as Macromedia Flash. Emphasis will be given to design concept well as an understanding of structure and impact web media and CD-ROM.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**ART 187**  
**ADVANCED WEB AND MULTIMEDIA DESIGN** 3 UNITS

**PREREQUISITE:** ART 186.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focus is on the elements of CD-ROM design and production. Practical experience in using programs such as MacroMedia Director, sound editing, and animation software will be emphasized. Conceptualization, research and the design of large projects will be stressed.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**ART 188**  
**PORTFOLIO WEB AND MULTIMEDIA DESIGN** 3 UNITS

**PREREQUISITE:** ART 187.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Focus is on multimedia project planning and design production. This course emphasizes planning, research and client communications skills as preparation for designing and executing a multimedia project. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

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

Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**ART 212x4**  
**CERAMICS** 3 UNITS  
**PREREQUISITE: None.**

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

A progressive study of the fundamentals of ceramics including hand-building techniques, use of the potter's wheel, and methods of decorating and glazing. Students produce cylinders, bottles, vases, bowls, plates, lids, and vessels with handles, such as mugs, pitchers, and tea pots. This course may be taken four times.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): ART 6*

**ART 240x4**  
**GLASSBLOWING** 3 UNITS  
**PREREQUISITE: None.**

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

A progressive study of glass working techniques including designing and producing vessel and sculptural forms in hot glass. Emphasis on exploration of color, hot applications, team work, repeatable forms, sandblasting, cold working/fabrications, and non-conventional methods. This course may be taken four times.

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

**ART 270x4**  
**DESIGN IN GLASS** 3 UNITS  
**PREREQUISITE: None.**

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

A progressive study of glass-working techniques including designing and producing functional, decorative, and sculptural forms in kiln-fired glass; composition in two dimensions using fusion/lamination of colored glass elements; shallow relief slumping; three-dimensional relief using molds; and solid glass casting, such as pate de verre, lost wax, and sand casting. This course may be taken four times.

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

**ART 285**  
**HONORS IN ART** 3 UNITS  
**PREREQUISITE: Complete ART 102 or ART 120x4 or**

**ART 124x4 or ART 126x4 with an A or B, or**  
**COREQUISITE: Art 102 or ART 120x4 or ART 124x4 or**  
**ART 126x4 and an overall GPA of 3.0 or higher.**

**LECTURE: 3 hours per week.**

A study of contemporary movements in art and the way these ideas are manifest in the work of artists. Includes an overview of the major innovations of Modernism and how those led to Postmodernist concerns, such as deconstructionism, appropriationism, and semiotics, as well as the impact of language, politics, and the mass media on contemporary art.

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

## ASTRONOMY

See the Department of PHYSICS/ASTRONOMY

## AUTOMOTIVE TECHNOLOGY

DIVISION:	Applied Technology & Transportation
DIVISION DEAN:	Thomas Bauman, M.S., P.E.
DEPARTMENT HEAD:	Richard Jaramillo, A.A. (909) 384-8505
OTHER FACULTY:	Guy M. Hinrichs, Sr., A.A. Manuel Loera, A.S. Mark Williams, B.S. Donald Wilson
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical 108 (909) 384-4451
LIAISON COUNSELOR:	Jennifer Mendoza, M.S. (909) 384-4404

The Automotive Department offers courses designed to provide the skills and knowledge required for immediate employment as well as for students with a personal interest in automotive technology.

The course of study in automotive technology may lead to an Associate of Science Degree or a vocational certificate.

## AUTOMOTIVE TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

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

## AUTOMOTIVE TECHNOLOGY CERTIFICATES

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

### 1. AUTOMATIC TRANSMISSION CERTIFICATE

This certificate is designed to prepare students for entry-level work as an automatic transmission specialist. 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.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	4
Or		
AUTO 065	Electrical Accessory Diagnostic	(4)
AUTO 075x3	Automatic Transmissions Rear Wheel Drive	2-6
AUTO 076x3	Automatic Transaxles Front Wheel Drive	2-6
AUTO 077	Manual Transmissions and Transaxles	4
AUTO 084	General Automotive Technology	4
AUTO 090x3	Engine Repair	6
TECALC 950	Shop Calculations	3
Or		
MATH 942	Arithmetic	(3)
Or		
Higher-level math course		
<b>TOTAL UNITS:</b>		<b>25-33</b>

### 2. BASIC AUTOMOTIVE BODY AND PAINT TECHNICIAN

This certificate is designed to prepare students for entry-level work as an auto body repair apprentice, an auto painter apprentice, or in related areas of an automotive dealership or shop, such as chassis, front end, brake or frame repair, and parts counter clerk. 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.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
AUTO 038x3	Basic Auto Body	9
AUTO 039x3	Secondary Auto Body	9
AUTO 048x3	Intermediate Auto Body	9
AUTO 055	Advanced Auto Body	5
TECALC 950	Shop Calculations	3
<b>TOTAL UNITS:</b>		<b>35</b>

*Auto 038x3 may be waived through the Articulation 2+2+2 program with prior agreement with the Auto Body and Refinishing instructor.*

### 3. ADVANCED AUTOMOTIVE BODY AND PAINT TECHNICIAN

This certificate is designed to prepare students for entry-level work as an auto body repair apprentice and an auto painter apprentice beyond the Basic Automotive Body and Paint Technician Certificate, and to prepare students for Automotive Service Excellence (ASE) certification. 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.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
AUTO 038x3	Basic Auto Body	9
AUTO 039x3	Secondary Auto Body	9
AUTO 048x3	Intermediate Auto Body	9
AUTO 055	Advanced Auto Body	5
AUTO 056	Automotive Heating and Air Conditioning	4

**Must complete one subject from each category:**

<b>Category #1</b>		
AUTO 052	Automotive Suspension and Steering	4
<b>Category #2</b>		
AUTO 064	Automotive Electrical	4
or		
AUTO 065	Automotive Body Electrical	(4)
<b>Category #3</b>		
TECALC 950	Shop Calculations	3
<b>TOTAL UNITS:</b>		<b>47</b>

### 4. AUTOMOTIVE TECHNICIAN CERTIFICATE

This certificate is designed to prepare students for entry-level work as automotive technicians working in areas such as new car preps, engine performance diagnoses, automotive maintenance, and automotive service. 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.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
AUTO 050	Automotive Brake	4
AUTO 052	Automotive Suspension and Steering	4
AUTO 056	Automotive Heating and Air Conditioning	4
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	4
AUTO 065	Electrical Accessory Diagnostic	4
AUTO 068	Engine Performance-Ignition Systems	4
AUTO 069	Engine Performance-Fuel and Exhaust Systems	4
AUTO 075x3	Automatic Transmissions Rear Wheel Drive	2-6
Or		
AUTO 076x3	Automatic Transaxles Front Wheel Drive	(2-6)
AUTO 077	Manual Transmissions and Transaxles	4
AUTO 084	General Automotive Technology	4
AUTO 090x3	Engine Repair	6
TECALC 950	Shop Calculations	3
Or		
MATH 942	Arithmetic	(3)
Or		
Higher-level math course		
<b>TOTAL UNITS:</b>		<b>47-51</b>

### 5. ENGINE PERFORMANCE CERTIFICATE

This certificate is designed to prepare students for entry-level work as engine performance specialists in areas such as computer systems, electrical systems, engine fuel and exhaust systems, and basic engine diagnosis. 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.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
AUTO 064	Automotive Electrical: Battery, Starting & Charging Systems	4
AUTO 065	Electrical Accessory Diagnostic	4
AUTO 066	ASE Alternative A-6, A-8, L-1 Prep Or Certificate	4
AUTO 067	Automotive Emissions	4
AUTO 068	Engine Performance-Ignition Systems	4

**Continued on next page...**

**5. ENGINE PERFORMANCE CERTIFICATE,  
Continued**

AUTO 069	Engine Performance-Fuel and Exhaust Systems	4
AUTO 084	General Automotive Technology	4
AUTO 090x3	Engine Repair	6
TECALC 950	Shop Calculations	3
Or		
MATH 942	Arithmetic	(3)
Or		
Higher-level math course		
<b>TOTAL UNITS:</b>		<b>37</b>

**6. WHEEL ALIGNMENT AND BRAKES CERTIFICATE**

This certificate is designed to prepare students for entry-level work as an automotive technician working in the area of wheel alignment and brake repair. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
AUTO 050 Automotive Brakes	4
AUTO 051 Advanced Automotive Brakes	4
AUTO 052 Automotive Suspension and Steering	4
AUTO 053 Advanced Automotive Suspension and Steering	4
AUTO 064 Automotive Electrical: Battery, Starting & Charging Systems	4
AUTO 084 General Automotive Technology	4
TECALC 950 Shop Calculations	3
Or	
MATH 942 Arithmetic	(3)
Or	
Higher-level math course	
<b>TOTAL UNITS:</b>	<b>27</b>

**COURSES OFFERED BY THE DEPARTMENT OF  
AUTOMOTIVE TECHNOLOGY:**

**AUTO 038x3  
BASIC AUTO BODY 9 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 4 hours per week and  
LABORATORY: 15 hours per week.**

Theory and practical experience in auto collision damage repair and shop safety, with a focus on automotive construction, hand and power tools, laws and regulations, oxy-acetylene welding and brazing. This course may be taken three times.

*Associate Degree Applicable*

**AUTO 039x3  
SECONDARY AUTO BODY 9 UNITS**  
**PREREQUISITE: AUTO 038x3.**

**LECTURE: 4 hours per week and  
LABORATORY: 15 hours per week.**

Theory and practical experience in auto collision repair and shop safety, with a focus on MIG welding, (minor damage repair), painting equipment and refinishing materials, E.P.A. and S.C.A.Q.M.D. requirements. This course may be taken three times.

*Associate Degree Applicable*

**AUTO 044x3  
AUTOMOTIVE BODY REPAIRING AND REFINISHING 4 UNITS**

**PREREQUISITE: None.**

**LECTURE: 2 hours per week and  
LABORATORY: 4 hours per week.**

Theory and practical experience in auto collision damage repair and shop safety, with a focus on automotive construction; hand and power tools; laws and regulations, surface preparation, masking, basic spray painting on complete vehicles, and detailing with an introduction to oxyacetylene welding and brazing. This course may be taken three times.

*Associate Degree Applicable*

**AUTO 048x3  
INTERMEDIATE AUTO BODY 9 UNITS**

**PREREQUISITE: AUTO 039x3.**

**LECTURE: 4 hours per week and  
LABORATORY: 15 hours per week.**

Theory and practical experience in minor uni-body frame repair and small parts replacement and single stage refinishing. This course may be taken three times.

*Associate Degree Applicable*

**AUTO 049  
SHOP MANAGEMENT AND ESTIMATING 4 UNITS**

**PREREQUISITE: AUTO 038x3 or equivalent experience.**

**LECTURE: 2 hours per week and  
LABORATORY: 6 hours per week.**

Theory and practical experience in shop management, estimating, inventory control and sales techniques.

*Associate Degree Applicable*

**AUTO 050  
AUTOMOTIVE BRAKES 4 UNITS**

**PREREQUISITE: None.**

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

This course is based upon NATEF standards and designed for students and current technicians to gain knowledge and skills in automotive brakes (standard and anti-lock) systems. Included but not limited to disc, drum, hydraulics, power boosters, and traction control. Emphasis on diagnosing, trouble-shooting, repairing, replacing, and adjusting. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test (A-5). Theory and practical work in the repair of brake system. Shop instruction to include safety, machinery, procedures for trouble-shooting and reconditioning of brake systems.

*Associate Degree Applicable*

**AUTO 051  
ADVANCED AUTOMOTIVE BRAKES 4 UNITS**

**PREREQUISITE: AUTO 050.**

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

This course is based on NATEF standards and is designed for students and current technicians to gain advanced knowledge and skills in automotive brakes. Advanced study of disc, drum, hydraulics, and power boosters systems. Emphasis on antilock brakes, traction control, and machining. Advanced theory and practical work in the repair of brake system. Shop instruction to include safety, reconditioning, machinery, procedures for trouble-shooting and recondition brake systems.

*Associate Degree Applicable*



**AUTO 052**  
**AUTOMOTIVE SUSPENSION AND STEERING** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

This course is based upon NATEF standards and designed for students and current technicians to gain knowledge and skills in automotive chassis and suspension systems. Included but not limited to suspension types, basic geometry, alignment angles, two-wheel alignment and four-wheel alignment using both computerized and mechanical methods. Emphasis on diagnosing, trouble-shooting, repairing, replacing, and adjusting. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test (A-4).  
*Associate Degree Applicable*

**AUTO 053**  
**ADVANCED AUTOMOTIVE SUSPENSION AND STEERING** 4 UNITS

**PREREQUISITE:** AUTO 052.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

This course is designed for students and current technicians to gain advanced knowledge and skills in automotive chassis and suspension systems. Included but not limited to suspension design, advanced geometry, alignment angles, four-wheel alignment using computerized methods. Emphasis on diagnosing, trouble-shooting, repairing, replacing, and adjusting. Advanced theory and practical work in the repair of chassis and suspension systems. Shop instruction to include safety, rebuilding, replacing, and alignment procedures for trouble-shooting of suspension systems.  
*Associate Degree Applicable*

**AUTO 055**  
**ADVANCED AUTO BODY** 5 UNITS

**PREREQUISITE:** AUTO 039x3.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 12 hours per week.

Theory and practical experience in plastic welding, SMC (sheet molded compounds), fiberglass and lead applications, urethane bumper repair and refinishing, headlight adjustment, spot repairing/ blending, polishing and detailing, pre-delivery servicing, fine-line masking and pin striping. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*

**AUTO 056**  
**AUTOMOTIVE HEATING AND AIR CONDITIONING** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Principles of automotive air conditioning and heating systems. Detail topics include repairing and replacing all components, diagnosis of both manual and automatic heater and air conditioning systems.  
*Associate Degree Applicable*

**AUTO 064**  
**AUTOMOTIVE ELECTRICAL: BATTERY, STARTING & CHARGING SYSTEMS** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Principles of automotive electricity and electronics systems covering batteries, charging, and starting systems. Detail topics include the use of a digital multi-meter for the analysis of series, parallel, and series-parallel circuits. This course along with AUTO 065 will prepare students for ASE A-6 certification test.  
*Associate Degree Applicable*

**AUTO 065**  
**ELECTRICAL ACCESSORY DIAGNOSTIC** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Principles of automotive electricity and electronics systems covering the use of a digital multi-meter, lighting, gauges, accessories, electronics, automotive body computers and solid-state devices, and communication systems. This course along with AUTO 064 will prepare students for ASE A-6 certification test.  
*Associate Degree Applicable*

**AUTO 066**  
**ASE ALTERNATIVE A-6, A-8, L-1 PREP OR CERTIFICATE** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Course provides students with the opportunity to either use this course as a prep course or an alternative for taking ASE A-6 Electrical, ASE A-8 Engine Performance, ASE L-1 Advanced Engine Performance tests. Student wishing to secure alternative ASE certificate will be asked to pay for each test taken. Test certificate will be the same as securing an ASE certificate. **STUDENTS ENTERING THE COURSE MUST HAVE ONE-YEAR EXPERIENCE/EDUCATION IN THE AUTOMOTIVE ENGINE PERFORMANCE AREA.**  
*Associate Degree Applicable*

**AUTO 067**  
**AUTOMOTIVE EMISSIONS** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

All technicians wishing to become state licensed smog inspection technician must take the Basic Area Clean Air Car Course (68 Hours) and Enhanced Clean Air Car Course (28 Hours). **STUDENT ENTERING THE COURSE MUST HAVE ONE-YEAR EXPERIENCE / EDUCATION IN THE AUTOMOTIVE ENGINE PERFORMANCE AREA.**  
*Associate Degree Applicable*

**AUTO 068**  
**ENGINE PERFORMANCE – IGNITION SYSTEMS** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Principles of automotive engine performance covering general engine diagnosis, ignition system diagnosis and repair, and ignition related computerized engine controls. This course along with AUTO 069 will prepare students for ASE A-8 certification test.  
*Associate Degree Applicable*

**AUTO 069**  
**ENGINE PERFORMANCE – FUEL AND EXHAUST SYSTEMS** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Introduction to emission controls diagnosis and repair, fuel and emission related computerized engine controls, and fuel and exhaust systems. This course along with AUTO 068 will prepare students for ASE A-8 certification test.

*Associate Degree Applicable*

**AUTO 075x3**  
**AUTOMATIC TRANSMISSION REAR WHEEL DRIVE** 2-6 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 1-3 hours per week and  
**LABORATORY:** 3-9 hours per week.

Theory and practical work on rear wheel drive automatic transmissions in automobile and light truck applications. Course offers preparation information for the Automotive Service Excellence (ASE) A2 certification test. This course may be taken three times.

*Associate Degree Applicable*

**AUTO 076x3**  
**AUTOMATIC TRANSAXLES FRONT WHEEL DRIVE** 2-6 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 1-3 hours per week and  
**LABORATORY:** 3-9 hours per week.

Theory and practical work on front-wheel drive automatic transaxles in automobile applications. Course offers preparation information for the Automotive Service Excellence (ASE) A2 certification test. This course may be taken three times.

*Associate Degree Applicable*

**AUTO 077**  
**MANUAL TRANSMISSIONS AND TRANSAXLES** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Theory and practical work on front wheel drive manual transaxles and rear wheel drive manual transmissions in automobile and light truck applications including transfer cases, axle assemblies, and clutches.

*Associate Degree Applicable*

**AUTO 084**  
**GENERAL AUTOMOTIVE TECHNOLOGY** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

General theory, principles and service procedures relating to an introduction to automotive maintenance with emphasis on component identification, basic functions, minor maintenance and service.

*Associate Degree Applicable*

**AUTO 088x3**  
**AIR-COOLED AND SMALL ENGINES** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Practical experience in the repair and maintenance of small air-cooled and outboard engines, including engine overhaul, testing and troubleshooting. These courses may be taken three times each. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**AUTO 089x3**  
**AIR-COOLED AND SMALL ENGINES** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Practical experience in the repair and maintenance of small air-cooled and outboard engines, including engine overhaul, testing and troubleshooting. These courses may be taken three times each. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**AUTO 090x3**  
**ENGINE REPAIR** 6 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** AUTO 091.  
**LECTURE:** 3 hours per week  
**LABORATORY:** 9 hours per week.

This course is based on NATEF standards and designed for students and current technicians to gain knowledge and skills in automotive engine repair. Instruction in removal, disassembly, inspection, reconditioning and reassembling of engines; rebuilding of components using automotive machine shop equipment; study progressing to the operation of automotive machine shop equipment; theory and instruction of gasoline, diesel and rotary engines; theory and practical work in the repair and rebuilding of automotive gasoline, diesel, and rotary engines. Shop instruction to include safety, engine reconditioning, auto shop machinery, and failure analysis of components. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test A-1. This course may be taken three times.

*Associate Degree Applicable*

**AUTO 198**  
**AUTOMOTIVE-DIESEL TECHNOLOGY**  
**WORK EXPERIENCE** 1-4 UNITS

**PREREQUISITE:** None.  
Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**AUTOIN 010**  
**BASIC CUSTOM AUTO INTERIORS** 4 UNITS  
**PREREQUISITE: None.**

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

Basic information and practical experience in design, creation and installation of complete custom and hot rod automotive interiors. Includes instruction in safe work practices, using trimmers, hand and power tools and common covering materials. Cut, sew and fit techniques are stressed.

*Associate Degree Applicable*

**AUTOIN 011x3**  
**BASIC CUSTOM AUTO INTERIORS LABORATORY** 1 UNIT

**PREREQUISITE: AUTOIN 010.**  
**LABORATORY: 3 hours per week.**

Basic practical experience in design, creation and installation of complete custom and hot rod automotive interiors. Includes instruction in safe work practices, using trimmers, hand and power tools and common covering materials. Cut, sew and fit techniques are stressed.

*Associate Degree Applicable*

**AUTOIN 012**  
**ADVANCED CUSTOM AUTO INTERIORS** 4 UNITS  
**PREREQUISITE: AUTOIN 010.**

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

Information and practical experience in design, creation and installation of complex custom and hot rod automotive interiors. Instruction builds on prior basic skills in safe work practices, pattern making, using trimmers, working with hand and power tools and applying common covering materials.

*Associate Degree Applicable*

**AUTOIN 013x3**  
**ADVANCED CUSTOM AUTO INTERIORS** 1 UNIT  
**LABORATORY**

**PREREQUISITE: AUTOIN 012.**  
**LABORATORY: 3 hours per week.**

Practical experience in design, creation and installation of complex custom and hot rod automotive interiors. Instruction builds on prior basic skills in safe work practices, pattern making, using trimmers, working with hand and power tools and applying common covering materials. Cut, sew and fit techniques on elaborate designs are stressed.

*Associate Degree Applicable*

**AUTORS 010**  
**BASIC VEHICLE RESTORATION** 4 UNITS  
**PREREQUISITE: None.**

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

Theory and practical experience in restoring a vehicle to appropriate and safe running conditions which includes instruction in safe work practices, disassembly, cleaning, refinishing of vehicle parts. Design and construction of frame and chassis components will be covered. Body repair and welding will also be included.

*Associate Degree Applicable*

**AUTORS 011x3**  
**BASIC VEHICLE RESTORATION LABORATORY** 1 UNIT

**PREREQUISITE: AUTORS 010.**  
**LABORATORY: 3 hours per week.**

Practical experience in restoring a vehicle to appropriate and safe running condition. Includes instruction in safe work practices, disassembly, cleaning, refinishing of vehicle parts. Design and construction of frame and chassis components will be covered.

*Associate Degree Applicable*

**AUTOST 010**  
**BEGINNING STREET ROD CONSTRUCTION** 4 UNITS  
**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: AUTO 084x4 or**  
**AUTORS 010.**

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

Theory and practical experience in building a street rod vehicle, includes instruction in safe work practices, design and construction of frame and chassis systems and components. Body repair, paint preparation, refinishing and welding are also included.

*Associate Degree Applicable*

**AUTOST 011x3**  
**STREET ROD CONSTRUCTION LABORATORY** 1 UNIT  
**PREREQUISITE: AUTOST 010.**

**LABORATORY: 3 hours per week.**

Practical experience in building a street rod vehicle. Includes instruction in safe work practices, design and construction of frame and chassis systems and components. Body repair, paint, preparation, refinishing and welding are also included.

*Associate Degree Applicable*

## AVIATION

See courses within the AERONAUTICS DEPARTMENT

## BIOLOGY

DIVISION: Science and Math  
DIVISION DEAN: Haragewen Kinde, Ed.D.  
DEPARTMENT HEAD: John Olsen, M.S.  
Health & Life Science 210  
(909) 384-8555  
OTHER FACULTY: David Bastedo, M.S.  
Carol Cook, M.S.  
Glenn Drewes, M.A.  
Darlene Gamboa, Ph.D.  
C.R. Greyraven, M.S.  
Mark Ikeda, M.S.  
Ken Michaelis, M.A.  
DIVISION SECRETARY: Rose Garcia  
DIVISION OFFICE: Chemistry 121  
(909) 384-8645  
LIAISON COUNSELOR: Rafael Herrera, M.S.  
(909) 384-4404

The courses offered in the Biology Department are designed to meet the demands of science and non-science majors. For non-majors, the department's goal is to educate students so they can make informed choices about key environmental and personal issues. Public awakening to environmental issues emphasizes the increasing need to appreciate various life forms, their interactions with each other, and the human impact on our finite resources. This public is increasingly asked to make decisions on issues concerning the

environment and to make choices about personal habits in their daily lives that effect the earth and future generations. For majors, the courses provide a strong background in the biological sciences for students transferring to four-year institutions who are interested in careers such as teaching, biological research, or the health sciences. Students planning to transfer to a four-year institution and major in biology or a related field should consult with a counselor regarding the transfer process and lower division requirements.

Core competencies emphasized by courses in this department:

- Employ vocabulary of the subject studied.
- Find and interpret information.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.

### BIOLOGY ASSOCIATE OF SCIENCE DEGREE

An Associate of Science degree with a specialization in the Biological Sciences can be earned by completing the following required courses in addition to fulfilling the breadth requirements for the associate degree (minimum 60 semester units.)

REQUIRED COURSES:	UNITS
BIOL 201 Cell and Molecular Biology	4
BIOL 202 Organismal Biology and Ecology	4
CHEM 150 or 150H General Chemistry I	5
CHEM 151 or 151H General Chemistry II	5
Twelve Units from the RECOMMENDED COURSES: 12	
<b>TOTAL UNITS:</b>	<b>30</b>

RECOMMENDED COURSES:	UNITS
MATH 250 Calculus I	4
MATH 251 Calculus II	4
CHEM 212 or 212H Organic Chemistry	4
CHEM 213 or 213H Organic Chemistry	4
PHYSIC 150A General Physics I and and PHYSIC 150B General Physics II	5
or PHYSIC 200 General Physics I	6
and PHYSIC 201 General Physics II	6

### COURSES OFFERED BY THE DEPARTMENT OF BIOLOGY:

**BIOL 010**  
**FOUNDATIONAL SKILLS FOR BIOLOGY MAJORS** .25 UNIT

**PREREQUISITE:** None.

**COREQUISITE:** BIOL 201, 202, 203, 251, 261, or 270.

**LECTURE:** None.

**LABORATORY:** 13.5 hours per semester.

This course enables students to develop and strengthen foundational science skills during enrollment in major's-level science coursework. Workshops emphasize skill-building in the analytical and communication skills necessary for success in major's-level science classes and professional-level science careers. Topics include applied math, word problems, data manipulation, graphing, scientific writing, critical thinking, scientific method, and the use of technology. Graded on Credit/No Credit basis only.

*Associate Degree Applicable*

**BIOL 050**  
**ANATOMY AND PHYSIOLOGY** 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 4 hours per week.

Introduction to the elementary principles of human anatomy and physiology. The course is specifically designed for non-majors and students entering the Psychiatric Technology Certificate Program.

*Associate Degree Applicable*

**BIOL 100**  
**GENERAL BIOLOGY** 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

Introductory course for non-majors emphasizing basic biological concepts and scientific processes. Topics include origins and comparative characteristics of living organisms, reproduction, metabolism, evolution, and ecological interactions.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**BIOL 102**  
**HUMAN BIOLOGY** 4 UNITS

**PREREQUISITE:** None

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

An introduction to biological principles for students interested in allied health careers, emphasizing science as a process and the molecular and cellular basis for the functions of the human body. Topics include the structure and function of important biological molecules, cell anatomy and physiology, human tissue types, cellular energy pathways, genome replication and expression, and reproductive and developmental processes.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**BIOL 104**  
**HUMAN ECOLOGY** 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Discussion of the ecological consequences of human resource use and population growth. Emphasis is on earth's life support systems and current environmental problems threatening human health and species survival.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**BIOL 108**  
**EVOLUTION: MOLECULES TO MAMMALS** 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An investigation of the origins and development of life on earth including major lines of evidence for evolution (biogeography, paleontology, and comparative anatomy and physiology); sources of genetic variation; and mechanisms of natural selection and adaptation.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**BIOL 109** **4 UNITS**  
**HISTORY OF LIFE**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
An introductory course exploring the history of life on Earth. The role of natural selection and evidence from geology, biogeography, and paleontology will be combined with fossils and recent organisms to interpret the clues of life's history on Earth.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**BIOL 123** **3 UNITS**  
**ECOLOGY AND ENVIRONMENT**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Study of the basic concepts of ecology including the physical environment, ecosystems, energy production and transfer, and the impact of humans on ecosystems. Environmental considerations include renewable and non-renewable energy, food resources, pest control, waste management, maintenance of air and water quality, sustaining the biodiversity of ecosystems, global climate, and political and economic considerations.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**BIOL 140** **2 UNITS**  
**BIOLOGY OF SEXUALLY TRANSMITTED DISEASES**  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week.  
Social, economic, psychological, medical and legal issues surrounding the sexually transmitted diseases. The pathogenesis, diagnosis and treatment of prominent sexually transmitted diseases including the impact of current biotechnology on vaccine development, treatment and diagnostics. Historical coverage of changing attitudes and measures toward control of the sexually transmitted diseases.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**BIOL 201** **4 UNITS**  
**CELL AND MOLECULAR BIOLOGY**  
**PREREQUISITE/COREQUISITE:** CHEM 150 or CHEM 150H.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
A one-semester introduction to cellular and molecular aspects of biology. Experimental design concepts and application are included in the laboratory section. This course is designed primarily for the pre-professional and biology major as well as for other students interested in an in-depth study of biology.  
*Associate Degree Applicable*  
*Course credit transfers to CSU, and UC.*  
*CAN (California Articulation Number): BIOL 2*

**BIOL 202** **4 UNITS**  
**ORGANISMAL BIOLOGY AND ECOLOGY**  
**PREREQUISITE:** BIOL 201.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
A one-semester introduction to the ecological and organismal aspects of biology. This course is designed primarily for the pre-professional and biology major as well as for other students interested in an in-depth study of biology. This course requires participation in and completion of a field project.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**BIOL 203** **4 UNITS**  
**INVERTEBRATE BIOLOGY**  
**PREREQUISITE:** BIOL 201.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
An introduction to the biology of invertebrate organisms emphasizing comparative anatomy, systematics, ecology, and evolutionary relationships among the major invertebrate phyla. This course is designed primarily for pre-professional and biology majors or others with an interest in an in-depth study of biology. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**BIOL 204** **4 UNITS**  
**GENERAL BOTANY**  
**PREREQUISITE:** BIOL 201.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
Introduction to the development and comparative morphology, function, heredity, physiology, and evolution of algae, bryophytes and vascular plants.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): BIOL 6*

**BIOL 222** **1-3 UNITS**  
**INDEPENDENT STUDY IN BIOLOGY**  
**PREREQUISITE:** None.  
**INDEPENDENT STUDY:** 3-9 hours per week.  
Assigned problems involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of biology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; credit determined after transfer to UC.*

**BIOL 250**  
**HUMAN ANATOMY AND PHYSIOLOGY I** 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** A high-school course in chemistry.

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

BIOL 250 is the first semester of a two-semester presentation of anatomy and physiology. Introductory topics include cytology, histology, and basic and organic chemistry. Includes the structure, function, and homeostatic interrelationships of the following organ systems: integumentary, skeletal, cardio-vascular, lymphatic, immune, and respiratory.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**BIOL 251**  
**HUMAN ANATOMY AND PHYSIOLOGY II** 4 UNITS  
**PREREQUISITE:** BIOL 250.

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

BIOL 251 is the second semester of a two-semester presentation of anatomy and physiology. Topics include the urinary system, nerve and muscle physiology, muscular system, nervous system, endocrine regulation, digestion, metabolism and reproduction. Emphasis is on body homeostasis, human musculature, and gross anatomy, using the cat as a dissection model.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**BIOL 252**  
**INDEPENDENT STUDY IN ANATOMY AND PHYSIOLOGY** 1-3 UNITS

**PREREQUISITE:** BIOL 250 or BIOL 260.

**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned projects involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of anatomy and physiology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; credit determined after transfer to UC.*

**BIOL 256**  
**LABORATORY PREPARATION IN ANATOMY AND PHYSIOLOGY** 2 UNITS

**PREREQUISITE:** BIOL 250 or BIOL 260.

**LABORATORY:** 6 hours per week.

Practical laboratory techniques designed to acquaint students with the methods of preserving and preparing anatomic materials used in the anatomy laboratory. Students are required to devote six hours per week to the laboratory throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BIOL 260**  
**HUMAN ANATOMY** 4 UNITS

**PREREQUISITE:** None.

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

This is a comprehensive laboratory course in human anatomy. It is organized to explore the body regionally and systemically. It is primarily oriented toward gross anatomy with extensive dissection of the cat. Histological and cellular anatomy are included as they apply to various structures.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): BIOL 10*

**BIOL 261**  
**HUMAN PHYSIOLOGY** 4 UNITS

**PREREQUISITES:** BIOL 260 and CHEM 101.

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

Introductory study of the vital processes and functions of the human body. Emphasis is on control mechanisms, maintenance of homeostasis and selected examples of pathophysiology of the major organ systems. Includes a laboratory which involves observations, physiological recordings, and analysis of body functions.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): BIOL 12*

**BIOL 270**  
**MICROBIOLOGY** 5 UNITS

**PREREQUISITES:** BIOL 250 or BIOL 260 or BIOL 261 or BIOL 201 or BIOL 102; and CHEM 101.

**DEPARTMENTAL ADVISORY:** Reading skills at the 12th grade level and ENGL 101 entry-level writing skills.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 6 hours per week.

A formal introduction to the fundamental principles of microbiology. Attention is given to the morphology, control, metabolism and genetics of microorganisms. Emphasis is placed on the pathogenesis immunity to infectious diseases.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): BIOL 14*

**BIOL 272**  
**INDEPENDENT STUDY IN MICROBIOLOGY** 1-3 UNITS

**PREREQUISITE:** BIOL 270.

**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned problems involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of microbiology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; credit determined after transfer to UC.*

**BIOL 276**  
**LABORATORY PREPARATION IN MICROBIOLOGY**  
**2 UNITS**

**PREREQUISITE: BIOL 270.**

**LABORATORY: 6 hours per week.**

Practical laboratory techniques designed to acquaint students with the methods of preserving and preparing materials used in the microbiology laboratory. Students are required to devote six hours per week to the laboratory throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BIOL 290**  
**BIOTECHNOLOGY I**  
**5 UNITS**

**PREREQUISITE: BIOL 201 or BIOL 102; CHEM 101 or CHEM 150 or CHEM 150H.**

**LECTURE: 4 hours per week and LABORATORY: 3 hours per week.**

This course will focus on basic principles of cellular and molecular biology and laboratory methods utilized in the biotechnology industry. Students will learn the foundations of lab safety and documentation, skills in the maintenance and calibration of basic lab equipment, calculation and preparation of laboratory solutions and principles of separation of cellular components and macromolecules.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**BIOL 291**  
**BIOTECHNOLOGY II**  
**5 UNITS**

**PREREQUISITE: BIOL 290.**

**LECTURE: 3 hours per week and LABORATORY: 6 hours per week.**

This course will expand on the principles of cellular and molecular biology as applied in the biotechnology laboratory. Laboratory work will include DNA & RNA isolations, DNA amplification and sequencing, recombinant techniques, restriction analysis of DNA and protein purification and analysis.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**BUILDING INSPECTION  
 TECHNOLOGY**

See the Department of  
 INSPECTION TECHNOLOGY

**BUSINESS ADMINISTRATION**

DIVISION: Business & Information Technology  
 DIVISION DEAN: Margaret Ortiz, M.A.  
 DEPARTMENT HEAD: Roger Powell, M.S.  
 Business, 200E  
 (909) 384-8910  
 OTHER FACULTY: Michael Assumma, M.B.A.  
 Donald Schall, J.D.  
 Vernon Stauble, Ph.D.  
 DIVISION SECRETARY: Chris Williams  
 DIVISION OFFICE: Business 101  
 (909) 384-8908  
 LIAISON COUNSELOR: André Wooten, M.A.  
 (909) 384-4404

The Business Administration Department offers courses in the fundamentals of business organization and management as well as in marketing and business law.

For non-business majors, these courses offer a general view of the world of business and finance. For business majors, these courses provide a solid foundation in preparation for transfer to a four-year institution. Students planning to transfer to a four-year institution and major in business administration or a related field should consult with a counselor regarding the transfer process and lower division requirements.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Find and interpret information.
- Evaluate authority and bias of information.
- Evaluate strengths, weaknesses and fallacies of logic.
- Apply learned knowledge to new situations.
- Accept responsibility for own actions.
- Exhibit personal, professional and academic honesty.
- Apply lessons from the past to ethical issues faced in the present.
- Give and receive constructive feedback.
- Develop time management skills.
- Demonstrate creative thought through original expression.
- Demonstrate etiquette in face-to-face and written interactions.
- Work effectively in group settings.
- Utilize conflict resolution skills.
- Demonstrate knowledge of and respect for other cultures.

**BUSINESS ADMINISTRATION  
 ASSOCIATE OF ARTS DEGREE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ACCT 200 Principles of Accounting I	4
ACCT 201 Principles of Accounting II	4
BUSAD 103 Marketing Principles	3
BUSAD 210 Business Law	3
ECON 200 Introduction to Macroeconomics	3
ECON 201 Principles of Economics (Micro)	3
CIT 101 Introduction to Computer Literacy	3
<b>TOTAL UNITS:</b>	<b>23</b>

## BUSINESS ADMINISTRATION CERTIFICATE

This certificate is designed to prepare students for entry-level work in the business field by providing the fundamentals of business organization and management as well as in marketing and business law. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
BUSAD 100 Introduction to Business	3
BUSAD 103 Marketing Principles	3
BUSCAL 050 Quantitative Methods in Business	3
CIT 101 Introduction to Computer Literacy	3
ACCT 100 Introduction to Accounting I	4
or	
BUSAD 108 Personal Finance	(3)
or	
ECON 100 Introduction to Economics	(3)
CIT 031 Business English	3
or	
ENGL 015 Preparation for College Writing	(4)
or	
ENGL 101 Freshman Composition	(4)
SPEECH 100 Elements of Public Speaking	3
<b>ELECTIVES - Choose from the list of RECOMMENDED COURSES:</b>	<b>6</b>
<b>TOTAL UNITS:</b>	<b>28</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
BUSAD 105 Small Business Management	3
BUSAD 106 Principles of Selling	3
BUSAD 110 Human Resources Management	3
BUSAD 121 International Business	3
BUSAD 153 Introduction to Supervision	3
BUSAD 198 Business Administration Work Exp	3
BUSAD 200 Business Management	3
BUSAD 203 Marketing Management	3

## RETAIL MANAGEMENT CERTIFICATE

This certificate is designed to prepare students for entry-level work in the retail management field. Beginning as a clerk or cashier, the student can advance to assistant manager, manager, and upper management. There is no required sequence of courses, but it is recommended that students structure their schedule to move through three general levels of training and experiences. In the foundational courses the students gain exposure to foundational courses in writing, speaking, math applications, and computer literacy. The second component of course offering covers specific business and management content. Lastly, the advanced topics include the retail specific courses and human relations topics. 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.

<b>FOUNDATIONAL COURSES:</b>	<b>UNITS</b>
BUSAD 207 Business Communication	3
BUSCAL 050 Quantitative Methods in Business	3
CIT 101 Introduction to Computer Literacy	3
<b>Choose one of the following:</b>	
SPEECH 100 Elements of Public Speaking	3
SPEECH 111 Interpersonal Communication	(3)
SPEECH 140 Small Group Discussion	(3)

## INTERMEDIATE COURSES:

BUSAD 103 Marketing Principles	3
BUSAD 200 Business Management	3
<b>Choose one of the following:</b>	
ACCT 010 Bookkeeping	3
ACCT 100 Introduction to Accounting I	(4)
ACCT 200 Principles of Accounting	(4)

## ADVANCED COURSES:

BUSAD 110 Human Resource Management	3
BUSAD 112 Principles of Retailing	3
BUSAD 151 Human Relations	3
<b>TOTAL UNITS:</b>	<b>30-31</b>

## COURSES OFFERED BY THE DEPARTMENT OF BUSINESS ADMINISTRATION:

### BUSAD 039 STRATEGIES FOR SUCCESSFUL EMPLOYMENT 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORIES:** CIT 010 and CIT 009.

**LECTURE:** 3 hours per week.

This course is 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*

### BUSAD 080-099 SPECIAL SEMINARS IN BUSINESS .25-3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 4 hours per semester per .25 unit.

Seminars on selected topics in the field of business developed to address current issues. Seminars vary from .25 to 3.0 units and will be offered as requests are made in the business community.

*Associate Degree Applicable*

### BUSAD 100 INTRODUCTION TO BUSINESS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the fundamental concepts of business in a changing world. Includes an overview of such areas as economic systems, management, marketing, accounting, finance, ethics, ownership, organization of business, the legal aspects and regulation of business, as well as globalization.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

### BUSAD 103 MARKETING PRINCIPLES 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Principles and methods of marketing as practiced by all successfully managed business firms. Course is management-oriented, covering demand analysis, forecasting, product development, price determination, distribution channels, material handling, advertising and personal selling.

*Associate Degree Applicable*

*Course credit transfers to CSU.*



**BUSAD 105**  
**SMALL BUSINESS MANAGEMENT** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

For business majors and non-business majors who desire a greater knowledge of the fundamentals specifically related to the opening and operating of a small business firm. Designed to provide a working knowledge of the pitfalls associated with small business operations and how to recognize and solve these problems before they happen.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 106**  
**PRINCIPLES OF SELLING** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Problems of analyzing the sales talk, making an adequate approach, meeting objections and excuses and techniques of closing the sale, and the psychology involved in selling services, goods, ideas, and one's own personality.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 108**  
**PERSONAL FINANCE AND INVESTMENTS** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Preparation for managing personal finances including budgeting, borrowing, insurance, investments and home ownership.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**BUSAD 109**  
**ADVERTISING** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Principles, purposes and practices of advertising, analysis of the channels of trade, the importance of the correct appeal, style, trademarks, headlines, typography, color, layout, ethics and other problems involved in effective advertising. No artistic abilities required.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 110**  
**HUMAN RESOURCE MANAGEMENT** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A survey of the objectives, functions and practices in the management of employee relations, and the impact of employee relations on the effective achievement of the organization's goals.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 112**  
**PRINCIPLES OF RETAILING** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

The role of retailing in serving the needs of the community with analysis of consumer needs, store locations, financial requirements and legal processes of starting a retail operation. Planning for store layout, merchandise mix, vendor negotiation, pricing, displaying, advertising, selling and controlling of merchandise.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 121**  
**INTERNATIONAL BUSINESS** 3 UNITS  
**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: BUSAD 100.**

**LECTURE: 3 hours per week.**

An analysis of international trade and economic development in modern times, with an examination of business practices and emerging trends in overseas markets. Case studies illustrate methods and strategies for international operations.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 151**  
**HUMAN RELATIONS** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course provides a basic understanding of human interactions in the workplace, focusing on the roles of the individual, the group, and the organization as a whole.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 153**  
**INTRODUCTION TO SUPERVISION** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This survey course introduces the major responsibilities of supervisory personnel with an emphasis on the importance of understanding employees' needs and motivations.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 198**  
**BUSINESS 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 to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 200**  
**BUSINESS MANAGEMENT** 3 UNITS  
**PREREQUISITE: BUSAD 100.**

**LECTURE: 3 hours per week.**

Designed for business majors, this course examines the primary dimensions of the management process including planning, organizing, decision-making and controlling organizational activity.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 203**  
**MARKETING MANAGEMENT** 3 UNITS  
**PREREQUISITE: BUSAD 103.**  
**LECTURE: 3 hours per week.**

Actual marketing management practices are carefully reviewed and evaluated. Alternative principles and methods of effective marketing management are closely examined. Marketing management decision-making skills are developed via management simulation exercises.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 207**  
**BUSINESS COMMUNICATION** 3 UNITS  
**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: CIT 031.**

**LECTURE: 3 hours per week.**

Studies the principles and role of business communication and the need for communication skills in a global marketplace. Emphasizes written communications such as standard and persuasive business letters, memorandums, and informational as well as analytical reports. Studies effective proposals, resumes, and other employment-related documents. Develops planning, organizing, and outlining skills, as well as editing proficiency. Evaluates grammar skills and improves writing style.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**BUSAD 210**  
**BUSINESS LAW** 3 UNITS  
**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: Pass a standardized test of reading comprehension at or above the twelfth grade level; Eligibility for ENGL 101.**

**LECTURE: 3 hours per week.**

Exploration of the legal environment, in which, business operates. Includes an introduction to law and legal reasoning, ethics, torts, strict and products liability, criminal law and contracts. Special emphasis is placed on acquiring a working knowledge of the rules for contracting in general and the modifications applicable under the Uniform Commercial Code for the sale of goods.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): BUS 8*

**BUSAD 211**  
**THE LEGAL ENVIRONMENT OF BUSINESS** 3 UNITS  
**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: Pass a standardized test of reading comprehension at or above the twelfth grade level;**

**Eligibility for ENGL 101.**

**LECTURE: 3 hours per week.**

A broad investigation of the legal environment in which business is required to operate in today's world. Includes an investigation of the different governmental entities and their jurisdictions, including the forums provided by each for conflict resolution. Focuses on the regulations in the employment, consumer protection, environmental, land-use control and real property, sole proprietorships, partnerships, corporations, antitrust, securities regulation, comparative and international law areas.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**BUSAD 222**  
**INDEPENDENT STUDENT IN BUSINESS**  
**ADMINISTRATION** 1-3 UNITS  
**PREREQUISITE: None.**

**LABORATORY: 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 business administration on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

## BUSINESS CALCULATIONS

DIVISION: Business & 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: André Wooten, M.A.  
(909) 384-4404

Courses in Business Calculations are designed to present the fundamentals of mathematics within the context of the field of business. These courses are an important complement to courses in accounting, economics and business.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.

## COURSES OFFERED BY THE DEPARTMENT OF BUSINESS CALCULATIONS:

**BUSCAL 050**  
**QUANTITATIVE METHODS IN BUSINESS** 3 UNITS  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: MATH 952.**  
**LECTURE: 3 hours per week.**

This introductory course includes business applications of fractions, decimals, and percents; the use of pocket calculator to solve business applications, such as markups, payroll, discounts, simple interest, compound interest, consumer loans; and an introduction to solving one-variable linear equations.

*Associate Degree Applicable*

**BUSCAL 091**  
**BEGINNING ALGEBRA FOR BUSINESS 4 UNITS**  
**PREREQUISITE: MATH 952 or BUSCAL 050.**  
**LECTURE: 4 hours per week.**

Review of operations on integers and properties of real numbers including solving linear equations and inequalities; ratio, proportion and percent, and the applications of these operations; exponents and polynomials; factoring; an introduction to quadratic equations; rational expressions; graphing linear equations; and applications in business such as markdowns, simple and compound interest, break-even analysis, and supply and demand.

*Associate Degree Applicable*

**BUSCAL 200**  
**ALGEBRA AND FINITE METHODS IN BUSINESS 3 UNITS**

**PREREQUISITE: MATH 095.**  
**LECTURE: 3 hours per week.**

A course in college algebra including the study of sets and set operations, integral and rational exponents, radicals, quadratic equations, linear equations and systems of equations, linear inequalities and systems of inequalities, logarithms, sequences and series, functions. Applications of these in business including simple and compound interest, supply and demand, market equilibrium, and break-even analysis, and optimization and maximization. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

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

**BUSCAL 208**  
**BUSINESS AND ECONOMICS STATISTICS 4 UNITS**  
**PREREQUISITE: MATH 095.**  
**LECTURE: 4 hours per week.**

A review of statistical methods commonly used in business and economics including measures of central tendency; measures of dispersion and skewness; probability concepts and distributions; statistical inferences; parametric and non-parametric hypothesis testing; index numbers time series analysis, simple regression, and correlation analysis. This course is also offered as ECON 208.

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

**CHEMISTRY**

DIVISION: Science and Math  
 DIVISION DEAN: Haragewen Kinde, Ed.D.  
 DEPARTMENT HEAD: John Stankas, Ph.D.  
 Chemistry 114  
 (909) 384-8268  
 OTHER FACULTY: Susan Bangasser, Ph.D.  
 Joseph Henn, M.E.  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Rafael Herrera, M.S.  
 (909) 384-4404

The Chemistry program is designed to meet the diverse needs of students served by the community college: (a) students majoring in chemistry or related sciences, (b) students majoring in one of the health sciences, and (c) students fulfilling the general education science requirement.

Courses in the Chemistry Department are taught with a strong emphasis on the laboratory. In the advanced classes, students receive hands-on experience with a wide variety of instruments.

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Find and interpret information.
- Utilize technology to organize and present information.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.
- Defend a logical hypothesis to explain observed phenomenon.

**CHEMISTRY**  
**ASSOCIATE OF SCIENCE DEGREE**

Students planning to transfer to a four-year institution and major in chemistry or biochemistry should consult with a counselor regarding the transfer process and lower division requirements because additional courses may be required at some institutions.

To graduate with a specialization in Chemistry, students must complete the following required courses plus the general breadth requirements for the Associate's Degree. The A.S. in Chemistry is designed to prepare students who wish to pursue a Bachelor's Degree from a four-year institution. At the four-year institution, students may choose to specialize in one particular aspect of chemistry, such as Environmental Chemistry, Organic Chemistry, Atmospheric Chemistry, or Physical Chemistry.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
CHEM 150 or CHEM 150H General Chemistry I	5
CHEM 151 or CHEM 151H General Chemistry II	5
CHEM 212 or CHEM 212H Organic Chemistry I	4
CHEM 213 or CHEM 213H Organic Chemistry II	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
<b>TOTAL UNITS:</b>	<b>26</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
*PHYSIC 150A or PHYSIC 200 General Physics I	5-6
*PHYSIC 150B or PHYSIC 201 General Physics II	5-6

\*These physics courses are typically prerequisites for third year chemistry majors. Students are encouraged to complete the recommended physics courses to prevent the postponement of continued coursework in this major.

## BIOCHEMISTRY ASSOCIATE OF SCIENCE DEGREE

Students planning to transfer to a four-year institution and major in chemistry or biochemistry should consult with a counselor regarding the transfer process and lower division requirements because additional courses may be required at some institutions.

To graduate with a specialization in Biochemistry, students must complete the following required courses plus the general breadth requirements for the Associate's Degree. The A.S. in Biochemistry is designed to prepare students who wish to pursue a Bachelor's Degree in Biochemistry from a four-year institution and specialize in the chemical interactions that pertain to biological systems.

REQUIRED COURSES:	UNITS
CHEM 150 or CHEM 150H General Chemistry I	5
CHEM 151 or CHEM 151H General Chemistry II	5
CHEM 212 or CHEM 212H Organic Chemistry I	4
CHEM 213 or CHEM 213H Organic Chemistry II	4
BIOL 201 Cell and Molecular Biology	4
BIOL 202 Organismal Biology and Ecology	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
<b>TOTAL UNITS:</b>	<b>34</b>

RECOMMENDED COURSES:	UNITS
*PHYSIC 150A or PHYSIC 200 General Physics I	5-6
*PHYSIC 150B or PHYSIC 201 General Physics II	5-6

\*These physics courses are typically prerequisites for third year biochemistry majors. Students are encouraged to complete the recommended physics courses to prevent the postponement of continued coursework in this major.

### COURSES OFFERED BY THE DEPARTMENT OF CHEMISTRY:

#### CHEM 010 FOUNDATIONAL SKILLS FOR CHEMISTRY MAJORS .25 UNIT

**PREREQUISITE:** None.  
**COREQUISITE:** CHEM 150, 151, 212, or 213.  
**LECTURE:** None.  
**LABORATORY:** 13.5 hours per semester.

This course enables students to develop and strengthen foundational science skills during enrollment in major's-level science coursework. Workshops emphasize skill-building in the analytical and communication skills necessary for success in major's-level science classes and professional-level science careers. Topics include applied math, word problems, data manipulation, graphing, scientific writing, critical thinking, scientific method, and the use of technology. Graded on Credit/No Credit basis only.

*Associate Degree Applicable*

#### CHEM 085 ALGEBRA REVIEW WORKSHOP FOR CHEMISTRY .50 UNIT

**PREREQUISITE:** MATH 090.  
**COREQUISITE:** CHEM 101.  
**LECTURE:** .50 hour per week.

An algebra review workshop for students in CHEM 101 with an emphasis on how to use mathematics and algebra to solve chemistry problems. Graded on Credit/No Credit basis only.

*Associate Degree Applicable*

#### CHEM 101 INTRODUCTORY CHEMISTRY 4 UNITS **PREREQUISITE:** MATH 090. **LECTURE:** 3 hours per week and **LABORATORY:** 3 hours per week.

A study of the physical and chemical properties of common elements and compounds, the metric system, measurement, atomic structure, the periodic table, chemical equations, gasses, solutions, ionization, and an introduction to organic and biochemistry.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): CHEM 6*

#### CHEM 104 INTRODUCTION TO ORGANIC CHEMISTRY AND BIOCHEMISTRY 4 UNITS **PREREQUISITE:** CHEM 101. **LECTURE:** 3 hours per week and **LABORATORY:** 3 hours per week.

An introduction to the structure, bonding and typical chemical properties of the different classes of organic compounds and biomolecules.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): CHEM 8*

#### CHEM 110 CONSUMER AND ENVIRONMENTAL CHEMISTRY 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

A study of the role of chemistry in society that fulfills a general education requirement. These topics are included: physical and chemical properties of common elements and compounds, gases, reactions, atomic structure, simple organic and biochemical compounds, causes and possible solutions for chemical pollution, household and medical uses of chemicals.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

#### CHEM 150 GENERAL CHEMISTRY I 5 UNITS **PREREQUISITES:** CHEM 101 and MATH 102. **LECTURE:** 3 hours per week and **LABORATORY:** 6 hours per week.

An introduction to college-level chemistry with an emphasis on the mole concept, thermochemistry, atomic and molecular structure, interactions, periodic chart, organic chemistry, solids, liquids and gases.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): CHEM 2*

#### CHEM 150H GENERAL CHEMISTRY I – HONORS 5 UNITS **PREREQUISITES:** CHEM 101 and MATH 102. **LECTURE:** 3 hours per week and **LABORATORY:** 6 hours per week.

An introduction to college-level chemistry with an emphasis on the mole concept, thermochemistry, atomic and molecular structure, interactions, periodic chart, organic chemistry, solids, liquids and gases. Enrollment is limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**CHEM 151**  
**GENERAL CHEMISTRY II** 5 UNITS  
**PREREQUISITE: CHEM 150.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 6 hours per week.**

The second half of a two-part sequence in chemistry with an emphasis on thermodynamics, equilibrium calculations, kinetics, and electrochemistry.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): CHEM 4*

**CHEM 151H**  
**GENERAL CHEMISTRY II – HONORS** 5 UNITS  
**PREREQUISITES: CHEM 150 and CHEM 150H.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 6 hours per week.**

The second half of a two-part sequence in chemistry with an emphasis on thermodynamics, equilibrium calculations, kinetics, and electrochemistry. Enrollment is limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**CHEM 212**  
**ORGANIC CHEMISTRY I** 4 UNITS  
**PREREQUISITE: CHEM 150 or CHEM 150H.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

First semester of organic chemistry. Carbon compounds including aliphatic, aromatic, and heterocyclic series, and modern theoretical concepts are studied. Students identify properties, synthesis, and reactions of functional groups. Mechanisms are examined in detail. Laboratory includes preparation, identification, and study of the properties of organic compounds.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**CHEM 212H**  
**ORGANIC CHEMISTRY I – HONORS** 4 UNITS  
**PREREQUISITES: CHEM 150 and CHEM 150H.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

First semester of organic chemistry. Carbon compounds including aliphatic, aromatic, and heterocyclic series, and modern theoretical concepts are studied. Students identify properties, synthesis, and reactions of functional groups. Mechanisms are examined in detail. Laboratory includes preparation, identification and the study of properties of organic compounds. Enrollment is limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**CHEM 213**  
**ORGANIC CHEMISTRY II** 4 UNITS  
**PREREQUISITE: CHEM 212.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Second semester of organic chemistry, continuing the study of carbon compounds including aliphatic, aromatic and heterocyclic series, and modern theoretical concepts. Includes modern instrumentation, mechanisms, synthesis and functional groups. Laboratory includes preparation, study of the properties, and extensive identification of organic compounds.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**CHEM 213H**  
**ORGANIC CHEMISTRY II – HONORS** 4 UNITS  
**PREREQUISITE: CHEM 212 or CHEM 212H.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Second semester of organic chemistry. A study of carbon compounds including aliphatic, aromatic and heterocyclic series, and modern theoretical concepts. Includes modern instrumentation, mechanisms, synthesis and functional groups. Laboratory includes preparation and study of properties, and extensive identification of organic compounds. Enrollment is limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**CHEM 222**  
**SPECIAL PROBLEMS IN CHEMISTRY I** 1 UNIT  
**PREREQUISITE: CHEM 150 or CHEM 150H.**  
**INDEPENDENT STUDY: 3 hours per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; credit determined after transfer to UC.*

**CHEM 223**  
**SPECIAL PROBLEMS IN CHEMISTRY II** 2 UNITS  
**PREREQUISITE: CHEM 150 or CHEM 150H.**  
**INDEPENDENT STUDY: 6 hours per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; credit determined after transfer to UC.*

## CHILD DEVELOPMENT

DIVISION: Social Science & Human Development  
DIVISION DEAN: Janice Noble, Ph.D.  
DEPARTMENT HEAD: Juliann Martin, M.A.  
North Hall 244  
(909) 384-4457  
OTHER FACULTY: Kathryn Adams, M.S.  
Kellie Barnett, M.S.  
Denise Knight, B.A.  
Susan Shimoff, M.A.  
Debra Ward, M.S.  
DIVISION SECRETARY: Karen Deck  
DIVISION OFFICE: Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Mary Beth Barrios, M.S.  
(909) 384-4404

The Child Development Department has both an academic and vocational orientation. The academic program leads students along a path toward an Associate of Arts degree that articulates with higher education and transfers into continued study suitable for a baccalaureate degree. Students planning to transfer to a four-year

institution and major in child development or a related field should consult with a counselor regarding the transfer process and lower division requirements.

The vocational program, which interfaces with the academic program, prepares students for immediate employment. Certificates offered by the Child Development Department prepare students for work with specific age groups: Infant, Preschool, and School Age. The Family Child Care Provider Certificate, provides a curriculum to prepare students to establish quality family child care centers in their homes.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Apply learned knowledge to new situations.
- Demonstrate respect for a diversity of ideas and the rights of others.
- Give and receive constructive feedback.
- Work effectively in group settings.
- Utilize conflict resolution skills.
- Demonstrate knowledge of and respect for other cultures.

**CHILD DEVELOPMENT  
ASSOCIATE OF ARTS DEGREE**

To graduate with a specialization in Child Development, students must complete the following required courses (28 units) plus the general breadth requirements for the Associate of Arts degree. (Total = 60 units)

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
CD 100 Introduction to Child Development	3
CD 105 Child Growth and Development	3
CD 112 Principles and Practices in Early Childhood	3
CD 126 Child, Family and the Community	3

**FOUR COURSES FROM THE FOLLOWING LIST: 12**

CD 101 Parent Child Interaction	(3)
CD 130 Creative Music and Movement for Children	(3)
CD 133 Creative Science and Math Activities for Children	(3)
CD 134 Language, Listening and Literature for Children	(3)
CD 136 Creative Art Activities for Children	(3)
CD 137 Play and Materials for Children	(3)
CD 138 Cultural Diversity/Anti-Bias Curric	(3)
CD 140 Spanish for Child Development	(3)
CD 231 Health and Safety Practices for Children	(3)
CD 232 Nutrition for Young Children	(3)

<b>EXPERIENCE WORKING WITH CHILDREN:</b>	<b>4</b>
CD 198 Child Development Work Exp	(4)
or	
CD 205x2 Child Growth and Development Lab	(4)

**TOTAL CHILD DEVELOPMENT UNITS: 28**

**General Breadth Requirements & Elective Units: 32**  
(See catalog and/or counselor.)

**TOTAL UNITS: 60**

**1. ASSOCIATE TEACHER CERTIFICATE**

This certificate is designed to prepare students for entry-level work as a childcare worker nurturing and teaching children of all ages in childcare centers, nursery schools, preschools, public schools, private households, family childcare homes, and before- and after-school programs, and meets California Title V requirements for the Child Development permit.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
CD 100 Introduction to Child Development	3
CD 105 Child Growth and Development	3
CD 112 Principles and Practices in Early Childhood	3
CD 126 Child, Family and the Community	3

<b>EXPERIENCE WORKING WITH CHILDREN:</b>	<b>4</b>
CD 198 Child Development Work Exp	4
or	
CD 205X2 Child Growth and Development Lab	(4)

**TOTAL UNITS: 16**

**ADDITIONAL RECOMMENDED COURSES:**

CD 116X4 Pediatric CPR, First Aid and Safety	2
CD 130 Creative Music and Movement for Children	3
CD 134 Language, Listening and Literature for Children	3
CD 136 Creative Art Activities for Children	3
CD 137 Play and Materials for Children	3

**2. TEACHER CERTIFICATE**

This certificate is designed to prepare students for the next level of instruction when working with children in a preschool or childcare setting, focusing on developing age-appropriate lesson plans for the classroom, and observation/assessment of children. Meets California Title V requirements for the Child Development permit. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
CD 100 Introduction to Child Development	3
CD 105 Child Growth and Development	3
CD 112 Principles and Practices in Early Childhood	3
CD 126 Child, Family and the Community	3

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## 2. TEACHER CERTIFICATE,

Continued...

### TWO COURSES FROM THE FOLLOWING LIST: 6

CD 130	Creative Music and Movement for Children	(3)
CD 134	Language, Listening and Literature for Children	(3)
CD 136	Creative Art Activities for Children	(3)
CD 137	Play and Materials for Children	(3)

### TWO COURSES FROM THE FOLLOWING LIST: 6

CD 101	Parent Child Interaction	(3)
CD 133	Creative Science and Math Activities for Children	(3)
CD 138	Cultural Diversity/Anti-Bias Curric	(3)
CD 140	Spanish for Child Development	(3)
CD 231	Health and Safety Practices for Children	(3)
CD 232	Nutrition for Young Children	(3)

### EXPERIENCE WORKING WITH CHILDREN: 4-8

CD 198	Child Development Work Exp	4-8
or		
CD 205X2	Child Growth and Development Laboratory	(4-8)

### GENERAL EDUCATION COURSES: 16-18

Math or Natural Science	3-4
Social and Behavioral Science *SOC 130	3
Communication and Learning Skills *ENGL 015 or ENGL 101	4
Humanities *ART 103 or MUS 121 or 122	4
Electives	2-3

*\*These courses are recommended selections to meet the GE requirement*

**TOTAL UNITS: 44-50**

## 3. MASTER TEACHER CERTIFICATE

This certificate prepares students to supervise, mentor and assist other teachers and aides in a preschool or childcare setting. Meets California Title V requirements for the Child Development permit. 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

CD 100	Introduction to Child Development	3
CD 105	Child Growth and Development	3
CD 112	Principles and Practices in Early Childhood	3
CD 126	Child, Family and the Community	3
CD 270	The Mentor Teacher/Adult Supervision	3

### CHILD DEVELOPMENT SPECIALIZATION: 6

CD 130	Creative Music and Movement for Children	3
and		
CD 136	Creative Art Activities for Children	3

Or

CD 134	Language, Listening and Literature for Children	3
and		
ENGL 155	Children's Literature	3
or		
ENGL 055	Children's Literature	(3)

or

CD 138	Cultural Diversity/Anti-Bias Curric	3
and		
CD 140	Spanish for Child Development	3

or

CD 160	Understanding School-Age Children	3
and		
CD 161	Activities for School Age Children	3

or

CD 185	Infant/Toddler Growth and Dev	3
and		
CD 186	Infant/Toddler Activities	3

or

CD 231	Health and Safety Practices for Children	3
and		
CD 232	Nutrition for Young Children	3

### TWO COURSES FROM THE FOLLOWING LIST: 6

CD 130	Creative Music and Movement for Children	(3)
CD 134	Language, Listening and Literature for Children	(3)
CD 136	Creative Art Activities for Children	(3)
CD 137	Play and Materials for Children	(3)

### ONE COURSE FROM THE FOLLOWING LIST: 3

CD 101	Parent Child Interaction	(3)
CD 133	Creative Science and Math Activities for Children	(3)
CD 138	Cultural Diversity/Anti-Bias Curric	(3)
CD 140	Spanish for Child Development	(3)
CD 231	Health and Safety Practices for Children	(3)
CD 232	Nutrition for Young Children	(3)

### EXPERIENCE WORKING WITH CHILDREN: 4-8

CD 198	Child Development Work Experience	4-8
or		
CD 205X2	Child Growth and Development Lab	(4-8)

### GENERAL EDUCATION COURSES (16 units required): 16

Communication and Learning Skills *ENGL 015 or ENGL 101	4
Social and Behavioral Sciences: *SOC 130	3
Humanities *ART 103 or MUS 121 or MUS 122	4
Natural Science or Math	3-4
Elective Courses	2-3

### TOTAL UNITS: 50-54

*\*These courses are recommended selections to meet the GE requirement*

#### 4. SITE SUPERVISOR CERTIFICATE

This certificate is designed to prepare students with the necessary knowledge and skills to be qualified as a preschool or childcare center site supervisor. Meets California Title V requirements for the Child Development permit. 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.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 100	Introduction to Child Development	3
CD 105	Child Growth and Development	3
CD 112	Principles and Practices in Early Childhood	3
CD 126	Child, Family and the Community	3
CD 270	The Mentor Teacher/Adult Supervision	3
CD 271	Administration of Early Childhood Programs	3
CD 272	Advanced Administration of Early Childhood Programs	3

**TWO COURSES FROM THE FOLLOWING LIST: 6**

CD 130	Creative Music and Movement for Children	(3)
CD 134	Language, Listening and Literature for Children	(3)
CD 136	Creative Art Activities for Children	(3)
CD 137	Play and Materials for Children	(3)

**TWO COURSES FROM THE FOLLOWING LIST: 6**

CD 101	Parent Child Interaction	(3)
CD 133	Creative Science and Math Activities for Children	(3)
CD 138	Cultural Diversity/Anti-Bias Curriculum	(3)
CD 140	Spanish for Child Development	(3)
CD 231	Health and Safety Practices for Children	(3)
CD 232	Nutrition for Young Children	(3)

**EXPERIENCE WORKING WITH CHILDREN: 4-8**

CD 198	Child Development Work Experience	4-8
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**GENERAL EDUCATION COURSES: 27**

Communication and Learning Skills \*ENGL 015 or ENGL 101

Social and Behavioral Sciences: \*SOC 130

Humanities \*ART 103 or MUS 121 or MUS 122

Natural Science or Math

Elective Courses

**TOTAL UNITS: 60-64**

*\*These courses are recommended selections to meet the GE requirement*

#### 5. INFANT DEVELOPMENT CERTIFICATE

This certificate is similar to that of the Associate Teacher, and is designed to prepare students for entry-level work specializing in the care of infants (0-36 months) as an assistant to the teacher in a childcare or infant care setting. 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.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CD 100	Introduction to Child Development	3
CD 105	Child Growth and Development	3
CD 112	Principles and Practices in Early Childhood	3
CD 185	Infant/Toddler Growth and Dev	3
CD 186	Infant/Toddler Activities	3

CD 126	Child, Family and Community	3
CD 231	Health and Safety Practices for Children	3
CD 232	Nutrition for Young Children	3

**ONE COURSE FROM THE FOLLOWING LIST: 3**

CD 101	Parent-Child Interaction	(3)
CD 136	Creative Art Activities for Children	(3)
CD 137	Play and Materials for Children	(3)
CD 244	Children with Special Needs	(3)

**EXPERIENCE WORKING WITH CHILDREN: 4**

*(Ages birth - 24 months)*

CD 210X2	Infant Growth and Development Lab	4
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**TOTAL UNITS: 31**

#### 6. PRESCHOOL CERTIFICATE

This certificate is similar to that of the Associate Teacher, and is designed to prepare students for entry-level work as a pre-school classroom or childcare facility assistant specializing in the care of children from 3-6 years. 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**

CD 100	Introduction to Child Development	3
CD 105	Child Growth and Development	3
CD 112	Principles and Practices in Early Childhood	3
CD 116X4	Pediatric CPR, First Aid and Safety	2
CD 126	Child, Family and Community	3

**FIVE COURSES FROM THE FOLLOWING LIST: 15**

CD 101	Parent-Child Interaction	(3)
CD 130	Creative Music and Movement for Children	(3)
CD 133	Creative Science and Math Activities for Children	(3)
CD 134	Language, Listening and Literature for Children	(3)
CD 136	Creative Art Activities	(3)
CD 137	Play and Materials for Children	(3)
CD 138	Cultural Diversity/Anti-Bias Curriculum	(3)
CD 140	Spanish for Child Development	(3)
CD 231	Health and Safety Practices for Children	(3)
CD 232	Nutrition for Young Children	(3)

**EXPERIENCE WORKING WITH CHILDREN: 4**

CD 205X2	Child Growth and Development Laboratory	4
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**TOTAL UNITS: 33**

#### 7. SCHOOL-AGE CERTIFICATE

This certificate is similar to that of the Associate Teacher, and is designed to prepare students for entry-level work as an assistant in after-school programs or childcare facilities that serve older children from 6-12 years of age. 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**

CD 100	Introduction to Child Development	3
CD 105	Child Growth and Development	3
CD 112	Principles and Practices in Early Childhood	3
CD 160	Understanding School-Age Children	3
CD 161	Activities for School-Age Children	3
CD 126	Child, Family and Community	3

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## 7. SCHOOL-AGE CERTIFICATE

Continued...

### THREE COURSES FROM THE FOLLOWING LIST: 9

CD 134	Language, Listening and Literature for Children	(3)
CD 137	Play and Materials for Children	(3)
CD 138	Cultural Diversity/Anti-Bias Curriculum	(3)
CD 231	Health and Safety Practices for Children	(3)
CD 232	Nutrition for Young Children	(3)

### EXPERIENCE WORKING WITH CHILDREN: 4

(Ages 6-12 years)

CD 198	Child Development Work Experience	
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### TOTAL UNITS: 31

## 8. FAMILY CHILD CARE PROVIDER CERTIFICATE

This certificate is designed to prepare students for entry-level work in the care of children in a Family Childcare or Home Daycare program and/or facility setting. 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

CD 100	Introduction to Child Development	3
CD 105	Child Growth and Development	3
CD 112	Principles and Practices in Early Childhood	3
CD 116X 4	Pediatric CPR, First Aid and Safety	2
CD 136	Creative Art Activities for Children	3
CD 172	Introduction to Family Child Care	1
CD 173	Family Child Care Business Practices	1
CD 174	Family Child Care Children's Program	1

### ONE COURSE FROM THE FOLLOWING LIST: 3

CD 161	Activities for School Age Children	(3)
CD 186	Infant/Toddler Activities	(3)

### EXPERIENCE WORKING WITH CHILDREN: 4

(in Family Child Care)

CD 198	Child Development Work Experience	4
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### TOTAL UNITS: 24

### ADDITIONAL RECOMMENDED COURSES :

CD 231	Health and Safety Practices for Children	3
BUSAD 105	Small Business Management	3

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

### COURSES OFFERED BY THE DEPARTMENT OF CHILD DEVELOPMENT:

#### CD 081 PARENTING THE INFANT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A focus on parenting roles and responsibilities for nurturing infants.

*Associate Degree Applicable*

#### CD 100 INTRODUCTION TO CHILD DEVELOPMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the field of children's studies designed to familiarize students with the broad aspects of the profession, philosophy and principles of caring for children in a variety of settings.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

#### CD 101 PARENT-CHILD INTERACTION 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A review of the concept of human development and its interaction within the biological, psychological, social and cultural phenomena and their relationship to children's and parent's attitudes and behavior. Family dynamic, communication and discipline are explored.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

#### CD 105 CHILD GROWTH AND DEVELOPMENT 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Growth and development of children from the prenatal period through adolescence; with an emphasis on individual, physical, cognitive, and socioemotional needs of children. Practical experience observing and interacting with children.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): FCS 14*

#### CD 105H CHILD GROWTH AND DEVELOPMENT – HONORS 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Study of the growth and development of children from the prenatal period through adolescence; with an emphasis on individual, physical, cognitive, and socio-emotional needs of children. Practical experience observing and interacting with children. Enrollment is limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

#### CD 111 OBSERVATIONS AND METHODS IN CHILD DEVELOPMENT 2 UNITS

**PREREQUISITE/COREQUISITE:** CD 105.

**LECTURE:** 1 hour per week and

**LABORATORY:** 3 hours per week.

Introduction to observational methodologies and techniques used in the study of early childhood behavior including observation, recording, analysis, and interpretation as they relate to developmental principles, theories, and current research.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**CD 112**  
**PRINCIPLES AND PRACTICES IN EARLY CHILDHOOD**  
**EDUCATION** **3 UNITS**

**PREREQUISITE:** *None.*  
**DEPARTMENTAL ADVISORY:** *CD 105.*  
**LECTURE:** *3 hours per week.*

Studies the practices and principles of working with young children. Emphasis is on observation and evaluation, developing age appropriate lesson plans, guiding and understanding young children.

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

**CD 116x4**  
**PEDIATRIC CPR, FIRST AID AND SAFETY** **2 UNITS**

**PREREQUISITE:** *None.*  
**LECTURE:** *1.5 hours per week and*  
**LABORATORY:** *1.5 hours per week.*

Certification of pediatric CPR, pediatric first aid, prevention of the spread of infectious disease, immunizations, child safety and injury prevention. Meets community and state licensing recommendations for child care workers. This course may be taken four times.

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

**CD 120x3**  
**LABORATORY PREPARATION IN CHILD**  
**DEVELOPMENT** **1 UNIT**

**PREREQUISITE:** *One course in child development.*  
**LABORATORY:** *3 hours per week.*

Practical laboratory techniques designed to acquaint students with the preparation of materials commonly used in child education. This course may be taken three times.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CD 126**  
**CHILD, FAMILY, AND THE COMMUNITY** **3 UNITS**

**PREREQUISITE:** *None.*  
**DEPARTMENTAL ADVISORY:** *CD 105.*  
**LECTURE:** *3 hours per week.*

Essentials and principles of preschool programs as they relate to the child, parent and teacher with emphasis on the interactions among the child, family and the community. Includes types of preschool programs, licensing regulations, discipline and the services available to families.

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

**CD 128**  
**CREATIVE EXPERIENCES FOR CHILDREN** **3 UNITS**

**PREREQUISITE:** *None.*  
**LECTURE:** *3 hours per week.*

The study of children's creativity including strategies to promote creativity in art, music, movement, and drama and the uses of creative activities as a way to develop children's cognitive skills, social skills, and aesthetic appreciation.

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

**CD 130**  
**CREATIVE MUSIC AND MOVEMENT FOR CHILDREN**  
**3 UNITS**

**PREREQUISITE:** *None.*  
**LECTURE:** *3 hours per week.*

Will explore the importance of music and movement for the development of the young child. Developing creative experiences in both music and movement to bring out the child's ability to express themselves using rhythm, sounds and movement. Experiences with musical instruments to use with children in the classroom along with ways to bring music and movement ideas into the daily lesson plan.

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

**CD 133**  
**CREATIVE SCIENCE AND MATH ACTIVITIES FOR**  
**CHILDREN** **3 UNITS**

**PREREQUISITE:** *CD 105.*  
**LECTURE:** *3 hours per week.*

Study of basic scientific theories and practices for teaching young children simple methods and processes of science and math. Classifying, simple reasoning, observing, making hypothesis, testing, generalizing causes and effect, using energy, matter and living things are explored. Fundamental mathematical concepts such as one to one correspondence, number sense and counting sets and classifying, parts and whole, basic measurements, ordering and patterning are also explored.

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

**CD 134**  
**LANGUAGE, LISTENING AND LITERATURE FOR**  
**CHILDREN** **3 UNITS**

**PREREQUISITE:** *CD 105.*  
**LECTURE:** *3 hours per week.*

The study of language acquisition in children and techniques and experiences which promote language development and listening skills. Includes examination of children's literature and teaching strategies for reading picture books to children as well as presenting poetry, flannel board activities, puppetry and storytelling in the classroom.

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

**CD 136**  
**CREATIVE ART EXPERIENCES FOR CHILDREN**  
**3 UNITS**

**PREREQUISITE:** *None.*  
**LECTURE:** *3 hours per week.*

The study of children's creativity including strategies to promote and value artists' development through activities using developmentally appropriate art materials and tools. Includes development of an art curriculum, which focuses on the emotional, social, physical, creative and cognitive needs of children from 2-8 years of age.

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

**CD 137**  
**PLAY AND MATERIALS FOR CHILDREN 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: CD 105.**  
**LECTURE: 3 hours per week.**

In depth study of the dynamic of play and play materials for children including the rationale for play as a facilitator of learning. History and philosophy of play, current theories and their relationships to materials as they are utilized in creating and implementing play environments for children.

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

**CD 138**  
**CULTURAL DIVERSITY - ANTI-BIAS CURRICULUM 3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

This course is designed to help students explore and address diversity in ways that enhance their own development and the development of the children they will encounter as teachers and parents.

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

**CD 140**  
**SPANISH FOR CHILD DEVELOPMENT 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

Language and listening experiences in Spanish through the use of literature, music, conversation and dramatic play. Emphasis will be placed on acquisition of basic communication skills appropriate for those students teaching or planning to teach in early childhood bilingual-bicultural learning environments. (This course is equivalent to SPAN 140)

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

**CD 142-143-144-145-146**  
**ISSUES IN CHILD DEVELOPMENT 1-2 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 1-2 hours per week and/or**  
**LABORATORY: 2-3 hours per week per unit.**

Lecture on issues, principles, theories and trends in the field of early childhood development. This course is appropriate for teachers, parents, day care workers, volunteers, aides and others interested in programs serving young children. Selected topics include foster parenting, strategies of discipline, grieving, and emancipation of foster children.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CD 150-151-152-153-154-155**  
**PARENTING ISSUES IN CHILD DEVELOPMENT 2 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 3 hours per week.**

Designed for participants in the campus Child Development Center, this course provides a framework for discussing parenting and education issues that emerge while working at the Center. **PARTICIPATION AT THE CHILD DEVELOPMENT CENTER IS REQUIRED.**

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CD 160**  
**UNDERSTANDING SCHOOL-AGE CHILDREN 3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

Designed to prepare students to work with children ages five years through adolescence, this course includes developmental theories and the practical implications of those theories. This course incorporates licensing regulations as required by Title 22 licensed facilities.

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

**CD 161**  
**ACTIVITIES FOR SCHOOL-AGE CHILDREN 3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A survey of program and activity planning for school age children including both before- and after-school activities for groups and individuals.

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

**CD 172**  
**FAMILY CHILD CARE 1 UNIT**  
**PREREQUISITE: None.**

**LECTURE: 1 hour per week.**

An introduction to in-home business practices, general development of children, and California licensing practices.

*Associate Degree Applicable*  
*Course credit transfers to CSU as elective credit only.*

**CD 173**  
**FAMILY CHILD CARE BUSINESS PRACTICES 1 UNIT**  
**PREREQUISITE: None.**

**LECTURE: 1 hour per week.**

Includes advertising, fees, collections, and record-keeping systems for family day care. Also includes child care food program regulations and licensing standards.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CD 174**  
**FAMILY CHILD CARE CHILDREN'S PROGRAMS 1 UNIT**

**PREREQUISITE: None.**

**LECTURE: 1 hour per week.**

Strategies for organizing the child's day in family day care. Includes a review of age level development, suggested activities for each age, the importance of establishing routines, techniques for arranging the physical environment, and working with parents.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CD 185**  
**INFANT/TODDLER GROWTH AND DEVELOPMENT 3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

Designed for infant caregivers, this course explores the developmental, sensory, cognitive and emotional development of children from birth to age three. This course fulfills licensing requirements for Infant Center personnel and includes record-keeping, parent issues and the development of services, and daily plans of activities.

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

**CD 186**  
**INFANT/TODDLER ACTIVITIES** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
A survey of program and activity planning for infants and toddlers child care programs, emphasizing curriculum and good practice specific to infants, toddlers and two-year-old children.  
*Applicable to Associate Degree*  
*Course credit transfers to CSU.*

**CD 198**  
**CHILD DEVELOPMENT WORK EXPERIENCE** **1-4 UNITS**  
**PREREQUISITE:** None.  
Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CD 205x2**  
**CHILD GROWTH AND DEVELOPMENT LABORATORY** **4 UNITS**  
**PREREQUISITE/COREQUISITE:** CD 105.  
**LECTURE:** 1.5 hour per week and  
**LABORATORY:** 8.5 hours per week.  
Supervised experience and participation in a group program for preschool children at the SBVC Child Development Center. Emphasis is on curriculum planning and evaluation, discipline, guidance techniques, instructional method, cooperative relationships with staff, parents, children and professional ethics.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CD 210x2**  
**INFANT GROWTH AND DEVELOPMENT LABORATORY** **4 UNITS**  
**PREREQUISITE/COREQUISITE:** CD 185.  
**LECTURE:** 1.5 hour per week and  
**LABORATORY:** 8.5 hours per week.  
This course is designed to provide child development students with a supervised teaching experience in an infant care setting. The student is responsible for developing an appropriate individual program for the infants in their care. The lecture will be devoted to techniques to enhance effectiveness and a discussion of the laboratory experience. This course may be taken twice.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CD 222**  
**SPECIAL PROBLEMS IN CHILD DEVELOPMENT I** **1 UNIT**  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Complete one 3-unit course in Child Development.  
**INDEPENDENT STUDY:** 3 hours per week.  
Assigned problems involving library, laboratory, or conference work for selected students who are interested in furthering their knowledge of child development on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CD 231**  
**HEALTH AND SAFETY PRACTICES FOR CHILDREN** **3 UNITS**  
**PREREQUISITES:** CD 105 and CD 126.  
**LECTURE:** 3 hours per week.  
This course will focus on the exploration of essential aspects and concerns of health and safety for children in early education programs. Examination of relationship of preventive health care and safety measures to optimal development and education. Focus on how to provide high quality, secure environments and health, safety and educational experiences. Knowledge of basic management of accidental injuries and illness.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CD 232**  
**NUTRITION FOR YOUNG CHILDREN** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Nutrition issues relating to the basic needs of children from the prenatal period through adolescence with an emphasis on meal planning for child care facilities, and federal, state, and local regulations.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CD 244**  
**CHILDREN WITH SPECIAL NEEDS** **3 UNITS**  
**PREREQUISITE:** CD 105.  
**LECTURE:** 3 hours per week.  
This course is designed to introduce characteristics of children with special needs. The course will provide a means of identification of a sensitivity to the needs and feelings of children with special needs and their families. Legal requirements of educating the child with disabilities or other special needs will be identified.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CD 270**  
**THE MENTOR TEACHER/ADULT SUPERVISION** 3 UNITS

**PREREQUISITE:** CD 105.  
**DEPARTMENTAL ADVISORY:** Two years teaching experience and possession of a Child Development Permit (or completion of 24 units in child development coursework).

**LECTURE:** 3 hours per week.  
The methods and principles of supervising student teachers in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents and other staff.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CD 271**  
**ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS** 3 UNITS

**PREREQUISITES:** CD 105 and CD 126.  
**LECTURE:** 3 hours per week.  
This course is an introduction to basic principles of administration of early childhood education programs. Specific topics include curriculum development and evaluation; licensing laws and regulations; site development; budgeting and fiscal management; working with parents, nutrition, health and safety issues and problem solving techniques.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CD 272**  
**ADVANCED ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS** 3 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** CD 271.  
**LECTURE:** 3 hours per week.  
This course will address administrative skills, knowledge and techniques needed to organize and operate a child development facility. Emphasis will be on principled centered leadership, budget and fiscal management, working with a board, funding opportunities, staffing, staff development opportunities, personnel policies, working with parents, volunteers and the community, regulatory laws, problem solving techniques. This class meets state requirements for supervision of Title 22 preschool programs and the Child Development matrix for Master Teachers, Site Supervisor and Program Directors.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CD 293**  
**ELEMENTARY LABORATORY: INTRODUCTION TO EARLY FIELD EXPERIENCE** 3 UNITS

**PREREQUISITE:** EDU 290.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
This course offers supervised experience and participation in an elementary school setting for prospective elementary school teachers. Emphasis is on understanding the role of the elementary school teacher, instructional methods, aiding literacy, cooperative relationships with staff, parents, children and professional ethics of teaching. This is a required class for all Liberal Studies/ Education majors transferring to CSUSB seeking a teaching credential.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**CD 295-296-297-298-299**  
**SPECIAL TOPICS IN CHILD DEVELOPMENT** .5 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 8 hours per semester.  
Seminars on selected topics in the field of child development developed to address current issues, such as infants born with addictions; bonding with foster parents; bilingual education; discipline strategies with teenagers; and self-esteem of foster children.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

## COMPUTER INFORMATION TECHNOLOGY

DIVISION: Business & Information Technology  
DIVISION DEAN: Margaret Ortiz, M.A.  
DEPARTMENT HEAD: Roger Powell, M.S.  
Business 200E  
(909) 384-8910  
OTHER FACULTY: Maha Al-Husseini, B.A.  
Mona Jackson, M.A.  
Barbara Saxon, B.S.I.S.  
Vernon Stauble, Ph.D.  
Mary Lou Vasquez, B.A.  
DIVISION SECRETARY: Chris Williams  
DIVISION OFFICE: Business 101  
(909) 384-8908  
LIAISON COUNSELOR: Rafael Herrera, M.S.  
(909) 384-4404

The Computer Information Technology (CIT) Department provides a program of study for students who are preparing for employment in the field of computer management in business.

The CIT Department offers a complete introduction to computers and software, specific training in selected software packages, and advanced courses dealing with networks, specialized programming techniques, and management of computer facilities.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Employ vocabulary of the subject studied.
- Utilize technology to organize and present information.
- Demonstrate working knowledge of basic computer function.

### CIT – COMPUTER INFORMATION TECHNOLOGY ASSOCIATE OF ARTS DEGREE

To graduate with a degree in Computer Information Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree. Completion of the Computer Business Applications Specialist certificate plus the following courses:

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIT 101	Introduction to Computer Literacy	3
CIT 102	Advanced Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 120	Internet	2
CIT 150	Office Applications Development	3
CIT 215	Database Management Systems	3
CIT 232	Data Communication and Networks	3
<b>TOTAL UNITS:</b>		<b>23</b>

### **CIT – MANAGEMENT INFORMATION SYSTEMS CERTIFICATE**

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. The MIS Certificate offers a complete introduction to computers, specific training in selected software packages, advanced courses dealing with networks, and management of computer facilities.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIT 101	Introduction to Computer Literacy	3
CIT 105	Windows	2
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 120	Internet	2
CIT 200	Business Programming Visual Basic	3
CIT 210	Systems Analysis and Design	3
CIT 215	Database Management Systems	3
CIT 232	Data Communications and Networks	3
CIT 031	Business English	3
Or		
ENGL 015	Preparation for College Writing	(4)
Or		
ENGL 101	Freshman Composition	(4)
<b>Three units from the list of RECOMMENDED COURSES:</b>		<b>3</b>
<b>TOTAL UNITS:</b>		<b>31-32</b>

<b>RECOMMENDED COURSES:</b>		<b>UNITS</b>
CIT 222	Independent Study in CIT	1-3
CIT 020	Word Processing – Microsoft Word	3

### **CIT – OFFICE TECHNOLOGY ASSOCIATE OF ARTS DEGREE**

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

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
BUSAD 039	Strategies for Successful Employment	3
CIT 016	Advanced Keyboarding	3
CIT 020	Word Processing: MS Word	3
CIT 060	General Office Procedures	2
CIT 101	Introduction to Computer Literacy	3
CIT 105	Windows	2
CIT 114	Spreadsheets: Excel	3
<b>TOTAL UNITS:</b>		<b>19</b>

### **CIT - 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 two Office Information Systems Certificates: Office/Clerical and Administrative Assistant.

#### **OFFICE/CLERICAL CERTIFICATE**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIT 013	Intermediate Keyboarding	3
CIT 020	Word	3
CIT 025	Outlook	2
CIT 031	Business English	3
CIT 033	Machine Calculations	3
CIT 039	Strategies for Successful Employment	3
CIT 060	General Office Procedures	3
CIT 100	Using the PC	3
CIT 114	Spreadsheets: Excel	3
CIT 118	Powerpoint	2
CIT 120	Internet	2
CIT 198	Work Experience	1-4
<b>TOTAL UNITS:</b>		<b>31-34</b>

#### **ADMINISTRATIVE ASSISTANT**

**Completion of Office/Clerical Certificate (31-34 units) plus the following:**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
Office/Clerical Certificate courses		31-34
CIT 016	Advanced Keyboarding	3
CIT 021	Advanced Word	3
CIT 116	Database Management: Access	3
<b>Total Units required for the Administrative Assistant Certificate</b>		<b>40-43</b>

#### **CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE**

This certificate is designed to prepare students to take the Cisco Certified Network Associate certification examination. This course of study prepares students for entry level employment in the computer networking field. The certificate is part of the Cisco Networking Academy program and all instruction is provided by Cisco Certified Academy Instructors using Cisco certified curriculum. This is the first level of Cisco certification. This course of study is open to all students.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
CIT 091	Networking Fundamentals, Semester One	3
CIT 092	Networking Fundamentals Basic Routing, Semester Two	3
CIT 093	Fundamentals Of Lans, Local Area Networks, Semester Three	3
CIT 094	Fundamentals Of Wans Wide Area Networks, Semester Four	3
<b>TOTAL UNITS:</b>		<b>12</b>

## CISCO CERTIFIED NETWORK PROFESSIONAL CERTIFICATE

This certificate is designed to prepare students to take the Cisco Certified Network Professional certification examinations. The certificate is part of the Cisco Networking Academy program and all instruction is provided by Cisco Certified Academy Instructors using Cisco certified curriculum. This is the second level of Cisco certification. Students must hold a current CCNA certification or have successfully completed CCNA networking at a registered Cisco Network Academy to take any courses in this certificate. Note that the courses can be taken in any order.

REQUIRED COURSES:	UNITS
CIT 095 Advanced Routers, Semester Five	3
CIT 096 Remote Access, Semester Six	3
CIT 097 Lan Switching, Semester Seven	3
CIT 098 Network Troubleshooting, Semester Eight	3
<b>TOTAL UNITS</b>	<b>12</b>

## COURSES OFFERED BY THE DEPARTMENT OF COMPUTER INFORMATION TECHNOLOGY:

**CIT 008**  
**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 skill in typing. Use of speed and accuracy drills designed to develop a keyboarding speed of at least 18 words per minute. This is a Part I course students can complete in half a semester.  
*Associate Degree Applicable*

**CIT 009**  
**BEGINNING KEYBOARDING, PART II** 1.5 UNITS  
**PREREQUISITE:** CIT 008.  
**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. This is a Part II course students can complete in half a semester.  
*Associate Degree Applicable*

**CIT 010**  
**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. This is a combined Part I and Part II course students can complete in one semester.  
*Associate Degree Applicable*

**CIT 013**  
**INTERMEDIATE KEYBOARDING** 3 UNITS  
**PREREQUISITE:** CIT 010 or CIT 009.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Procedures for arranging and tabulating materials and preparing letters and business forms with an emphasis on accuracy and speed. Designed to develop a keyboarding speed of 45 words per minute for five minutes.  
*Associate Degree Applicable*

**CIT 016**  
**ADVANCED KEYBOARDING** 3 UNITS  
**PREREQUISITE:** CIT 013.  
**DEPARTMENTAL ADVISORY:** CIT 020.  
**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*

**CIT 020**  
**WORD PROCESSING: MICROSOFT WORD** 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** CIT 010 or CIT 009.  
**LECTURE:** 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*

**CIT 021**  
**WORD PROCESSING: ADVANCED MICROSOFT WORD** 3 UNITS  
**PREREQUISITE:** CIT 020.  
**LECTURE:** 3 hours per week.

The production of professional quality documents using Microsoft Word's advanced features with bookmarks, annotations, macros, borders, frames, WordArt, Equation Editor, newspaper columns, styles, form templates, tables of contents, indexes, table of figures, table of authorities, charts, and hyperlinks, and preparation for Microsoft Certification exams.  
*Associate Degree Applicable*

**CIT 025**  
**MICROSOFT OFFICE OUTLOOK** 2 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week.

An introduction to a personal information management program that helps you organize your busy schedule. Learn how to track schedules, organize meetings, create e-mail messages, share information and data within workgroups, and maintain contact lists.  
*Associate Degree Applicable*

**CIT 030**  
**RECORDS AND DATABASE MANAGEMENT 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
The course provides an introduction to manual and computerized filing systems. The principles governing records storage, and how to locate when needed, and how to apply the criteria for determining their disposition or retention are thoroughly explored.  
*Associate Degree Applicable*

**CIT 031**  
**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*

**CIT 032**  
**MACHINE TRANSCRIPTION 3 UNITS**  
**PREREQUISITE: CIT 020.**  
**DEPARTMENTAL ADVISORY: CIT 031.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 3 hours per week.**  
The course provides instruction and practice in document formatting, editing, proofreading, and listening as well as the preparation of industry-specific documents for transcription.  
*Associate Degree Applicable*

**CIT 033**  
**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*

**CIT 043**  
**LEGAL OFFICE PROCEDURES 3 UNITS**  
**PREREQUISITE: CIT 010 or CIT 009.**  
**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*

**CIT 044**  
**MEDICAL OFFICE TERMINOLOGY 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
The course covers the origin, correct spelling, pronunciation, meaning, and current use of medical terms and their application to medical records and reports.  
*Associate Degree Applicable*

**CIT 045**  
**MEDICAL INSURANCE FORMS 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORIES: CIT 010 and CIT 044.**  
**LECTURE: 3 hours per week.**  
A comprehensive study of various types of health insurance programs including insurance benefits, patient cost, sharing coverage, insurance terminology, and the proper handling of insurance claims in medical and dental offices.  
*Associate Degree Applicable*

**CIT 048**  
**MEDICAL OFFICE PROCEDURES 3 UNITS**  
**PREREQUISITE: CIT 010 or CIT 009.**  
**DEPARTMENTAL ADVISORY: CIT 020.**  
**LECTURE: 3 hours per week.**  
This course prepares students for employment as "front office" administrative medical assistants. Instruction is provided for both the traditional and technological medical environments. The course covers the medical environment and ethics. Students learn to input patient information, schedule appointments, handle billing, produce lists and reports, and handle insurance claims manually and electronically.  
*Associate Degree Applicable*

**CIT 060**  
**GENERAL OFFICE PROCEDURES 2 UNITS**  
**PREREQUISITES: CIT 013, CIT 020, CIT 031 and**  
**CIT 100.**  
**DEPARTMENTAL ADVISORY: ENGL 914.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 3 hours per week.**  
This course offers training in essential skills necessary for general office employment and on-the-job performance. Students participate in office simulations that integrate software techniques, written and verbal communication skills, email, time management, and human relations skills with typical workplace activities, responsibilities, and general office routines.  
*Associate Degree Applicable*

**CIT 080**  
**INSIDE THE PERSONAL COMPUTER 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
An introduction to the personal computers at the machine level. Topics include the system board, keyboard, floppy and hard disk drives, interface cards, monitors, printers, machine organization, and design conventions.  
*Associate Degree Applicable*





**CIT 081**  
**INTRODUCTION TO OPERATING SYSTEMS – A+**  
**3 UNITS**

**PREREQUISITES:** None.  
**DEPARTMENTAL ADVISORIES:** CIT 080 and CIT 105.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Basic, hands-on instruction and practice with computer Operating Systems. Prepares the student to use, install, configure, upgrade, manage and troubleshoot Windows type Operating Systems. Topics include the function of major components of the Operating System Desktop; installation, configuration, and upgrade of Operating Systems in both a stand-alone and networked environment; and diagnosis and troubleshooting of Operating System errors. Prepares the student to take the CompTIA A+ Operating System Technologies certification exam. Recommended for students interested in pursuing a career as a computer technician or being able to resolve their own Windows technical problems.

*Associate Degree Applicable*

**CIT 091**  
**NETWORKING FUNDAMENTALS, SEMESTER ONE**  
**(CISCO NETWORKING ACADEMY) 3 UNITS**

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORIES:** MATH 952 and  
CIT 105.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Designed to provide students with classroom and laboratory experience in the fundamentals of current and emerging networking technology. Topics covered include network topology, cabling, electrical considerations, the OSI model, Internet Protocol, addressing, bridges, switches, hubs, and routers. This is the first course in a four-course CCNA preparation sequence.

*Associate Degree Applicable*

**CIT 092**  
**NETWORKING FUNDAMENTALS BASIC ROUTING,**  
**SEMESTER TWO (CISCO NETWORKING ACADEMY)**  
**3 UNITS**

**PREREQUISITE:** CIT 091.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

This course is the second in a series of four semester courses designed to prepare the student to test for the Cisco Certified Network Associate (CCNA) certification. CCNA certification indicates a foundation in and apprentice knowledge of networking for the small home/office market. Topics covered include router fundamentals, router setup and configuration, network management, routing and routed protocols, and network troubleshooting.

*Associate Degree Applicable*

**CIT 093**  
**FUNDAMENTALS OF LANS, LOCAL AREA**  
**NETWORKS, SEMESTER THREE**  
**(CISCO NETWORKING ACADEMY) 3 UNITS**

**PREREQUISITE:** CIT 092.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

The third semester of the Cisco Academy provides students with classroom and laboratory experience in configuring routers for various industry standard protocols. It includes, but is not limited to segmentation of LAN's using bridges, routers, and switches; and virtual LANs, Fast Ethernet, cut-through and store and forward LAN switching.

*Associate Degree Applicable*

**CIT 094**  
**FUNDAMENTALS OF WANS WIDE AREA NETWORKS,**  
**SEMESTER FOUR (CISCO NETWORKING ACADEMY)**  
**3 UNITS**

**PREREQUISITE:** CIT 093.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

This course provides the fundamentals in Wide Area Network topologies, interfaces, protocols, linking technology, frame encapsulation, design, internetworking structure and theory, ISDN and ISDN components, configuration, frame relay, and subinterfaces. Learn through theory and hands-on application in the process of designing, configuring, installing and implementing a Wide Area Network.

*Associate Degree Applicable*

**CIT 095**  
**ADVANCED ROUTERS, SEMESTER FIVE**  
**(CISCO NETWORKING ACADEMY) 3 UNITS**

**PREREQUISITE:** CIT 094.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Cisco Semester Five focuses on advanced routing and using Cisco routers connected to local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites where students will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. This is a first in a series of four courses recommended for CCNP (Cisco Certified network Professional) certification.

*Associate Degree Applicable*

**CIT 096**  
**REMOTE ACCESS, SEMESTER SIX**  
**(CISCO NETWORKING ACADEMY) 3 UNITS**

**PREREQUISITE:** CIT 095.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Cisco Semester Six focuses on Remote Access to the network. This course will provide students with learning experiences in asynchronous dial-up, ISDN, DDR, X.25, Frame Relay, ODR, Wan backup, queuing, compression, NAT, and AAA. This is the second in a series of four courses recommended for CCNP (Cisco Certified network Professional) certification.

*Associate Degree Applicable*

**CIT 097**  
**LAN SWITCHING, SEMESTER SEVEN**  
**(CISCO NETWORKING ACADEMY)** 3 UNITS  
**PREREQUISITE: CIT 094.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 3 hours per week.**

Cisco Semester Seven focuses on LAN Switching. The course will provide students with learning experiences in traditional campus networks, LAN media types, basic switch configurations, VLANs, Multilayer Switching, HSRP, Multicasting, and Restricting Network Access. This is the third in a series of four courses recommended for CCNP (Cisco Certified Network Professional) certification.  
*Associate Degree Applicable*

**CIT 098**  
**NETWORK TROUBLESHOOTING, SEMESTER EIGHT**  
**(CISCO NETWORKING ACADEMY)** 3 UNITS  
**PREREQUISITE: CIT 094.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 3 hours per week.**

Cisco Semester Eight focuses on Network Troubleshooting. The course will provide students with learning experiences in troubleshooting methodologies. It will include Protocol Overview, Management and Diagnostic Tools, Troubleshooting TCP/IPS, LAN Switches, VLANs, Routing and Switching Processes, Frame Relay, ISDNs, and AppleTalk. This is the fourth in a series of four courses recommended for CCNP (Cisco Certified Network Professional) certification.  
*Associate Degree Applicable*

**CIT 100**  
**INTRODUCTION TO PERSONAL COMPUTERS** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

A survey course for the use of software tools such as word processing, spreadsheets, graphics, presentation and database using Microsoft Office which includes hands-on experience on PC compatible computers.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 101**  
**INTRODUCTION TO COMPUTER LITERACY** 3 UNITS  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: CIT 010 or CIT 008.**  
**LECTURE: 3 hours per week.**

The course covers basic computer concepts including hardware components and application software programs. Topics include components of a computer system (CPU, memory, ports, busses, etc.), operating systems and utilities programs, communication and network, ethical issues, and usage of the Internet. The course covers also the use of word processing software to generate business documents, the use of the spreadsheets. Students will learn how to create, modify, insert formulas, use what-if-analysis/goal seek concepts, and format worksheets professionally. In addition the course covers the use of database software and covers concepts such as creating tables, queries, forms, and reports, and the use of presentation software and personal information management software such as Outlook.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*  
*CAN (California Articulation Number): BUS 6*

**CIT 102**  
**ADVANCED COMPUTER LITERACY** 3 UNITS  
**PREREQUISITE: CIT 101.**  
**LECTURE: 3 hours per week.**

Expands upon the basic fundamentals of hardware computer concepts, theory and software applications by creating word processing, spreadsheet, database, and presentation graphics and documents introduced in CIT 101.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CIT 105**  
**INTRODUCTION TO WINDOWS** 2 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 1.5 hours per week and**  
**LABORATORY: 1.5 hours per week.**

Course will provide the necessary background to understand the graphical user interface of the most widely used operating system. An introduction to the computer operating system that simplifies the process of working with documents and applications, transferring data between documents, and organizing the manner in which one interacts with a computer.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 114**  
**SPREADSHEETS: EXCEL** 3 UNITS  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: CIT 100 or CIT 101.**  
**LECTURE: 3 hours per week.**

Production of workbooks using EXCEL, which integrates spreadsheet analysis, information management, and graphics. Includes the design and the use of worksheets; how to enter labels, numbers, formulas, and create graphs; how to format worksheets professionally; how to use Excel functions in different applications and understand the concept of data management in Excel; how to use the concept of what-if-analysis; how to consolidate data in a 3-D workbook and establish File Linking; and how to integrate Excel with the Web.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 116**  
**DATABASE MANAGEMENT: ACCESS** 3 UNITS  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: CIT 100 or CIT 101.**  
**LECTURE: 3 hours per week.**

Development and maintenance of a database. Provides a working knowledge of designing a database and setting field properties, storing, retrieving, printing, and indexing records; creating informational and technical queries; developing customized forms and reports; establishing different types of relationships; integrating Access with the Web; and creating a database Switchboard. Emphasis on developing a practical ability to use a database in a Windows environment with full graphical user interface functionality.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 118**  
**MICROSOFT POWERPOINT** 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** CIT 105.  
**LECTURE:** 3 hour per week.  
Introduction to a presentation graphics program for those who plan to make effective and compelling presentations. Instruction includes developing and customizing presentations by using charts, clip art, pictures, presentation templates, WordArt, and information and graphics from Word, Excel, and Access.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 120**  
**INTERNET** 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** CIT 105.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.  
Basics of the Internet using the World Wide Web and Netscape Navigator. Internet and the Information Superhighway provide electronic access to products, services and resources available throughout the United States and the world.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 122**  
**WEB PUBLISHING** 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** CIT 101.  
**LECTURE:** 3 hours per week.  
An introduction to Web Page design in a hypertext language such as HTML, Fusion, or FrontPage. Topics include design and construction of effective web pages, the World Wide Web, Internet, searching and loading files, interface and navigation, color and graphics, text and image files, and updating a web site.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 126**  
**COMPUTER GRAPHICS** 3 UNITS  
**PREREQUISITE:** CIT 101.  
**LECTURE:** 3 hours per week.  
An introduction course to graphic design using graphic software. Topics include the study of good graphic design skills and how to apply them, learning graphics software to create professional-looking documents and hands-on experiencing using the PC.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 150**  
**OFFICE APPLICATIONS DEVELOPMENT** 3 UNITS  
**PREREQUISITE:** CIT 101.  
**DEPARTMENTAL ADVISORY:** CIT 102.  
**LECTURE:** 2 hour per week and  
**LABORATORY:** 3 hours per week.  
An introduction to Visual Basic for Application, Microsoft's application scripting language for Microsoft office applications. Topics include: programming basics; automated formatting of spreadsheet and word processor documents; design and construction of customized data entry screens for databases.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 198**  
**COMPUTER INFORMATION TECHNOLOGY**  
**WORK EXPERIENCE** 1-4 UNITS  
**PREREQUISITE:** None.  
Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CIT 210**  
**SYSTEMS ANALYSIS AND DESIGN** 3 UNITS  
**PREREQUISITE:** CIT 101.  
**LECTURE:** 3 hours per week.  
Introduction to systems analysis and design using traditional development (SDLC) and current techniques, such as client server and object-oriented development, GUI, and electronic data interchange. Emphasis on the role of the analyst, project management techniques, communication skills, economic analysis tools, and computer-assisted system engineering options.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**CIT 215**  
**DATABASE MANAGEMENT SYSTEMS** 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** CIT 101.  
**LECTURE:** 3 hours per week.  
An introduction to the components of relational database management including data definition language, data manipulation language, screen generation, the use of report writers, and Structured Query Language (SQL).  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**CIT 222**  
**INDEPENDENT STUDY IN COMPUTER**  
**INFORMATION TECHNOLOGY** 1-3 UNITS  
**PREREQUISITE:** CIT 101.  
**LABORATORY:** 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 information technology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**CIT 232**  
**DATA COMMUNICATIONS AND NETWORKS** 3 UNITS  
**PREREQUISITE:** CIT 101.  
**LECTURE:** 3 hours per week.  
An introduction to human-to-computer and computer-to-computer communications. Topics include data transmission, modems, network configurations, protocols and software, telecommunication, teleprocessing, security, and the control and management of LAN's and WAN's.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## COMPUTER SCIENCE

DIVISION: Science and Math  
 DIVISION DEAN: Haragewen Kinde, Ed.D.  
 DEPARTMENT HEAD: John Stanskas, Ph.D.  
 Chemistry 114  
 (909) 384-8268  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Rafael Herrera, M.S.  
 (909) 384-4404

Courses offered by the Computer Science Department are interactive, featuring hands-on experience with the college's computer hardware and software. The courses cover a range of topics in the computer field with an emphasis on software engineering and information processing.

The Computer Science curriculum may culminate in either an Associate of Science degree or a certificate. The degree program prepares students to transfer to a four-year institution with a major in computer science or a related discipline. Students planning to transfer to a four-year institution and major in computer science should consult with a counselor regarding the transfer process and lower division requirements. The certificate program

prepares students for entry-level employment as programmers for scientific and business applications.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Utilize technology to organize and present information.
- Demonstrate working knowledge of basic computer function.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.

### COMPUTER SCIENCE ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Computer Science and intending to transfer to four-year institutions, students must complete a total of 29 units listed below in addition to general education requirements.

REQUIRED COURSES:	UNITS
CS 110 Fundamentals of Computer Science	3
CS 190 Programming in C++	4
CS 265 Data Structures	3
PHYSIC 200 General Physics I	6
PHYSIC 201 General Physics II	6
<b>SELECT ONE OF THE FOLLOWING COURSES:</b>	<b>3-4</b>
CS 130 Applied Computer Logic	(3)
CS 170 Assembly Language	(4)
CS 215 Programming with Java	(4)
<b>TOTAL UNITS:</b>	<b>25-26</b>

## COMPUTER SCIENCE CERTIFICATE

This certificate is designed to provide students with the fundamentals of software engineering, information processing concepts, and programming to prepare them for entry-level positions as programmers for scientific and business applications. In addition, this certificate completes the lower division requirements of the certificate program offered by the Computer Science Department at CSU San Bernardino.

REQUIRED COURSES:	UNITS
CS 110 Fundamentals of Computer Science	3
CIT 100 Introduction to Personal Computers	3
CS 120 Introduction to Visual Basic.NET	4
CS 220 Visual Basic.NET Programming II	3
<b>SELECT ONE OF THE FOLLOWING COURSES:</b>	
CS 190 Programming in C++	(4)
CS 215 Programming with Java	(4)
<b>TOTAL UNITS:</b>	<b>17</b>

### COURSES OFFERED BY THE DEPARTMENT OF COMPUTER SCIENCE:

#### CS 110 FUNDAMENTALS OF COMPUTER SCIENCE 3 UNITS

**PREREQUISITE: MATH 095.**

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

An orientation in computer science for computer science majors. Topics include an overview of the computer discipline, the design and use of the computer devices, the art of problem solving and programming, and the representation of data. Includes hands-on experience in computer programming using languages such as Visual Basic.NET and C++.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

#### CS 120 INTRODUCTION TO VISUAL BASIC.NET 4 UNITS

**PREREQUISITE: None.**

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

An introduction to a Web-based programming language, Visual Basic.NET as it applies to scientific, business and manufacturing settings. Topics include problem solving, graphical user interface, program design, software tools, structured logic, object-oriented programming, graphics and animation, procedures, arrays, files, and Web projects.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): CSCI 6*

#### CS 130 APPLIED COMPUTER LOGIC 3 UNITS

**PREREQUISITE: CS 110.**

**LECTURE: 3 hours per week.**

An introduction to digital systems. Topics include Boolean algebra, truth tables, logic gates, number systems and codes, Karnaugh maps, flip-flops, counters and registers, digital arithmetic, combinatorial logic and functions.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**CS 170**  
**ASSEMBLY LANGUAGE** 4 UNITS  
**PREREQUISITE:** CS 110.

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

An introduction to assembly language and machine organization. Topics include memory location, register references, data definitions, machine instructions, screen processing, disk storage and macros.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): CSCI 10*

**CS 190**  
**PROGRAMMING IN C++** 4 UNITS  
**PREREQUISITE:** CS 110.

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

This course is an introduction to the object-oriented language, C++. Topics include object-oriented design, program logic structures, problem solving techniques, arrays and records, procedures and functions, classes and objects, pointers and references, inheritance, and polymorphism.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): CSCI 16*

**CS 198**  
**COMPUTER SCIENCE WORK EXPERIENCE** 1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**CS 215**  
**PROGRAMMING WITH JAVA** 4 UNITS  
**PREREQUISITE:** CS 110.

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

An introduction to the network-friendly language, Java. Topics include object-oriented design, multiple platform environment, program logic structures, graphical user interface, Visual J++, Java Applet and recursion.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**CS 220**  
**VISUAL BASIC.NET PROGRAMMING II** 3 UNITS  
**PREREQUISITE:** CS 120.

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

Advanced programming using Visual Basic.NET with emphasis on software development and maintenance. Topics include object-oriented design, multiple class modules, interface and linking, windows and Internet controls, and database access.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**CS 222**  
**SPECIAL PROBLEMS IN COMPUTER SCIENCE I** 1 UNIT

**PREREQUISITE:** CS 110.

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

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

See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; credit determined after transfer to UC.*

**CS 265**  
**DATA STRUCTURES** 3 UNITS  
**PREREQUISITE:** CS 190.

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

An introduction to data structures such as linked lists, stacks, queues and trees. Topics include algorithm development, storage allocation, data organization, information retrieval system software and language support features. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): CSCI 24*

**COOPERATIVE  
WORK EXPERIENCE**  
See WORK EXPERIENCE

## CORRECTIONS

DIVISION:	Criminal Justice
ADMINISTRATIVE DEAN:	Gloria M. Fisher, J.D.
DEPARTMENT HEAD:	To Be Announced
DIVISION SECRETARY:	Sharen Chavira
DIVISION OFFICE:	Planetarium, 2nd Floor (909) 384-4431
LIAISON COUNSELOR:	Joyce Smith, M.A. (909) 384-4404

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Evaluate authority and bias of information.
- Locate, evaluate and select evidence to support or discredit an argument.
- Apply learned knowledge to new situations.
- Accept responsibility for own actions.
- Demonstrate respect for a diversity of ideas and the rights of others.
- Exhibit personal, professional and academic honesty.
- Recognize own biases and values.

- Develop time management skills.
- Set goals for educational, personal and professional development.
- Demonstrate etiquette in face-to-face and written interactions.
- Work effectively in group settings.
- Utilize conflict resolution skills.
- Demonstrate knowledge of and respect for other cultures.

## **CRIMINAL JUSTICE**

(see also POLICE SCIENCE)

DIVISION: Criminal Justice  
 ADMINISTRATIVE 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: Joyce Smith, M.A.  
 (909) 384-4404

### **COURSES OFFERED BY THE DEPARTMENT OF CORRECTIONS:**

*The Corrections courses listed may not be offered every semester due to instructor availability. Please refer to the college semester schedule for class offerings.*

#### **CORREC 101 INTRODUCTION TO CORRECTIONS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course will focus on the legal issues, probation and parole, specific laws and general operation of correctional institutions. The relationship between historical trends of adult and juvenile corrections and other components of the judicial system will also be examined.

*Associate Degree Applicable  
 Course credit transfers to CSU.*

#### **CORREC 102 CORRECTIONAL INTERVIEWING AND COUNSELING 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Overview of the techniques in counseling and interviewing available to practitioners in corrections. Use of appropriate techniques and theories in confidence building which the correctional employee may use in client interviews and counseling.

*Associate Degree Applicable  
 Course credit transfers to CSU.*

#### **CORREC 104 CONTROL AND SUPERVISION IN CORRECTIONS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course will emphasize local, state, and federal institutions in the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff, coping techniques for correctional officers in a hostile prison environment.

*Associate Degree Applicable  
 Course credit transfers to CSU.*

#### **CORREC 105 LEGAL ASPECTS OF CORRECTIONS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

The historical framework, concepts, and precedents that guide correctional practice. Course material will present a broader perspective of the correctional environment such as the civil rights of prisoners, responsibilities and liabilities of correctional officials, the courts, and police.

*Associate Degree Applicable  
 Course credit transfers to CSU.*

The Criminal Justice Department of classes are designed to meet the needs and interests of the general public, including individuals interested in law enforcement or related careers. Specialized training is available for persons interested in becoming a Basic Dispatcher or Forensic Specialist (Crime Scene Investigator).

Core competencies emphasized by courses in this department:

- Read and retain information.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Evaluate authority and bias of information.
- Apply learned knowledge to new situations.
- Accept responsibility for own actions.
- Demonstrate respect for a diversity of ideas and the rights of others.
- Exhibit personal, professional and academic honesty.
- Display behavior consistent with ethical standards within a discipline.
- Apply lessons from the past to ethical issues faced in the present.
- Evaluate own ethical beliefs in relationship to moral dilemmas.
- Assume civic, political or social responsibilities.
- Recognize own strengths and weaknesses.
- Recognize own biases and values.
- Recognize own learning style. Give and receive constructive feedback.
- Develop time management skills.
- Set goals for educational, personal and professional development.
- Set goals to create balance in personal and professional life.
- Demonstrate etiquette in face-to-face and written interactions.
- Work effectively in group settings.
- Utilize conflict resolution skills.
- Demonstrate knowledge of and respect for other cultures.
- Demonstrate knowledge of and respect for one's own culture.

The Criminal Justice courses listed may not be offered every semester due to instructor availability. Please refer to the college semester schedule of class offerings.

### CRIME SCENE INVESTIGATION

This certificate is designed for persons considering a career in Forensic Sciences or Criminalistics. Covering critical components of Crime Scene Investigation (CSI), collection of evidence, courtroom testimony and presentation, forensic anthropology, entomology and odontology.

REQUIRED COURES:	UNITS
CRMJUS 086 Introduction to Crime Scene Investigation	2
CRMJUS 087 Intermediate Crime Scene Investigation	2
CRMJUS 088 Advanced Crime Scene Investigation	2
ADJUS 103 Concepts of Criminal Law	3
ADJUS 104 Legal Aspects of Evidence	3

**Two (2) units of electives chosen from the following list:**

CRMJUS 089 Forensic Photography	2
CRMJUS 090 Bloodstain Pattern Analysis	2
<b>TOTAL UNITS:</b>	<b>14</b>

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

**CRMJUS 009**  
**VERBAL JUDO** .25 UNIT  
**PREREQUISITE: None.**

**LABORATORY: 8 hours per semester.**

This course provides a thorough overview that will enable students to apply the information they will learn about the philosophy of verbal judo. Introduces the proper procedures for using words as tool not weapons. Students will receive instruction on how to look creatively at conflict and use specific strategies and tactics to find peaceful resolutions.

*Associate Degree Applicable*

**CRMJUS 015**  
**CAMPUS SECURITY** 1.50 UNITS  
**PREREQUISITE: None.**

**LECTURE: 24 hours per semester.**

This course is directed toward the training need of campus security personnel employed in elementary schools, secondary schools and community colleges. Topics include: laws impacting school campuses; working with law enforcement personnel; tactical communications; school violence; gangs and disaster/emergency preparedness.

*Associate Degree Applicable*

**CRMJUS 016**  
**SCHOOL POLICE OFFICER** 2 UNITS  
**PREREQUISITE: None.**

**LECTURE: 32 hours per semester.**

This course is directed towards the training needs of the peace officers employed in elementary schools, secondary schools and community colleges. A school police course, which meets the requirements of SB1627 and Commission of Peace Officer Standards and Training (P.O.S.T.). Topics include: laws impacting school campuses; community relations; tactical communications; sexual harassment; violence/gangs; facility protection; disasters/ emergencies.

*Associate Degree Applicable*

**CRMJUS 018**  
**COMMUNITY ORIENTED POLICING** 1.50 UNITS  
**PREREQUISITE: None.**

**LECTURE: 24 hours per semester.**

This course is intended to assist and define efficiency and equity as they pertain to community-oriented policing. An emphasis on analyzing the importance and use of a community assessment.

*Associate Degree Applicable*

**CRMJUS 020**  
**WORKPLACE VIOLENCE** .50 UNIT  
**PREREQUISITE: None.**

**LECTURE: 6 hours per semester and**  
**LABORATORY: 2 hours per semester.**

This course is designed for the employee, employer, business owner or police officer who may become involved in a workplace violence incident. Students will learn the definition of workplace violence, will identify individual and organizational factors contributing to workplace violence, will learn prevention and intervention techniques, and will be introduced to the concepts of security analysis/threat assessment.

*Associate Degree Applicable*

**CRMJUS 025**  
**PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 1A** 1.75 UNITS

**PREREQUISITE: None.**

**LECTURE: 18 hours per semester and**  
**LABORATORY: 31 hours per semester.**

This course is designed to develop student's awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the first course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Professional Orientation, Ethics, Lifetime Fitness, Report Writing, Computer Applications, Weaponless Defense, Fire Conditions and Emergency Vehicle Operation Center Orientation.

*Associate Degree Applicable*

**CRMJUS 026**  
**PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 1B** 2.75 UNITS

**PREREQUISITE: CRMJUS 025.**

**LECTURE: 38 hours per semester and**  
**LABORATORY: 25 hours per semester.**

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the second course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Report Writing, Cultural Awareness, Choices/Self-Esteem, Gangs, Animal/Insect Danger, Patrol Procedures, Tactical Communications, Support Units (K9/Horse/Aviation) and Glen Helen Rehabilitation Center Orientation. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 027**  
**PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 2A**  
**2.25 UNITS**

**PREREQUISITE: CRMJUS 026.**  
**LECTURE: 27 hours per semester and**  
**LABORATORY: 22 hours per semester.**

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the third course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Professional Orientation, Report Writing, Traffic Control, Law Enforcement Math, Tactical Communications, Emergency Vehicle Operations Center Simulator, Administration of Justice, Railroad and Problem Oriented Policing. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 028**  
**PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 2B**  
**3 UNITS**

**PREREQUISITE: CRMJUS 027.**  
**LECTURE: 40.5 hours per semester and**  
**LABORATORY: 22.5 hours per semester.**

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the fourth course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Report Writing, Vehicle Stops, Weaponless Defense, Narcotics, Lifetime Fitness, Sign Language, Blood Borne Pathogens, Goals, Counseling Team and Support Units (K-9/Horse/Aviation). **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 031**  
**PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 4A**  
**4.75 UNITS**

**PREREQUISITE: CRMJUS 030.**  
**LECTURE: 62 hours per semester and**  
**LABORATORY: 36 hours per semester.**

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the seventh course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Weaponless Defense, Report Writing, Cultural Awareness, Choices/Self-Esteem, Crimes Against Persons, Firearm Training, Fire Rescue, Cardiopulmonary Resuscitation (CPR), First Aid and Gangs. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 032**  
**PUBLIC SAFETY INTERNSHIP ACADEMY MODULE 4B**  
**5.75 UNITS**

**PREREQUISITE: CRMJUS 031.**  
**LECTURE: 76 hours per semester and**  
**LABORATORY: 50 hours per semester.**

This course is designed to develop students' awareness of the Public Safety field, which includes law enforcement, corrections and fire safety. It is the eighth course in a series of eight to be completed by students who have a desire to pursue a career in public safety. Content covered in this course includes Report Writing, Scientific Investigations, Search and Seizure, Weaponless Defense, Driver Awareness, Firearm Training, Cultural Awareness, Chemical Agents, Water Safety, Tactical Communications, Aviation/Communications and Court Demeanor. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 036**  
**BASIC INVESTIGATIVE TRACKING**  
**.50 UNIT**

**PREREQUISITE: None.**  
**LECTURE: 8 hours per semester and**  
**LABORATORY: 8 hours per semester.**

Covers the basic tracking techniques used by law enforcement officers to apprehend suspects or to track lost children or adults. Topics include: track sketch; track preservation and processing; vehicle tracks; suspect interviews; preparation for testifying in court.

*Associate Degree Applicable*

**CRMJUS 040**  
**CITIZENS' ORIENTATION TO LAW ENFORCEMENT**  
**FUNCTIONS**  
**1.75 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 26 hours per semester and**  
**LABORATORY: 13 hours per semester.**

This course is designed to inform the public of the functions, organizational structure, and daily operations of a Sheriff's department. Students will visit the following divisions: aviation, basic academy, county jail, crime lab, firing range, homicide, SWAT and narcotics.

*Associate Degree Applicable*

**CRMJUS 041**  
**CRIME PREVENTION**  
**.50 UNIT**

**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 8 hours per semester.**

A review of crime prevention strategies including police/citizen interaction, methods of opportunity-reduction, and the use of property inventories. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 042**  
**BUSINESS ACADEMY**  
**1.50 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 22 hours per semester and**  
**LABORATORY: 11 hours per semester.**

This course is designed to inform business owners of rules, regulations and practices of a sheriff's department. During this course, students will tour and learn about different divisions of the department. Students will visit the following divisions: aviation, basic academy, crime lab, and firing range. Special emphasis will be placed upon gang and narcotic awareness and crime prevention principles.

*Associate Degree Applicable*



**CRMJUS 043**  
**RAILROAD CROSSING** .25 UNIT  
**PREREQUISITE: None.**

**LECTURE: 3 hours per semester and**  
**LABORATORY: 5 hours per semester.**

This course is designed to familiarize students with railroad crossing collisions, incidents involving trespassing on railroad property and the skills needed to properly investigate a grade crossing collision.

*Associate Degree Applicable*

**CRMJUS 044**  
**RESERVE AND VOLUNTEER COORDINATOR'S**  
**TRAINING** 1.25 UNITS

**PREREQUISITE: None.**

**LECTURE: 20 hours per semester and**  
**LABORATORY: 4 hours per semester.**

Designed to assist those charged with establishing and maintaining Reserve Peace Officer or Volunteer Units within law enforcement agencies with the information they need to succeed. Topics include: establishing agency policy and procedures; conducting background investigations; developing recruiting methods, managing, training and disciplining reserve officers and volunteers; liability issues.

*Associate Degree Applicable*

**CRMJUS 046**  
**CITIZENS ON PATROL** 1.75 UNITS  
**PREREQUISITE: PE 231.**

**LECTURE: 24 hours per semester and**  
**LABORATORY: 12 hours per semester.**

This course is designed to inform the public of rules, regulations, and practices of a sheriff's department Citizen's on Patrol unit. Students will learn the necessary skills to perform as a citizen on patrol for the sheriff's department. Skills include proper radio procedure, proper vehicle operations, public contact, telephone demeanor, and clerical/administrative duties. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 055**  
**PREPARATION FOR POLICE ACADEMY** 3.5 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week and**  
**LABORATORY: 1.5 hours per week.**

This course is designed to familiarize students with the requirements, scope, and commitments of the Police Academy Training Program. Includes assessing potential academy recruits for job related skills, such as physical endurance, report-writing, and comprehension of penal codes. Students who successfully complete this course are eligible for admission into the Police Academy Training Program.

*Associate Degree Applicable*

**CRMJUS 058**  
**PENAL CODE 832 COURSE** 3.50 UNITS  
**PREREQUISITE: None.**

**LECTURE: 50 hours per semester and**  
**LABORATORY: 26 hours per semester.**

These functions include the history, professionalism, and ethics of law enforcement, the criminal justice system, community relations, criminal law, laws of arrest, search and seizure, presentation of evidence, report writing, use of force, preliminary investigation, arrest and control, firearms, and crimes against the justice system. **MUST MEET STATE SCREENING REQUIREMENTS.**

*Associate Degree Applicable*

**CRMJUS 059**  
**BASIC LAW ENFORCEMENT ACADEMY-LEVEL I OF**  
**THE MODULAR FORMAT** 18.50 UNITS

**PREREQUISITE: CRMJUS 060.**

**LECTURE: 225 Hours per semester and**  
**LABORATORY: 215 Hours per semester.**

This course is the third module in the Regular Basic Course Modular Format Training sequence. The intensive and disciplined instruction is designed to meet the minimum requirements of a full time peace officer or Level I reserve peace officer in the state of California. The course includes professional orientation, police-community relations, laws of arrest, evidence and search and seizure, vehicle and radio procedures, administration of justice, narcotics, gangs, patrol procedures, firearms, vehicle stops, domestic violence, defensive tactics, physical training, criminal investigations, traffic investigations, practical scenarios and testing. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES AND STATE SCREENING REQUIREMENTS.**

*Associate Degree Applicable*

**CRMJUS 060**  
**RESERVE LEVEL II OFFICER** 14.25 UNITS  
**PREREQUISITE: CRMJUS 058.**

**LECTURE: 203 hours per semester and**  
**LABORATORY: 73 hours per semester.**

This course will familiarize the Level II Reserve officers with training in various law enforcement functions. These law enforcement functions include the prevention and detection of crime and the general enforcement of the laws of this state while under the immediate supervision of a peace officer that has completed the basic training course for deputy sheriffs and police officers. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 061**  
**RESERVE LEVEL III OFFICER** 6 UNITS  
**PREREQUISITE: CRMJUS 058.**

**LECTURE: 64 hours per semester and**  
**LABORATORY: 93 hours per semester.**

This course will familiarize the Level III Reserve officers with training in various law enforcement functions. These law enforcement functions include law enforcement history, criminal justice system, tactical communication, crimes against persons and property, report writing, vehicle operations and pullover, traffic enforcement, custody, weaponless defense, first aid/cardiopulmonary resuscitation, firearms/chemical agents, information systems, and cultural awareness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 065**  
**SIGN LANGUAGE FOR EMERGENCY PERSONNEL** 1 UNIT

**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 12 hours per semester and  
**LABORATORY:** 12 hours per semester.

This course trains emergency personnel to interact with deaf victims, witnesses and suspects. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 066**  
**INSTRUCTOR DEVELOPMENT** .75 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 8 hours per semester and  
**LABORATORY:** 16 hours per semester.

This course will enable police instructors to improve their public speaking skills, understand adult learning theories, write learning objectives and lesson plans, use various methods of instruction effectively, and understand techniques of testing and remediation.

*Associate Degree Applicable*

**CRMJUS 068**  
**LAW ENFORCEMENT RESPONSE TO THE MENTALLY ILL** .25 UNIT

**PREREQUISITE:** CRMJUS 061.  
**LECTURE:** 4 hours per semester and  
**LABORATORY:** 4 hours per semester.

Students will acquire skills to facilitate communication with mentally ill and developmentally disabled members of the community. Students will be taught methods to de-escalate and control situations that have the potential for violence.

*Associate Degree Applicable*

**CRMJUS 069**  
**LIFETIME FITNESS AND COPING WITH STRESS** .50 UNIT

**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 8 hours per semester.

Designed to assist officers in developing a personal fitness program, this course includes strategies to permanently control body fat, such as routine exercise and diet modification, and strategies for identifying and managing stress. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 070**  
**BASIC DISPATCHER'S COURSE** 6 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 92 hours per semester and  
**LABORATORY:** 30 hours per semester.

Training in the terminology, codes, and skills required for employment as a public safety dispatcher. Satisfies Peace Officers Standards and Training (POST) requirements for basic training of Public Safety Dispatchers.

*Associate Degree Applicable*

**CRMJUS 071**  
**DISPATCHERS AND CRITICAL INCIDENTS** 2.25 UNITS

**PREREQUISITE:** CRMJUS 070.  
**LECTURE:** 36 hours per semester and  
**LABORATORY:** 4 hours per semester.

This course is devoted to the experienced dispatcher's role in critical incidents and officer survival. Course content will include: civil liabilities, communications under stress, physical disablers and psychological wellness, courtroom demeanor, sexual harassment, domestic violence, missing persons, hostage barricaded subject and suicidal subject situations, overview of telephone, radio and 800 megahertz systems. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**CRMJUS 072x20**  
**CIVIL UPDATE FOR DISPATCHERS** .50 UNIT  
**PREREQUISITE:** CRMJUS 070.

**LECTURE:** 6 hours per semester and  
**LABORATORY:** 2 hours per semester.

Does it seem like everybody wants to sue a police agency? Get updated information concerning civil liability issues related to dispatching, learn courtroom survival techniques in the event of a lawsuit, and get the latest information concerning court orders and civil disputes.

**REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

This course may be taken twenty times.

*Associate Degree Applicable*

**CRMJUS 073**  
**DISASTER PREPAREDNESS FOR DISPATCHERS** .50 UNIT

**PREREQUISITE:** CRMJUS 070.  
**LECTURE:** 6 hours per semester and  
**LABORATORY:** 2 hours per semester.

The "big one" hits Southern California. Are you prepared to deal with the effects of this disaster during and immediately after? Learn what to expect when it hits and how to prepare, at home or at a dispatch center. Topics include extrication of employees, law enforcement response, fire and medical response, and how to protect your family. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**CRMJUS 074x20**  
**LEGAL UPDATE FOR DISPATCHERS** .25 UNIT  
**PREREQUISITE:** CRMJUS 070.

**LECTURE:** 5 hours per semester and  
**LABORATORY:** 3 hours per semester.

This class provides the student with an understanding of the legal requirements for missing persons and domestic violence reports, and provides the student with the current case law and statutory law information needed to completely perform public safety dispatching duties. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

This course may be taken twenty times.

*Associate Degree Applicable*

**CRMJUS 075**  
**CRITICAL INCIDENT FOR DISPATCHERS .25 UNIT**  
**PREREQUISITE: CRMJUS 070.**

**LECTURE: 5 hours per semester and**  
**LABORATORY: 3 hours per semester.**  
Scenarios and basic skills will provide students with some new ideas and approaches to the everyday incidents. Students will have an understanding of what to tell the public in their inquiries, and where to get more information. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**CRMJUS 076**  
**STRESS MANAGEMENT FOR DISPATCHERS .50 UNIT**

**PREREQUISITE: CRMJUS 070.**  
**LECTURE: 6 hours per semester and**  
**LABORATORY: 2 hours per semester.**  
This course is designed to identify the primary causes of chronic stress associated with public safety dispatching. Some sources of stress associated with dispatching will include multiple requests for priority traffic and managing large-scale critical incidents. Scenarios and basic skills will be provided to him/her with some new ideas and approaches to combat the sources of stress on the job. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**CRMJUS 086**  
**INTRODUCTION TO CRIME SCENE INVESTIGATION 2 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 24 hours per semester and**  
**LABORATORY: 30 hours per semester.**  
This course is designed to be an introductory level course for those persons considering a career in Forensic Sciences or Criminalistics. Lecture topics include securing a crime scene, identification and collection of evidence at crime scenes, processing evidence and crime scenes for latent fingerprints, basic fingerprint pattern recognition, basic crime scene photography, documentation of the crime scene and the examinations performed, a discussion of common mistakes and how to avoid making them and an introduction to courtroom presentation and testimony.  
*Associate Degree Applicable*

**CRMJUS 087**  
**INTERMEDIATE CRIME SCENE INVESTIGATION 2 UNITS**

**PREREQUISITE: CRMJUS 086.**  
**LECTURE: 24 hours per semester and**  
**LABORATORY: 24 hours per semester.**  
This course is designed to be an intermediate level course for those persons considering a career in Forensic Sciences or Criminalistics. Lecture topics include reviewing the critical components of the Basic CSI class, identification and collection of evidence at violent crime scenes, processing evidence and crime scenes for latent prints using advanced techniques, intermediate crime scene photography, documentation of the crime scene and the examinations performed, a discussion of common mistakes and how to avoid making them and courtroom presentation and testimony.  
*Associate Degree Applicable*

**CRMJUS 088**  
**ADVANCED CRIME SCENE INVESTIGATION 2 UNITS**

**PREREQUISITE: CRMJUS 087.**  
**LECTURE: 24 hours per semester and**  
**LABORATORY: 30 hours per semester.**  
This course is designed to be an advanced level course for those persons considering a career in Forensic Sciences or Criminalistics. Lecture topics include reviewing the critical components of the basic and second level CSI classes, identification and collection of evidence at crime scenes involving death (homicides, suicide, accidental death and homicides that involve additional violence, such as sexual assault), processing of the deceased for physical evidence, latent fingerprints and other clues relating to the identity of the assailant, shooting reconstruction and gravesite excavation. This course will also discuss other specialties available to the death investigator, such as Forensic Anthropology, Entomology and Odontology.  
*Associate Degree Applicable*

**CRMJUS 089**  
**FORENSIC PHOTOGRAPHY 2 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 24 hours per semester and**  
**LABORATORY: 30 hours per semester.**  
This course is designed as an overall photography class with an emphasis on techniques needed for crime scene and evidence documentation. This course will discuss different types of cameras used for crime scene documentation, their advantages and disadvantages and special applications. This course will cover manual camera operations necessary for close-up, nighttime and other specialty photographs.  
*Associate Degree Applicable*

**CRMJUS 090**  
**BLOODSTAIN PATTERN ANALYSIS 2 UNITS**

**PREREQUISITES: CRMJUS 088 and MATH 093 or MATH 103 or equivalent.**  
**LECTURE: 24 hours per semester and**  
**LABORATORY: 30 hours per semester.**  
This course is designed to be an advanced level course for those persons considering a career in Forensic Sciences or Criminalistics. Lecture topics include the physical properties of blood, the dynamics of blood in flight, mathematical principles relating to bloodstain pattern interpretation and what this information can tell you about the crime that took place. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*

## DANCE

DIVISION: Humanities  
DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
DEPARTMENT HEAD: Leticia Hector, M.A.  
Liberal Arts 239  
(909) 384-8618  
DIVISION SECRETARIES: Kelly Adcock  
(909) 384-8625  
Cheryl Benner  
(909) 384-8633  
DIVISION OFFICE: North Hall 236  
(909) 384-4445  
LIAISON COUNSELOR: Juan Zepeda, M.S.  
(909) 384-4404

Core competencies emphasized by courses in this department:

- Employ vocabulary of the subject studied.
- Give and receive constructive feedback.
- Evaluate diverse artistic works.
- Demonstrate creative thought through original expression.

### **COURSES OFFERED BY THE DEPARTMENT OF DANCE:**

#### **DANCE 101x2 BEGINNING MODERN DANCE 2 UNITS PREREQUISITE: None.**

**LABORATORY: 6 hours per week.**  
A comprehensive survey of the beginning techniques of Modern Dance with a focus on vocabulary, placement and alignment, strength and flexibility exercises, and simple combinations of locomotor movement. This course may be taken twice.

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

#### **DANCE 102x4 INTERMEDIATE MODERN DANCE 2 UNITS**

**PREREQUISITE: DANCE 101x2.  
LABORATORY: 6 hours per week.**  
A progressive study of Modern Dance including strengthening exercises, center work on balance and control, rhythmic awareness, and combinations of increasing speed, length, and complexity. This course may be taken four times.

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

#### **DANCE 103x2 BALLET 2 UNITS PREREQUISITE: None.**

**LABORATORY: 6 hours per week.**  
A progressive study of Ballet including vocabulary, placement and alignment, strength and flexibility exercises, work on balance and control, and combinations of increasing speed, length, and complexity. This course may be taken two times.

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

#### **DANCE 105x2 BEGINNING JAZZ DANCE 2 UNITS PREREQUISITE: None.**

**LABORATORY: 6 hours per week.**  
A comprehensive survey of the beginning techniques of Jazz Dance with a focus on vocabulary, placement and alignment, strength and flexibility exercises, and simple combinations of locomotor movement. This course may be taken two times.

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

#### **DANCE 106x4 INTERMEDIATE JAZZ DANCE 2 UNITS PREREQUISITE: DANCE 105x2.**

**LABORATORY: 6 hours per week.**  
A progressive study of Jazz Dance including strengthening exercises, work on balance and control, rhythmic awareness, and combinations of increasing speed, length, and complexity. This course may be taken four times.  
*Associate Degree Applicable  
Course credit transfers to CSU and UC.*

#### **DANCE 107x2 TAP DANCE 2 UNITS PREREQUISITE: None.**

**LABORATORY: 6 hours per week.**  
A comprehensive study and practice of tap as presented through physical strengthening, rhythmic awareness, and the learning of tap combinations and routines, vocabulary, and stylistic concerns. This course may be taken two times.  
*Associate Degree Applicable  
Course credit transfers to CSU and UC.*

#### **DANCE 114x4 DANCE REHEARSAL AND PERFORMANCE 4 UNITS**

**PREREQUISITE: None.  
LECTURE: 2 hours per week and  
LABORATORY: 6 hours per week.**  
Instruction and supervision of rehearsal and performance of various dance productions. **ENROLLMENT IN THIS CLASS IS CONTINGENT WITH AN AUDITION FOR A CURRENT DANCE PRODUCTION.** This course may be taken four times.  
*Associate Degree Applicable  
Course credit transfers to CSU and UC.*

#### **DANCE 200 DANCE HISTORY AND APPRECIATION 3 UNITS PREREQUISITE: None.**

**LECTURE: 3 hours per week.**  
A comprehensive survey of dance from primitive time through the 20th century. Emphasis will be placed on historical perspectives revealing dance as an emerging art form. Course material also includes the relation of dance to religion and myth, as a reflection of cultural and social attitudes and mores, and its relation to other art forms.  
*Associate Degree Applicable  
Course credit transfers to CSU and UC.*

#### **DANCE 203 CHOREOGRAPHY 3 UNITS PREREQUISITE: None.**

**LECTURE: 2 hours per week and  
LABORATORY: 2 hours per week.**  
An introduction and analysis of the elements of dance composition. A comprehensive survey of theories, techniques, and historical perspectives of dance composition, as well as the practical application of these elements through the actual physical activity of creating and teaching dance compositions.  
*Associate Degree Applicable  
Course credit transfers to CSU and UC.*

**DANCE 206x4**  
**DANCE PRODUCTION** **4 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 2 hours per week and**  
**LABORATORY: 6 hours per week.**

Instruction and analysis of all aspects of dance production including organizing a dance production; publicity and marketing; budget; theatrical and dance lighting; set design; costumes and makeup; and instruction in elements of physical theater, such as stage terminology, stage directions, and roles of theatre personnel. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## DIESEL

DIVISION: Applied Technology & Transportation  
 DIVISION DEAN: Thomas Bauman, M.S., P.E.  
 DIRECTOR: Kevin Anderson, M.B.A.  
 FACULTY: Daniel Hook, A.S.  
 DEPARTMENT SECRETARY: Amanda Moody  
 (909) 382-4079  
 DEPARTMENT OFFICE: 264 S. Leland Norton Way  
 Suite A120, San Bernardino  
 LIAISON COUNSELOR: Jennifer Mendoza, M.S.  
 (909) 384-4404

Core competencies emphasized by courses in this department:

- Employ vocabulary of the subject studied.
- Find and interpret information.
- Apply learned knowledge to new situations.
- Accept responsibility for own actions.
- Exhibit personal, professional and academic honesty.
- Work effectively in group settings.
- Utilize conflict resolution skills.

### HEAVY-DUTY DIESEL TECHNICIAN CERTIFICATE

This certificate is designed to prepare students for entry-level positions repairing and maintaining diesel engines in trucks, buses, locomotives, heavy vehicles, and mobile heavy-duty equipment. 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
CIT 101 Introduction to Computer Literacy	3
DIESEL 021 Diesel Engine - Heavy Duty	4
DIESEL 022 Heavy-Duty Truck Brakes	2
DIESEL 023 Heavy-Duty Truck Suspension & Steering	2
DIESEL 024 Advanced Heavy-Duty Diesel Engines	4
DIESEL 028 Heavy-Duty Truck Preventive Maintenance Service	4
DIESEL 030 Advanced Heavy-Duty Truck Systems	4
TECALC 950 Shop Calculations	3
WELD 123 Oxy-Acetylene Welding	3
WELD 077x4 Continuous Wire Welding	1
<b>TOTAL UNITS:</b>	<b>30</b>

## COURSES OFFERED BY THE DEPARTMENT OF DIESEL:

**DIESEL 020**  
**DIESEL ENGINES – LIGHT DUTY** **4 UNITS**  
**PREREQUISITE: None.**

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

Theory and practical shop work in the repair, operation and maintenance of light duty automotive diesel engines and fuel injection systems. Course includes general trouble-shooting and diagnostic testing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test.

*Associate Degree Applicable*

**DIESEL 021**  
**DIESEL ENGINES-HEAVY DUTY** **4 UNITS**  
**PREREQUISITE: None.**

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

Theory and practical shop work in repair, operation, and maintenance of heavy-duty industrial diesel engines and fuel injection systems. Course includes general trouble-shooting and diagnostic testing. This course may be used in preparation for the automotive Service Excellence (ASE) National Test.

*Associate Degree Applicable*

**DIESEL 022**  
**HEAVY-DUTY TRUCK BRAKES** **2 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 1.5 hours per week and**  
**LABORATORY: 1.5 hours per week.**

Theory and practical shop work in the construction and repair of heavy-duty truck brake systems and components. Includes principles of hydraulic and pneumatic brake systems, anti-lock, and computer controlled braking systems used in today's modern heavy-duty diesel trucks and semi-tractors.

*Associate Degree Applicable*

**DIESEL 023**  
**HEAVY-DUTY TRUCK SUSPENSION AND STEERING** **2 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 1.5 hours per week and**  
**LABORATORY: 1.5 hours per week.**

Theory and practical shop work in the construction, operation, and repair of heavy-duty truck suspension and steering components. Includes principles of hydraulic and pneumatic steering and suspension systems.

*Associate Degree Applicable*

**DIESEL 024**  
**ADVANCED HEAVY-DUTY DIESEL ENGINES** **4 UNITS**  
**PREREQUISITE: DIESEL 021.**

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

Theory and practical shop in the repair, operation and the construction of heavy duty diesel engines. Includes principles of diesel turbochargers and blowers; two and four cycle combustion systems. This course is an intermediate engine rebuild class.

*Associate Degree Applicable*

**DIESEL 025x3  
HEAVY-EQUIPMENT DIESEL ENGINES LABORATORY** 1 UNIT

**PREREQUISITE: DIESEL 024.**

**LABORATORY: 3 hours per week.**

Practical shop work in the construction, operation, and repair of automotive, heavy-duty, and heavy-equipment diesel engines. Includes principles of diesel fuel injection pumps, governors, and injectors; turbo-charges and blowers; two and four-cycle combustion systems. This course may be taken three times.

*Associate Degree Applicable*

**DIESEL 026  
CONTROLLED DIESEL ENGINES** 4 UNITS

**PREREQUISITE: DIESEL 024.**

**LECTURE: 3 hours per week and**

**LABORATORY: 3 hours per week.**

Theory and practical shop work in the repair, operation, and maintenance of computer controlled diesel engines. Includes general trouble-shooting and diagnostics using assorted electronic and computerized test equipment on operable computer controlled diesel engines.

*Associate Degree Applicable*

**DIESEL 027x3  
MICRO-COMPUTER CONTROLLED DIESEL ENGINES  
LABORATORY** 1 UNIT

**PREREQUISITE: DIESEL 026.**

**LABORATORY: 3 hours per week.**

Practical shop work in the repair, operation, and maintenance of micro-computer controlled diesel engines. Includes general troubleshooting and diagnostics using assorted electronic and computerized test equipment on operable computer controlled diesel engines. General service and overhaul of the computerized 3406E Caterpillar engines is emphasized. This course may be taken three times.

*Associate Degree Applicable*

**DIESEL 028  
HEAVY-DUTY TRUCK PREVENTIVE MAINTENANCE  
SERVICE** 4 UNITS

**PREREQUISITE: None.**

**LECTURE: 3 hours per week and**

**LABORATORY: 3 hours per week.**

Theory and practical shop work in maintenance and preventive maintenance service of heavy-duty trucks and semi-tractor systems. Fundamentals of truck components and systems are explained as students perform routine service tasks on a Ford semitractor truck. Course is designed to provide students the needed skills and knowledge to perform entry level labor tasks in the heavy-duty truck service industry.

*Associate Degree Applicable*

**DIESEL 030  
ADVANCED HEAVY-DUTY TRUCK SYSTEMS** 4 UNITS

**PREREQUISITE: DIESEL 028.**

**LECTURE: 3 hours per week and**

**LABORATORY: 3 hours per week.**

Advanced level theory and practical workshop in maintenance, air conditioning, ABS, computers, and operations of the heavy-duty truck and semi-tractors systems.

*Associate Degree Applicable*

**DIESEL 034  
INTRODUCTION TO HEAVY-DUTY COMPRESSED  
NATURAL GAS VEHICLE SYSTEMS** 2 UNITS

**PREREQUISITE: DIESEL 026.**

**LECTURE: 1.5 hours per week and**

**LABORATORY: 1.5 hours per week.**

This course provides theory and hands-on experience in the operation, service, inspection, and maintenance of compressed natural gas (CNG) systems. This course prepares students for ASE Alternate Fuels Test (F-1).

*Associate Degree Applicable*

**DIESEL 035  
HEAVY-DUTY VEHICLE AUTOMATIC  
TRANSMISSIONS** 2 UNITS

**PREREQUISITE: None**

**LECTURE: 1.5 hours per week and**

**LABORATORY: 1.5 hours per week.**

This course provides theory and hands on experience with heavy-duty vehicle automatic transmissions operation, construction, service and overhaul procedures. The purpose of the class is to prepare the students to successfully troubleshoot and repair heavy-duty vehicle automatic transmissions as well medium-duty vehicle automatic transmissions. Classroom topics include, but are not limited to: torque converter, power flows, vehicle interfaces, and troubleshooting. Lab work will consist of disassembly, inspection of all parts, and transmission reassembly.

## ECONOMICS

DIVISION: Business & Information Technology  
DIVISION DEAN: Margaret Ortiz, M.A.  
DEPARTMENT HEAD: Nickolas Zoumbos, M.S.  
Business 100D  
(909) 384-8912  
FACULTY: Walt Chatfield, Ph.D.  
J. D. Dulgeroff, Ph.D.  
DIVISION SECRETARY: Chris Williams  
DIVISION OFFICE: Business 101  
(909) 384-8908  
LIAISON COUNSELOR: André Wooten, M.A.  
(909) 384-4404

Economics is concerned with the study of how people and societies produce various commodities and distribute them for consumption, now or in the future, among various persons and groups in society. As a descriptive, academic discipline, it is concerned with accurate portrayals of national economics as well as those of regions, firms, and individuals. As an analytic discipline, its tools are used to order, modify, and describe economic activity.

Training in economics, supplemented by course work in other disciplines, provide excellent preparations for particular careers in industry, government, and many professions including management, law, education, public administration or consulting. The study of economics also provides useful intellectual training for individuals who may be uncertain about their future plans.

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Employ vocabulary of the subject studied.
- Find and interpret information.
- Locate, evaluate and select evidence to support or discredit an argument.
- Construct a persuasive argument.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.
- Defend a logical hypothesis to explain observed phenomenon.

### **COURSES OFFERED BY THE DEPARTMENT OF ECONOMICS:**

#### **ECON 100 INTRODUCTION TO ECONOMICS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Survey of the American economy and the development, functioning and significance of economic institutions. Emphasis on economic growth, the national debt, inflation and international economic problems.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

#### **ECON 200 INTRODUCTION TO MACROECONOMICS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Introduction to macroeconomic theory and the role of fiscal and monetary policies in economics with emphasis on national economic problems.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): ECON 2*

#### **ECON 200H INTRODUCTION TO MACROECONOMICS – HONORS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Introduction to macroeconomic theory and the role of fiscal and monetary policies in economics with special emphasis on national economic problems. Enrollment is limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

#### **ECON 201 PRINCIPLES OF MICROECONOMICS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Introduction to microeconomic theory including international economics, economic development, and comparative economic systems with emphasis on microeconomic problems.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ECON 4*

#### **ECON 208 BUSINESS AND ECONOMICS STATISTICS 4 UNITS**

**PREREQUISITE: MATH 095.**

**LECTURE: 4 hours per week.**

A review of statistical methods commonly used in business and economics including measures of central tendency; measures of dispersion and skewness; probability concepts and distributions; statistical inferences; parametric and non-parametric hypothesis testing; index numbers time series analysis, simple regression, and correlation analysis. This course is also offered as BUSCAL 208.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

#### **ECON 222 INDEPENDENT STUDY IN ECONOMICS 1-3 UNITS**

**PREREQUISITES: ECON 200 and ECON 201.**

**LABORATORY: 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 economics on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; credit determined after transfer to UC.*

#### **ECON 285 HONORS IN ECONOMICS 3 UNITS**

**PREREQUISITE: ECON 200 or ECON 201.**

**COREQUISITE: ECON 200 or ECON 201.**

**LECTURE: 3 hours per week.**

Building on the concepts introduced in Principles of Economics (200 or 201), this class focuses on contemporary social issues including the educational, energy, and environmental impact of economic decisions, the use of computers in the field of economics, and methods for conducting research in the fields of macro and micro-economics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## **EDUCATION**

DIVISION: Social Science & Human Development

DIVISION DEAN: Janice Noble, Ph.D.

DEPARTMENT HEAD: Juliann Martin, M.A.

North Hall 244

(909) 384-4457

OTHER FACULTY: Kathryn Adams, M.S.

Kellie Barnett, M.S.

Denise Knight, B.A.

Susan Shimoff, M.A.

Debra Ward, M.S.

DIVISION SECRETARY: Karen Deck

DIVISION OFFICE: Liberal Arts 122

(909) 384-8603

LIAISON COUNSELOR: Mary Beth Barrios, M.S.

(909) 384-4404

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

**EDU 290**  
**INTRODUCTION TO EDUCATION** **3 UNITS**  
**PREREQUISITE: CD 105.**  
**LECTURE: 3 hours per week.**

Introduction to the field of education, designed to familiarize students with philosophies of education, history of education in America, social, political and legal foundations of education, and contemporary issues in education. The course transfers to CSUSB for students, majoring in Liberal Studies/Education.

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

**ELECTRICITY/ELECTRONICS/ TECHNICAL CALCULATIONS**

DIVISION:	Applied Technology & Transportation
DIVISION DEAN:	Thomas Bauman, M.S., P.E.
DEPARTMENT HEAD:	Edward Szumski, M.A.
	Technical 108
	(909) 384-8501
OTHER FACULTY:	Carlos Busselle, B.A.
DIVISION SECRETARY:	Patsy Martinez
	(909) 384-8902
DIVISION OFFICE:	Technical 108
	(909) 384-4451
	(909) 384-4404
LIAISON COUNSELOR:	Jennifer Mendoza, M.S.
	(909) 384-4404

The Electricity/Electronics curriculum is designed to provide entry-level job training in this broad and expanding field. These classes lead to trainee positions in maintenance, installation, field service, networking, and apprenticeship in the area of specialization. Students who seek a Certificate or an Associate of Science Degree in the fields of: 1) Electronics Technology, 2) Communication Engineering Technology, 3) Computer Engineering Technology, 4) Electric Power Technology, or (5) Avionics Technology, will complete a series of Electronics Technology courses common to electricity, communications, and computers and then complete the appropriate area of specialization. All classes must be completed with a grade of C or better.

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Find and interpret information.

**ELECTRICITY/ELECTRONICS ASSOCIATE OF SCIENCE DEGREE**

To graduate with a specialization in one of the Electricity/Electronics majors, students must complete all the requirements for the appropriate certificate with a grade of C or better plus the general breadth requirements for the Associate Degree.

**ELECTRICITY/ELECTRONICS CERTIFICATES**

These certificates are designed to provide students with the fundamentals of electronics technology by offering courses common to electricity, communications and computers. This preparation can be for transfer to the university or for further study in areas of communications, computers, electricity, and aircraft electronics. It can also prepare students for entry-level positions in electronics maintenance, installation, field service, networking, and apprenticeship in the field of electronics technology. 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. Students should have normal color vision, hand/eye coordination and the ability to lift over 50 pounds.

**1. ELECTRONICS TECHNOLOGY**  
**(Core Courses required for all specializations)**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
TECALC 087 Technical Calculations	4
ELECTR 110 Direct Current Circuit Analysis	3
ELECTR 111 Direct Current Circuit Laboratory	1
ELECTR 115 Alternating Current Circuit Analysis	3
ELECTR 116 Alternating Current Circuit Lab	1
ELECTR 155 Electronic Drawing and Assembly	3
ELECTR 230 Semiconductor Devices	3
ELECTR 235 Solid State Circuit Analysis	4
ELECTR 265 Digital Logic Design	4
ELECTR 266 Microprocessor Technology	4
ELECTR 270 Linear Integrated Circuit Analysis	4
<b>TOTAL UNITS:</b>	<b>34</b>

**2. COMMUNICATIONS ENGINEERING TECHNOLOGY**

This certificate is designed to provide students with the fundamentals of electronics technology as it applies to communications engineering. The curriculum prepares students for entry-level positions in electronics communications maintenance, installation, field service, networking, and apprenticeship in the field of communications engineering technology. 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.

**Complete the REQUIRED COURSES for Electronics Technology plus -**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ELECTR 220B F.C.C. Rules and Regulations	3
ELECTR 250B Radio Transmitters, Receivers and Antennas	4
ELECTR 255B Telephone Networking	4
<b>TOTAL UNITS:</b>	<b>45</b>

**3. COMPUTER ENGINEERING TECHNOLOGY**

This certificate is designed to provide students with the fundamentals of electronics technology as it applies to computer engineering. The curriculum prepares students for entry-level positions in computer maintenance, installation, field service, networking, and apprenticeship in the field of computer engineering technology. 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.

**Complete the REQUIRED COURSES for Electronics Technology plus -**

**Continued on next page...**



### 3. COMPUTER ENGINEERING TECHNOLOGY

Continued...

REQUIRED COURSES:	UNITS
ELEC 217B Industrial Electricity	4
ELECTR 158 Microcomputer Operation	2
ELECTR 280B Computer Operations and Maint	4
<b>TOTAL UNITS:</b>	<b>44</b>

### 4. ELECTRIC POWER TECHNOLOGY

This certificate is designed to provide students with the fundamentals of electronics technology as it applies to industrial electricity. The curriculum prepares students for entry-level positions in electrical maintenance, installation, field service, networking, and apprenticeship in the field of electronic power technology. 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.

Complete the **REQUIRED COURSES** for Electronics Technology plus -

REQUIRED COURSES:	UNITS
ELEC 216B Introduction to Industrial Electricity	4
ELEC 217B Industrial Electricity	4
ELEC 218B Controlling Industrial Electricity	4
<b>TOTAL UNITS:</b>	<b>46</b>

### 5. AVIONICS TECHNOLOGY

This certificate is designed to provide students with the fundamentals of electronics technology as it applies to avionics. The curriculum prepares students for entry-level positions in aircraft electricity, maintenance, installation, field service, networking, and apprenticeship in the field of avionics technology. 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.

Complete the **REQUIRED COURSES** for Electronics Technology plus -

AERO 121* Aviation Fundamentals	3
AERO 140D Instrument Ground School & Flight Sim.	4
ELECTR 220B FCC Rules and Regulations	3
ELECTR 250B Radio Transmitters, Receivers, & Antennas	4
ELECTR 257B Navigation & Communication Syst	4
<b>TOTAL UNITS:</b>	<b>52</b>

\* AERO 102 & 103 can be substituted for AERO 121 & 140C

### COURSES OFFERED BY THE DEPARTMENT OF ELECTRICITY/ELECTRONICS:

**ELEC 012**  
**UTILITY POLE CLIMBING: OSPCTP** 3.25 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 4 hours per week.**

The study of the procedures, safety practices and equipment used in telephone and utility pole climbing. Subjects include: knots, handlines, cable repair, pole climbing, blueprints, cable placement, and pole handling. **DOCTOR'S VERIFICATION THAT THERE IS AN ABSENCE OF FEAR OF HEIGHTS, HEART TROUBLE, DIZZINESS, FAINTING SPELLS, HIGH BLOOD PRESSURE, BACK TROUBLE, ASTHMA, EPILEPSY; OR A PHYSICIAN'S STATEMENT THAT PRE-EXISTING CONDITIONS WILL NOT AFFECT THE STUDENT'S ABILITY TO SAFELY COMPLETE THIS COURSE IS REQUIRED.** Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**ELEC 216B**  
**INTRODUCTION TO INDUSTRIAL ELECTRICITY** 4 UNITS  
**PREREQUISITES: ELECTR 110 and ELECTR 111.**

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

The study of electrical power transmission, the National Electrical Code, electrical blueprints, and residential and commercial wiring.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ELEC 217B**  
**INDUSTRIAL ELECTRICITY** 4 UNITS  
**PREREQUISITE: ELECTR 115.**

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

Study of DC motors, single and polyphase AC motors, and the necessary controls and measuring equipment, industrial circuit protection and switching equipment.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ELEC 218B**  
**CONTROLLING INDUSTRIAL ELECTRICITY** 4 UNITS  
**PREREQUISITES: ELECTR 115 and ELECTR 116.**

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

The study of DC, AC and polyphase motor operation, of mechanical and programmable machine controls, relays and programmable controllers, ladder logic diagrams and the communication network linking the programmer, the controller and the machine.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ELECTR 110**  
**DIRECT CURRENT CIRCUIT ANALYSIS**      **3 UNITS**  
**PREREQUISITE:** None.  
**COREQUISITE:** **ELECTR 111.**  
**LECTURE:** **3 hours per week.**

A comprehensive course in direct circuit analysis including Ohm's Law, series and parallel circuit analysis, voltage and current dividers, DC meters, Kirchhoff's Laws, magnetic circuits, and network theorems.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ELECTR 111**  
**DIRECT CURRENT CIRCUIT LABORATORY**      **1 UNIT**  
**PREREQUISITE:** None.  
**COREQUISITE:** **ELECTR 110.**  
**LABORATORY:** **3 hours per week.**

The laboratory complement to ELECTR 110 including experiments reinforcing the theory of electricity and the necessary technical skills.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ELECTR 115**  
**ALTERNATING CURRENT CIRCUIT ANALYSIS**      **3 UNITS**

**PREREQUISITES:** **ELECTR 110 and ELECTR 111.**

**COREQUISITE:** **ELECTR 116.**

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

An in-depth analysis of alternating current circuits including AC generation and transformation, inductance and inductive circuits, capacitance and capacitive circuits, time constants, rectangular and polar notation, AC circuit analysis, resonance and filters.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ELECTR 116**  
**ALTERNATING CURRENT CIRCUIT LABORATORY**      **1 UNIT**

**PREREQUISITES:** **ELECTR 110 and ELECTR 111.**

**COREQUISITE:** **ELECTR 115.**

**LABORATORY:** **3 hours per week.**

The laboratory complement to ELECTR 115 including skill training in oscilloscopes QT boards, function generators, and other test equipment.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ELECTR 155**  
**ELECTRONIC DRAWING AND ASSEMBLY**      **3 UNITS**  
**PREREQUISITE:** None.

**LECTURE:** **2 hours per week and**

**LABORATORY:** **3 hours per week.**

Skill in interpreting and creating electronic drawings, circuit board construction and assembly. Emphasis on drawings, soldering, assembly, and fundamentals of CAD.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ELECTR 158**  
**MICROCOMPUTER OPERATION**      **2 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** **1.5 hours per week and**  
**LABORATORY:** **1.5 hours per week.**

A survey course in the technical applications of the microcomputer systems including computer interconnections, system capabilities and limitations, flowcharting, trouble isolation techniques and the use of microcomputers as calculating devices.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ELECTR 198**  
**ELECTRONICS WORK EXPERIENCE**      **1-4 UNITS**  
**PREREQUISITE:** None.

Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**ELECTR 220B**  
**F.C.C. RULES AND REGULATIONS**      **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** **3 hours per week.**

A review of the requirements for the General Radiotelephone Operator's License offered by the Federal Communications Commission.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**ELECTR 222**  
**SPECIAL PROBLEMS IN ELECTRONICS I**      **1 UNIT**  
**PREREQUISITE:** **ELECTR 116.**  
**INDEPENDENT STUDY:** **3 hours per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**ELECTR 223**  
**SPECIAL PROBLEMS IN ELECTRONICS II**      **2 UNITS**  
**PREREQUISITE:** **ELECTR 116.**  
**INDEPENDENT STUDY:** **6 hours per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**ELECTR 230**  
**SEMICONDUCTOR DEVICES** 3 UNITS  
**PREREQUISITE: ELECTR 110.**  
**LECTURE: 3 hours per week.**

An analysis of semiconductor devices including the chemistry and physics of the structure of matter, the structure of the atom and the operation of semiconductor of devices based on energy level analysis.

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

**ELECTR 235**  
**SOLID STATE CIRCUIT ANALYSIS** 4 UNITS  
**PREREQUISITE: ELECTR 230.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

An analysis of discrete solid state circuits and their design including diodes and their applications; circuit configurations; amplifiers and amplification; biasing techniques; quiescent point stabilization; feedback principles; FETs; photo devices; multi-stage amplifiers and power devices; multi-stage amplifiers and power amplifiers; breadboarding and evaluation of designed circuits using discrete components.

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

**ELECTR 250B**  
**RADIO TRANSMITTERS, RECEIVERS AND ANTENNAS** 4 UNITS

**PREREQUISITE: ELECTR 115.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Course includes radio frequency amplifiers, oscillators, signal spectra, elements of noise, AM and FM modulation and demodulation, AM and FM transmitter and receiver systems, transmitter and receiver circuits, frequency and phase modulation and demodulation, phase locked loops, pulse and digital modulation and demodulation and data communication techniques.

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

**ELECTR 255B**  
**TELEPHONE NETWORKING** 4 UNITS  
**PREREQUISITE: ELECTR 115.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Course includes telephone topology with emphasis on the Open System Interconnection (OSI) model, telephony color code, tools, patch panels, phone wiring and installation, voice and data block wiring, installation, and programming/troubleshooting a digital key system and network.

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

**ELECTR 257B**  
**NAVIGATION AND COMMUNICATION SYSTEMS** 4 UNITS

**PREREQUISITE: ELECTR 250B.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Bench test, installation and ramp test of transmitter and receiver systems and their operating principles. Systems include Auto Direction Finder, Very High Frequency Omnidirectional, LORAN-C, Omega, INS, DME, ILS, VHF comm, HF comm, FM transceivers and transponder.

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

**ELECTR 265**  
**DIGITAL LOGIC DESIGN** 4 UNITS  
**PREREQUISITE: None.**

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

Provides technicians, engineers, and programmers with a working knowledge of digital logic circuits and their application to logic circuits to computers. Includes theory and experience necessary to understand and analyze digital circuits logic and systems.

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

**ELECTR 266**  
**MICROPROCESSOR TECHNOLOGY** 4 UNITS  
**PREREQUISITE: ELECTR 265.**

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

Fundamental principles of microprocessors, 8080 series with emphasis on their operation and applications in radio, VCRs, and traffic control. Makes use of assembly language interfacing with both analog and digital circuitry. Includes breadboarding circuits and controlling them with the 8080 microprocessor.

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

**ELECTR 270**  
**LINEAR INTEGRATED CIRCUIT ANALYSIS** 4 UNITS  
**PREREQUISITE: ELECTR 115 and ELECTR 116.**

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

A review of bipolar transistor fundamentals and differential amplifiers with emphasis on inner connections and circuit designs using integrated circuit operational amplifiers, phase-lock loops, and current differentiating amplifiers. Includes breadboarding and evaluation of various types of active linear and pulse circuits involving operational amplifiers and phase-lock loops.

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

**ELECTR 280B**  
**MINI COMPUTER OPERATION AND MAINTENANCE** 4 UNITS

**PREREQUISITE: ELECTR 266.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Provides technicians and engineers with a working knowledge of the principles and analysis techniques applicable to computer operations and maintenance. Includes the theory and experience necessary to understand and analyze computer circuitry as needed for entry-level work in the computer and electronics industry.

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

**ELECTR 290B**  
**INDUSTRIAL COMPUTERS AND ROBOTICS** 4 UNITS  
**MAINTENANCE**

**PREREQUISITE: ELECTR 266.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

A comprehensive study of computers and robots used in industry. Includes diagnostics and programming for controlling robots, machines and medical equipment.

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

**TECALC 950  
SHOP CALCULATIONS**

**3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A basic skills course designed as a review of whole numbers, fractions, decimals, problem solving methods, and practical measurements.

*Not applicable to the Associate Degree*

**TECALC 087  
TECHNICAL CALCULATIONS**

**4 UNITS**

**PREREQUISITE: None.**

**LECTURE: 4 hours per week.**

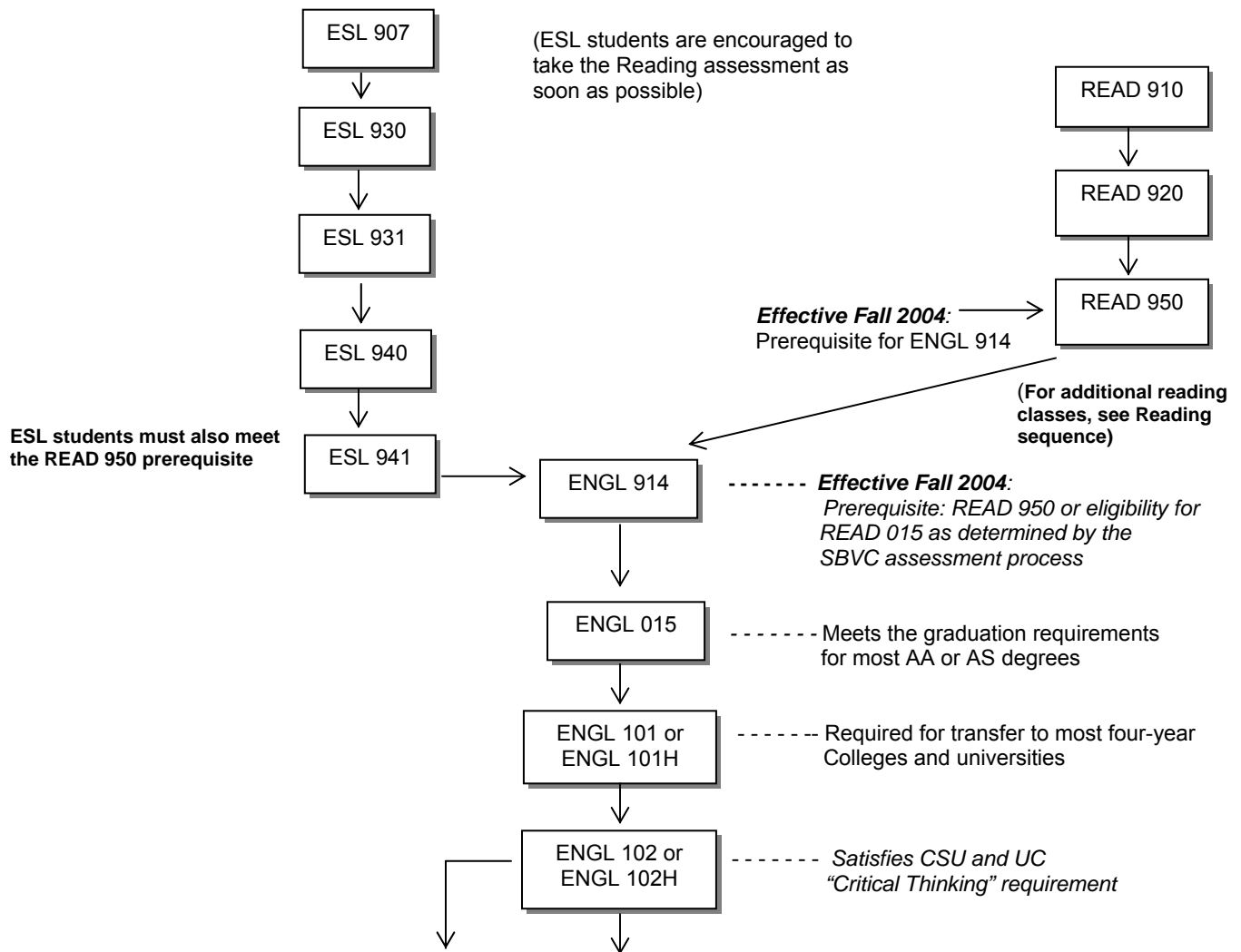
Practical use and applications of technical calculations on topics such as electrical, measurements, temperature, volume, weight, and positioning. Includes the number line, working with dedicated formula, applied problems, geometric principles, graphs, right triangles, coordinate systems, and scientific notation.

*Associate Degree Applicable*



## Sequence of English Courses at SBVC

Your placement within any of the sequences is dependent on the results of the SBVC Reading and English assessment process.  
(Contact a counselor for details and the Admissions Office for assessment dates.)



### ADVANCED ENGLISH COURSES

**Advanced English Courses: News Writing, Creating Writing, and Literature courses  
(ENGL 120 through ENGL 281) have a prerequisite of ENGL 101**

- ENGL 120 Fundamentals of News Writing
- ENGL 122x4 Journalism Production
- ENGL 151 Freshman Composition and Literature
- ENGL 153 Literature and Film
- ENGL 155 Children's Literature
- ENGL 161 Women Writers
- ENGL 163 Chicano Literature
- ENGL 165 African-American Literature
- ENGL 175 Literature and Religion of the Bible
- ENGL 232 Creative Writing
- ENGL 260 American Literature: to the Mid-1800s
- ENGL 261 American Literature: from the Mid-1800s to the Present
- ENGL 270 English Literature to the 18th Century
- ENGL 271 English Literature from the 18th Century to the Present
- ENGL 275 Shakespeare
- ENGL 280 World Literature to the 17th Century
- ENGL 281 World Literature from the 17th Century to the Present

## ENGLISH

DIVISION:	Humanities
DIVISION DEAN:	Marjorie Price, M.A., M.Ed.
DEPARTMENT HEAD:	Judith Ashton, M.A. Liberal Arts 217A (909) 384-8617
OTHER FACULTY:	Horace Alexander, Ed.D. Sharon Chapman, M.A. Paula Ferri-Milligan, M.A. Sheela Free, Ph.D. Diane Hunter, M.A. Edward Jones, M.F.A. Thomas Kinnaird, M.A. Joel Lamore, M.A. Dirkson Lee, M.A. Yvette Lee, M.A. William McKie, M.A. Dolores Moreno, M.A. Joseph Notarangelo, M.A. Anasuya Pal, Ph.D. Edward Perez, Ph.D. Michael Slusser, M.A. Julie Tilton, M.A.
DIVISION SECRETARIES:	Kelly Adcock (909) 384-8906 Cheryl Benner (909) 384-8633
DIVISION OFFICE:	North Hall 236 (909) 384-4445
LIAISON COUNSELOR:	Juan Zepeda, M.S. (909) 384-4404

The English Department offers courses in composition, literature, journalism, creative writing, English as a second-language, and basic skills. These courses are designed to help students develop skills in reading perceptively, thinking critically, and writing effectively. The Writing Center, located in Liberal Arts 201, offers supplemental support to assist students in developing these skills.

In order to be placed into the proper level of composition class, all new students are required to take a placement test and meet with a counselor prior to enrollment. A schedule of test dates is available in the Counseling Center. A counselor will use those scores as well as other information, such as high school and/or work experience, to place students in the proper English class.

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Evaluate diverse artistic works.
- Demonstrate creative thought through original expression.
- Demonstrate etiquette in face-to-face and written interactions.
- Work effectively in group settings.
- Utilize conflict resolution skills.
- Demonstrate knowledge of and respect for other cultures.
- Demonstrate knowledge of and respect for one's own culture.

## COURSES OFFERED BY THE DEPARTMENT OF ENGLISH:

**ENGL 911**  
**BASIC GRAMMAR AND USAGE REVIEW** 1 UNIT  
**PREREQUISITE: None.**

**LECTURE: 1 hour per week.**

A review of basic English grammar (parts of speech and sentence structure) as well as a review of common errors in grammar and usage.

*Not applicable to the Associate Degree*

**ENGL 912**  
**RESEARCH PAPER WORKSHOP** 1 UNIT  
**PREREQUISITE: None.**

**LECTURE: 1 hour per week.**

A workshop to prepare students in all phases of preparing a research paper, from selecting a topic to final format.

*Not Applicable to the Associate Degree*

**ENGL 914**  
**BASIC WRITING** 3 UNITS  
**PREREQUISITE: READ 950 or eligibility for READ 015 as determined by SBVC assessment process OR ESL 941.**

**LECTURE: 3 hours per week.**

A basic skills writing course for students who are not eligible for ENGL 015. Focus is on effective sentences and paragraphs including an extensive review of grammar, punctuation, and usage.

*Not Applicable to the Associate Degree*

**ENGL 920**  
**GRAMMAR** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An introductory course on basic grammatical principles and language use, focusing on the structure of the sentence, parts of speech and major errors in grammar and usage.

*Not Applicable to the Associate Degree*

**ENGL 015**  
**PREPARATION FOR COLLEGE WRITING** 4 UNITS

**PREREQUISITE: ENGL 914 or eligibility for ENGL 015 as determined by SBVC assessment process.**

**LECTURE: 4 hours per week.**

A writing course designed to prepare students for ENGL 101. Primary focus on the development of the paragraph and short essay. Includes a review of grammar, sentence structure, and punctuation.

*Associate Degree Applicable*

**ENGL 020**  
**FUNDAMENTALS OF NEWS WRITING** 3 UNITS  
**PREREQUISITE: ENGL 914 or eligibility for ENGL 015 as determined by SBVC assessment process.**

**LECTURE: 3 hours per week.**

A course in journalistic writing: reporting, feature writing, interpretation, editorial and column writing and critical review of the arts. Emphasis is on the most basic form, the news story. This non-transfer course is taught simultaneously with ENGL 120, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

**ENGL 022x4**  
**JOURNALISM PRODUCTION** 2 UNITS  
**PREREQUISITE:** ENGL 914 or eligibility for ENGL 015  
as determined by SBVC assessment process.  
**LABORATORY:** 6 hours per week.

A laboratory course for the production of the campus newspaper. Students participate in all phases of newspaper production: writing, reporting, layout, advertising, photography, editing and distribution. This course may be taken four times. This non-transfer course is taught simultaneously with ENGL 122x4, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures. This course may be taken four times.

*Associate Degree Applicable*

**ENGL 032**  
**CREATIVE WRITING** 3 UNITS  
**PREREQUISITE:** ENGL 914 or eligibility for ENGL 015  
as determined by SBVC assessment process.  
**LECTURE:** 3 hours per week.

Introductory course in creative writing focusing on poetry and fiction. Includes strategies for writing both poetry and fiction, and the development of critical standards for judging literature. This non-transfer course is taught simultaneously with ENGL 232, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures

*Associate Degree Applicable*

**ENGL 055**  
**CHILDREN'S LITERATURE** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Survey of literature written for children with emphasis on values common to all significant literature. This non-transfer course is taught simultaneously with ENGL 155, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

**ENGL 061**  
**WOMEN WRITERS** 3 UNITS  
**PREREQUISITE:** ENGL 914 or eligibility for ENGL 015  
as determined by SBVC assessment process.  
**LECTURE:** 3 hours per week.

A survey of poetry and prose by prominent women writers, exploring historical and contemporary issues in women's lives. This non-transfer course is taught simultaneously with ENGL 161, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

**ENGL 063**  
**CHICANO LITERATURE** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Survey of representative Chicano literature including novels, drama, poetry, and essays. This non-transfer course is taught simultaneously with ENGL 163, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

**ENGL 065**  
**AFRICAN-AMERICAN LITERATURE** 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A survey of some of the most important works written by African-Americans in the genres of poetry, drama, the short story, the novel and the essay. This non-transfer course is taught simultaneously with ENGL 165, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

**ENGL 070**  
**ENGLISH LITERATURE TO THE 18<sup>TH</sup> CENTURY** 3 UNITS

**PREREQUISITE:** ENGL 914 or eligibility for ENGL 015  
as determined by SBVC assessment process.  
**LECTURE:** 3 hours per week.

Analysis of masterpieces of every literary type significant in the development of English literature from the Middle Ages to the early 18th Century, supplemented by a study of the historical and social background of the literature and lives of representative and important writers. This non-transfer course is taught simultaneously with ENGL 270, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

**ENGL 071**  
**ENGLISH LITERATURE FROM THE 18<sup>TH</sup> CENTURY  
TO THE PRESENT** 3 UNITS  
**PREREQUISITE:** ENGL 914 or eligibility for ENGL 015  
as determined by SBVC assessment process.  
**LECTURE:** 3 hours per week.

Analysis of masterpieces of every literary type significant in the development of English literature from the 18th Century to the present day, supplemented by a study of the historical and social background of the literature and lives of representative and important writers. This non-transfer course is taught simultaneously with ENGL 271, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

**ENGL 075**  
**LITERATURE AND RELIGION OF THE BIBLE** 3 UNITS

**PREREQUISITE:** ENGL 914 or eligibility for ENGL 015  
as determined by SBVC assessment process.  
**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 non-transfer course is taught simultaneously with ENGL 175, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

**ENGL 077**  
**SHAKESPEARE** 3 UNITS  
**PREREQUISITE:** ENGL 914 or eligibility for ENGL 015 as determined by SBVC assessment process.  
**LECTURE:** 3 hours per week.

A critical analysis of a selection of Shakespeare's plays representative of his literary development. Lectures, films, and recordings will examine life and the theater in Elizabethan England. This non-transfer course is taught simultaneously with ENGL 275, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.  
*Associate Degree Applicable*

**ENGL 080**  
**WORLD LITERATURE TO THE 17<sup>TH</sup> CENTURY** 3 UNITS  
**PREREQUISITE:** ENGL 914 or eligibility for ENGL 015 as determined by SBVC assessment process.  
**LECTURE:** 3 hours per week.

An introduction to world literature from the beginning to the seventeenth century, including a critical analysis of selected samples of literature within the context of the culture and time in which they were written. This non-transfer course is taught simultaneously with ENGL 280, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.  
*Associate Degree Applicable*

**ENGL 081**  
**WORLD LITERATURE: FROM THE 17<sup>TH</sup> CENTURY TO THE PRESENT** 3 UNITS  
**PREREQUISITE:** ENGL 914 or eligibility for ENGL 015 as determined by SBVC assessment process.  
**LECTURE:** 3 Hours per week.

An introduction to world literature from the seventeenth century to the present, including a critical analysis of selected samples of literature within the context of the culture and time in which they were written. This non-transfer course is taught simultaneously with ENGL 281, a transfer-level course. Assignments differ for the two courses although students participate in the same lectures.  
*Associate Degree Applicable*

**ENGL 101**  
**FRESHMAN COMPOSITION** 4 UNITS  
**PREREQUISITE:** ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process.  
**LECTURE:** 4 hours per week.

A writing course which emphasizes expository and argumentative essays. Includes reading and analysis of various forms of writing, instruction in library research and preparation of documented papers.  
*Associate Degree Applicable*  
Course credit transfers to CSU and \*UC.  
CAN (California Articulation Number): ENGL 2

**ENGL 101H**  
**FRESHMAN COMPOSITION-HONORS** 4 UNITS  
**PREREQUISITE:** ENGL 015 or eligibility for ENGL101 as determined by SBVC assessment process.  
**LECTURE:** 4 hours per week.

A writing course which emphasizes expository and argumentative essays. Includes reading and analysis of various forms of writing, instruction in library research and preparation of documented papers. Enrollment is limited to students eligible for the Honors Program.  
*Associate Degree Applicable*  
Course credit transfers to CSU and \*UC.

**ENGL 102**  
**INTERMEDIATE COMPOSITION AND CRITICAL THINKING** 4 UNITS  
**PREREQUISITE:** ENGL 101.  
**LECTURE:** 4 hours per week.

Further work in the expository and argumentative essay with emphasis on the critical examination of literature and on analytical and explicatory writing.  
*Associate Degree Applicable*  
Course credit transfers to CSU and \*UC.

**ENGL 102H**  
**INTERMEDIATE COMPOSITION AND CRITICAL THINKING – HONORS** 4 UNITS  
**PREREQUISITE:** ENGL 101 or ENGL 101H.  
**LECTURE:** 4 hours per week.

Further work in the expository and argumentative essay with emphasis on the critical examination of literature and on analytical and explicatory writing. Enrollment is limited to students eligible for the Honors Program.  
*Associate Degree Applicable*  
Course credit transfers to CSU and \*UC.

**ENGL 120**  
**FUNDAMENTALS OF NEWS WRITING** 3 UNITS  
**PREREQUISITE:** ENGL 101.  
**LECTURE:** 3 hours per week.

A course in journalistic writing: reporting, feature writing, interpretation, editorial and column writing and critical review of the arts. Emphasis on the most basic form, the news story.  
*Associate Degree Applicable*  
Course credit transfers to CSU and UC.  
CAN (California Articulation Number): JOUR 2

**ENGL 122x4**  
**JOURNALISM PRODUCTION** 2 UNITS  
**PREREQUISITE:** ENGL 101 or ENGL 101H.  
**LABORATORY:** 6 hours per week.

A laboratory course for the production of the campus newspaper. Students participate in all phases of newspaper production: writing, reporting, layout, advertising, photography, editing, and distribution. This course may be taken four times.  
*Associate Degree Applicable*  
Course credit transfers to CSU.

**ENGL 125x2**  
**LITERARY MAGAZINE PRODUCTION** 2 UNITS  
**PREREQUISITE:** ENGL 015 or eligibility for ENGL101 as determined by SBVC assessment process.  
**LABORATORY:** 4 hours per week.

The production of the college literary magazine including selecting material, planning format, typesetting, and paste-up. This course may be taken two times.  
*Associate Degree Applicable*  
Course credit transfers to CSU.



**ENGL 151**  
**FRESHMAN COMPOSITION AND LITERATURE** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

Study of fiction, poetry, and drama with emphasis on the fundamental principles of literary criticism and interpretation. Includes student writing based on critical reading.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ENGL 4*

**ENGL 153**  
**LITERATURE AND FILM** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 2 hours per week and**

**LABORATORY: 2 hours per week.**

A study of literature adapted into film. Students will read short stories, novels, and plays; view the film(s) adapted from each literary work; and write critical and analytic essays about the literature, the films, and their interplay.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ENGL 155**  
**CHILDREN'S LITERATURE** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

Survey of literature written for children with emphasis on values common to all significant literature. This transfer course is taught simultaneously with ENGL 055, a non-transfer course. Assignments differ for the two courses although the students participate in the same lectures.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ENGL 161**  
**WOMEN WRITERS** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

A survey of poetry and prose by prominent women writers, exploring historical and contemporary issues in women's lives.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ENGL 163**  
**CHICANO LITERATURE** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

Survey of representative Chicano literature including novels, drama, poetry, and essays which focus on the cultural, social, and political developments/themes which shape and characterize Chicano culture and literary expression. This transfer course is taught simultaneously with ENGL 063, a non-transfer-level course. Assignments differ for the two courses although students participate in the same lectures.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ENGL 165**  
**AFRICAN-AMERICAN LITERATURE** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

A survey of some of the most important works written by African-Americans in the genres of poetry, drama, the short story, the novel and the essay. This transfer course is taught simultaneously with ENGL 065, a non-transfer course. Assignments differ for the two courses although the students participate in the same lectures.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ENGL 175**  
**LITERATURE AND RELIGION OF THE BIBLE** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

The English Bible as literature and as religion including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed and an extensive reading of the two testaments. This course is also offered as RELIG 175.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**ENGL 232**  
**CREATIVE WRITING** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

An introductory course in creative writing focusing on poetry and fiction. Includes strategies for writing both poetry and fiction, and the development of critical standards for judging literature.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ENGL 6*

**ENGL 260**  
**AMERICAN LITERATURE: TO THE MID-1800S** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

Reading of representative literary works of significant writers to illustrate the origin and development of American thought and culture from colonial times to the mid-1800s.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ENGL 14*

**ENGL 261**  
**AMERICAN LITERATURE: FROM THE MID-1800S**  
**TO THE PRESENT** 3 UNITS

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

Reading of representative literary works of significant writers to illustrate the development of literary and intellectual American thought from the mid-1800s to the present.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): ENGL 16*

**ENGL 270**  
**ENGLISH LITERATURE TO THE 18TH CENTURY** 3 UNITS

**PREREQUISITE: ENGL 101.**  
**LECTURE: 3 hours per week.**

Analysis of masterpieces of every literary type significant in the development of English literature from the Middle Ages to the early 18th century, supplemented by a study of the historical and social background of the literature and lives of representative and important writers.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): ENGL 8*

**ENGL 271**  
**ENGLISH LITERATURE FROM THE 18TH CENTURY**  
**TO THE PRESENT** 3 UNITS

**PREREQUISITE: ENGL 101.**  
**LECTURE: 3 hours per week.**

Analysis of masterpieces of every literary type significant in the development of English literature from the 18th century to the present day, supplemented by a study of the historical and social background of the literature and lives of representative and important writers.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): ENGL 10*

**ENGL 275**  
**SHAKESPEARE** 3 UNITS

**PREREQUISITE: ENGL 101.**  
**LECTURE: 3 hours per week.**

A critical analysis of a selection of Shakespeare's plays representative of his literary development. Lectures, films, and records examine life and the theatre in Elizabethan England.

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

**ENGL 280**  
**WORLD LITERATURE: TO THE 17TH CENTURY** 3 UNITS

**PREREQUISITE: ENGL 101.**  
**LECTURE: 3 hours per week.**

An introduction to world literature from the beginning to the 17<sup>th</sup> century, including a critical analysis of selected samples of literature within the context of the culture and time in which they were written.

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

**ENGL 281**  
**WORLD LITERATURE: FROM THE 17TH CENTURY**  
**TO THE PRESENT** 3 UNITS

**PREREQUISITE: ENGL 101.**  
**LECTURE: 3 hours per week.**

An introduction to world literature from the 17th century to the present, including a critical analysis of selected samples of literature within the context of the culture and time in which they were written.

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

**ENGLISH AS A SECOND LANGUAGE**

*Courses in English as a second language are designed for individuals learning English as a foreign language. The various courses cover writing, conversation, spelling and vocabulary in the English language.*

Core competencies emphasized by courses in this department:

- Write clearly.
- Speak clearly.
- Employ vocabulary of the subject studied.

**ESL 906**  
**THE SOUND PATTERNS OF ENGLISH** 3 UNITS

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

A basic skills course designed to increase the non-native English speaker's ability to understand and pronounce the sounds of standard American English. Instruction in the pronunciation of vowels, consonants and intonation patterns with special emphasis in decreasing communication problems due to non-standard American English pronunciation.

*Not Applicable to the Associate Degree*

**ESL 907**  
**PRACTICAL CONVERSATION** 3 UNITS

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

This is a course designed to increase non-native students' skills in pronunciation, listening and conversation. The course will offer extensive listening and conversation instruction.

*Not Applicable to the Associate Degree*

**ESL 930**  
**PATTERNS OF CONTEMPORARY ENGLISH I** 4 UNITS

**PREREQUISITE: None.**  
**LECTURE: 4 hours per week.**

This is the first of two courses which together present an introduction of spoken and written English for non-native speakers of English. It provides instruction on listening comprehension, conversation, reading and writing. The course covers grammatical features, troublesome exceptions, elementary pronunciation and basic sentence patterns.

*Not Applicable to the Associate Degree*

**ESL 931**  
**PATTERNS OF CONTEMPORARY ENGLISH II** 4 UNITS

**PREREQUISITE: ESL 930 or eligibility as determined by SBVC assessment process.**  
**LECTURE: 4 hours per week.**

This is the second of a two-course basic skills sequence which together present an introduction of spoken and written English for non-native speakers of English. It provides instruction on listening comprehension, conversation, reading and writing. The course covers grammatical features, troublesome exceptions, elementary pronunciation and basic sentence patterns including complex sentences and simple paragraphs.

*Not Applicable to the Associate Degree*

**ESL 940**  
**PATTERNS OF CONTEMPORARY ENGLISH III**

**4 UNITS**

**PREREQUISITE: ESL 931 or eligibility as determined by SBVC assessment process.**

**LECTURE: 4 hours per week.**

The first of a two-course basic skills sequence emphasizing written English. Emphasis on intensive paragraph writing preparation, reading comprehension practice, and instruction on writing brief essay responses to questions on reading passages.

*Not Applicable to the Associate Degree*

**ESL 941**  
**PATTERNS OF CONTEMPORARY ENGLISH IV**

**4 UNITS**

**PREREQUISITE: ESL 940 or eligibility as determined through the SBVC assessment process.**

**LECTURE: 4 hours per week.**

The second of a two-course basic skills sequence emphasizing written English. Emphasis on intensive paragraph writing preparation, reading comprehension practice, writing brief essay responses to short articles and developing summarizing skills.

*Not Applicable to the Associate Degree*

## ENGINEERING

DIVISION: Science and Math  
DIVISION DEAN: Haragewen Kinde, Ed.D.  
DEPARTMENT HEAD: John Stanskas, Ph.D.  
Chemistry 114  
(909) 384-8268

DIVISION SECRETARY: Rose Garcia  
DIVISION OFFICE: Chemistry 121  
(909) 384-8645

LIAISON COUNSELOR: Rafael Herrera, M.S.  
(909) 384-4404

**ENGR 265**  
**ENGINEERING MECHANICS – STATICS** **3 UNITS**

**PREREQUISITE: PHYSIC 200.**

**LECTURE: 3 hours per week.**

This course lays the foundation of Newtonian mechanics for students to learn the basic fundamental engineering science and serves as the building blocks for further courses in analysis and design. A study of two- and three-dimensional equilibrium of particles and rigid bodies; concentrated and rigid bodies; concentrated and distributed force systems; shear and bending moment stresses in beams and other rigid bodies; analysis of frames, machine and trusses; force resultants using vectors in two and three dimensions; non-coplanar force systems, friction forces; center of gravity and moment of inertia.

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

## ESCROW

See the Department of REAL ESTATE AND ESCROW

## FAMILY AND CONSUMER SCIENCE

DIVISION: Social Science & Human Development  
DIVISION DEAN: Janice Noble, Ph.D.  
DEPARTMENT HEAD: Juliann Martin, M.A.  
North Hall 244  
(909) 384-4457  
DIVISION SECRETARY: Karen Deck  
DIVISION OFFICE: Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Mary Beth Barrios, M.S.  
(909) 384-4404

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Employ vocabulary of the subject studied.
- Find and interpret information.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.
- Display behavior consistent with ethical standards within a discipline.

## FAMILY AND CONSUMER SCIENCE CERTIFICATES

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

### 1. DIETETIC AIDE CERTIFICATE

This certificate is designed to prepare students for entry-level employment in dietetics, assisting dietitians in the provision of food service and nutritional programs. 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
FCS 160 Food Preparation	3
FCS 161 Quantity Food Preparation	3
FCS 162 Nutrition	3
FCS 225 Sanitation and Safety	3
FCS 235 Menu Planning	3
FCS 240 Purchasing	3
FCS 260 Modified Diets	3
<b>TOTAL UNITS:</b>	<b>21</b>

### 2. DIETETIC SERVICE SUPERVISOR CERTIFICATE

This certificate is designed to prepare students to meet the California Department of Health Licensing Requirements for Dietetic Service Supervisor [DSS] in order to supervise production, writing menus, designing diets, teaching classes to food service personnel, and giving diet instructions. 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
FCS 160 Food Preparation	3
FCS 161 Quantity Food Preparation	3
FCS 162 Nutrition	3
FCS 225 Sanitation and Safety	3

Continued on next page...

## 2. DIETETIC SERVICE SUPERVISOR CERTIFICATE,

Continued...

FCS 240 Purchasing	3
FCS 260 Modified Diets	3
FCS 262 Nutrition Care	4.5
FCS 264 Nutrition Management	3

### RECOMMENDED COURSES:

BUSAD 105 Small Business Management	3
TECALC 097 Technical Calculations	4

Or

MATH 090 Elementary Algebra	(4)
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**TOTAL UNITS: 25.5-32.5**

### **COURSES OFFERED BY THE DEPARTMENT OF FAMILY AND CONSUMER SCIENCE:**

**FCS 160**  
**INTRODUCTION TO FOODS** 3 UNITS

**PREREQUISITE: None.**

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

Introduction to food science principles and food preparation techniques. Emphasis on ingredient functions and interactions; technique, production and sensory evaluation standards, food safety, sanitation, nutrient values, and food presentation. This course is also listed as RM160.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*CAN (California Articulation Number): FCS 8*

**FCS 161**  
**QUANTITY FOOD PREPARATION** 3 UNITS

**PREREQUISITE: FCS 160 or RM 160.**

**LECTURE: 3 hours per week.**

Introduction to the scientific theory of the application of heat, and the changes that takes place in food during the cooking process. Includes handling of kitchen tools and equipment, analysis of budgets, and the proper techniques of preparing food for quantity production. This course is also offered as RM/FS 161.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**FCS 162**  
**NUTRITION** 3 UNITS

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Emphasis on individual needs, food sources of nutrients, current nutritional issues and diet analysis.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): FCS 2*

## **FCS 198** **FAMILY AND CONSUMER SCIENCE WORK**

**EXPERIENCE 1-4 UNITS**

**PREREQUISITE: None.**

Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**FCS 222**  
**SPECIAL PROBLEMS IN FAMILY AND**  
**CONSUMER SCIENCE I 1 UNIT**

**PREREQUISITE: One class in Family and Consumer Science.**

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

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

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**FCS 225**  
**SANITATION AND SAFETY 3 UNITS**

**PREREQUISITE: FCS 160 or RM/FS 101 or RM 160.**

**LECTURE: 3 hours per week.**

Sanitation and safety as these effect the individual and the operation with a focus on prevention and control of problems encountered in client and employee safety and sanitation. Includes accidents, fire prevention, security maintenance and foodborne illnesses. This course is also offered as RM/FS 225.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**FCS 235**  
**MENU PLANNING 3 UNITS**

**PREREQUISITE: FCS 160 or RM/FS 101 or RM 160.**

**LECTURE: 3 hours per week.**

Principles of menu planning with emphasis on development, types, organization and significance of menus. Includes cost and pricing of menu items, and current legislation regarding truth in advertising. This course is also offered as RM 235.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**FCS 240**  
**PURCHASING 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Policies, procedures, controls and their implementation in purchasing merchandise and supplies including food, beverage, equipment, service-ware, furniture, fixtures, and contract services. Students write and analyze reports of purchasing procedures, manuals, and receiving reports. This course is also offered as RM/FS 240.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**FCS 260**  
**MODIFIED DIETS** **3 UNITS**  
**PREREQUISITE: FCS 162.**  
**LECTURE: 3 hours per week.**

The principles of nutrition relating to modified diets used in the treatment of abnormal physical conditions with an emphasis on the rationale for the diet and how these modifications will improve the patient's condition.

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

**FCS 262**  
**NUTRITION CARE** **4.5 UNITS**  
**PREREQUISITE: FCS 162.**  
**COREQUISITE: FCS 260.**  
**LECTURE: 2 hours per week and**  
**FIELD WORK: 150 hours total.**

The integration of academic knowledge and clinical field experience in dietary health care including nutrition care, dietary evaluation, education, and case studies.

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

**FCS 264**  
**NUTRITION MANAGEMENT** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

Planning and coordinating the operation of a food service system within the policies of an organization including the staffing, training, procedures, and responsibilities for financial planning and cost control.

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

### FOOD SERVICE

See the Department of RESTAURANT  
MANAGEMENT/FOOD SERVICE

### FRENCH

DIVISION: Humanities  
DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
DEPARTMENT HEAD: Nori Sogomonian  
North Hall 221-222  
(909) 384-8544  
DIVISION SECRETARIES: Kelly Adcock  
(909) 384-8906  
Cheryl Benner  
(909) 384-8633  
DIVISION OFFICE: North Hall 236  
(909) 384-4445  
LIAISON COUNSELOR: Juan Zepeda, M.S.  
(909) 384-4404

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.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Apply learned knowledge to new situations.
- Work effectively in group settings.
- Demonstrate knowledge of and respect for other cultures.

### FRENCH COURSES OFFERED BY THE DEPARTMENT OF MODERN LANGUAGES:

**FRENCH 101**  
**COLLEGE FRENCH I** **5 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 5 hours per week.**

Develops the ability to converse, read and write in French. The course includes the study of essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to the culture of French-speaking peoples. This course corresponds to two years of high school study.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): FREN 2*

**FRENCH 102**  
**COLLEGE FRENCH II** **5 UNITS**  
**PREREQUISITE: FRENCH 101.**

**LECTURE: 5 hours per week.**

Continues to develop conversational, reading and writing skills in French with special emphasis on past tense verbs, grammar, vocabulary expansion and cultural applications of the French language.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): FREN 4*

### GEOGRAPHIC INFORMATION SYSTEMS

DIVISION: Science and Math  
DIVISION DEAN: Haragewen Kinde, Ed.D.  
DEPARTMENT HEAD: Todd Heibel, M.A.  
Chemistry 113  
(909) 384-8986  
DIVISION SECRETARY: Rose Garcia  
DIVISION OFFICE: Chemistry 121  
(909) 384-8645  
LIAISON COUNSELOR: Rafael Herrera, M.S.  
(909) 384-4404

**GEOGRAPHIC INFORMATION SYSTEMS  
CERTIFICATE**

This certificate is designed to prepare students for entry-level employment in Geographic Information Systems [GIS] and automated mapping technology, utilizing earth resources data satellites, aerial photography, and computerized data banks of spatial data. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
GIS 130 Introduction to Geographic Information Systems (GIS)	3
GIS 131 GIS Applications	3
GIS 133 GIS Cartography and Base Map Dev	3
GIS 135 Spatial Analysis with GIS	3
GIS 136 GIS for Science, Government and Business	3
Or	
GIS 137 Advanced GIS Applications	(3)
GIS 139 Global Positioning Systems (GPS) Field Techniques	1
Or	
GIS 150 GIS Internship	(1)
<b>TOTAL UNITS:</b>	<b>16</b>

**COURSES OFFERED BY THE DEPARTMENT OF  
GEOGRAPHIC INFORMATION SYSTEMS (GIS):**

**GIS 130  
INTRODUCTION TO GEOGRAPHIC INFORMATION  
SYSTEMS (GIS) 3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

An introduction to the fundamentals of Geographic Information Systems (GIS) including the history of automated mapping. Includes a brief introduction to basic cartographic principles, an in-depth review of the hardware and software used in GIS, and various applications of GIS technology in environmental science, business and government.

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

**GIS 131  
GIS APPLICATIONS 3 UNITS**

**PREREQUISITE: CIT 101.**  
**DEPARTMENTAL ADVISORY: GIS 130.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 2 hours per week.**

Survey of the fundamentals of Geographic Information Systems (GIS) including hands-on experience in hardware and software elements used in GIS, vector-based data structures using ArcView, and raster-based data structures using ArcView Spatial Analysis Module.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**GIS 133  
GIS CARTOGRAPHY AND BASE MAP DEVELOPMENT  
3 UNITS**

**PREREQUISITE: GIS 131.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 2 hours per week.**

A comprehensive study of Geographic Information Systems (GIS) cartographic principles, data acquisition methods used in map production, and methods of base map development. Includes an in-depth study of cartography, such as history, principles, map projections, scales, and map accuracy; methods of data acquisition, such as basic principles used in remote sensing, aerial images and the use of Global Positioning System (GPS) in the field for map feature location; techniques of GIS base map development, such as scanning, digitizing and coordinate geometry; and the production of professional quality maps using Arc View software.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**GIS 135  
SPATIAL ANALYSIS WITH GIS 3 UNITS**

**PREREQUISITE: GIS 131.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 2 hours per week.**

An introduction to spatial analysis including the use of the principles of statistics in analysis of geographically referenced data; sampling strategies for data used in Geographic Information Systems (GIS) using raster and vector data structures; comparisons of conventional and geostatistical estimation techniques; single and multi-layer statistical operations including classification, coordination, and modeling analysis. Emphasis on application and interpretation of spatial analyses and problems in spatial correlation.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**GIS 136  
GIS FOR SCIENCE, GOVERNMENT AND BUSINESS  
3 UNITS**

**PREREQUISITE: GIS 135.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 2 hours per week.**

An in-depth survey of the uses of Geographic Information Systems (GIS) techniques in science (geography, geology, oceanography, archeology and meteorology), government (city, county, state and federal) and business. Topics include data acquisition, accuracy, analysis, presentation techniques and legal issues for various GIS applications. Students produce a GIS project, including hardware and software requirements, methods of data acquisition, formulation of data standards, data structure, database features and attributes, metadata standards, methods of base map development, cost benefits analysis and generation of presentation-quality map layouts specific to their chosen GIS application.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**GIS 137**  
**ADVANCED GIS APPLICATIONS** **3 UNITS**  
**PREREQUISITE: GIS 135.**

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

Hands-on training in advanced applications of Geographic Information Systems (GIS) using ArcView and ArcInfo, and a review of Avenue programming for customizing ArcView. Add-on modules extend the analytical capabilities of ArcView and allow input of map features and conversion of feature themes from raster to vector. Includes spatial analysis of slope and aspect maps, neighborhood and zone analysis; problem-solving techniques for geographic networks (point to point routing) or closest points; and use of ArcView and ArcInfo software to produce professional quality documents for use in spatial analysis and decision-making.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**GIS 139**  
**GLOBAL POSITIONING SYSTEMS (GPS)** **1 UNIT**  
**FIELD TECHNIQUES**

**PREREQUISITE: None.**

**LABORATORY: 3 hours per week.**

An introduction to the use of a hand-held Global Positioning System (GPS) unit in the field including terminology; hardware; basic techniques of determining location; completion of a traverse using a GPS and a topographic map; and applications of GPS data in Geographic Information Systems.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit.*

**GIS 150**  
**GIS INTERNSHIP** **1 UNIT**

**PREREQUISITE: GIS 135.**

**LABORATORY: 5 hours per week.**

A directed field study program in which students apply classroom instruction to real-world Geographic Information Systems (GIS) projects in a business or government agency. Students meet periodically with their advisor, complete interim reports and present a final report.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**GEOGRAPHY**

DIVISION: Science and Math  
 DIVISION DEAN: Haragewen Kinde, Ed.D.  
 DEPARTMENT HEAD: Todd Heibel, M.A.  
 Chemistry 113  
 (909) 384-8638  
 OTHER FACULTY: Robert M. Petersen, Ph.D.  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Rafael Herrera, M.S.  
 (909) 384-4404

The environmental science of geography examines both physical and cultural landscapes. Geography includes the study of all forces of nature and the consequences of those forces: the nature and interactions of the atmosphere and the land, plants and animals, the earth's waters, weather, climate, the earth's dynamic surface, landforms and soil, and the way people have inhabited and altered the earth by creating various forms of agriculture, language, religion, and cities.

Courses in geography fulfill the science requirement for the associate degree, prepare students for majoring in geography at a four-year institution, and supplement other studies for students interested in careers in environmental studies, education, engineering, and architecture. Students planning to transfer to a four-year institution and major in geography should consult with a counselor regarding the transfer process and lower division requirements.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.

**GEOGRAPHY**  
**ASSOCIATE OF SCIENCE DEGREE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
GEOG 102 Cultural Geography	3
GEOG 106 Geographic Perspectives on the Environment	3
GEOG 110 Physical Geography	3
GEOG 111 Physical Geography Laboratory	1
or	
GEOG 285 Honors in Physical Geography	(1)
GEOG 114 Weather and Climate	4
GEOG 120 World Regional Geography	3
Any Economics Course	(3)
or	
Any Statistics Course	(3)
or	
Any GIS Course	(3)
<b>TOTAL UNITS:</b>	<b>20</b>

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

**GEOG 102**  
**CULTURAL GEOGRAPHY** **3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An introduction to the interrelationship of people and the land. Includes population trends, regional analysis and livelihood patterns. Emphasis on historical development and diffusion of agriculture, languages, religions, and cities.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): GEOG 4*

**GEOG 106**  
**GEOGRAPHIC PERSPECTIVES ON THE ENVIRONMENT** 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Introductory study of the latest geographic perspectives of critical environmental issues occurring within and across local, regional, national, and global scales. Creates an awareness of the geography of human-environment relationships, in particular how nature and natural resources are defined, contested, distributed, and consumed. Emphasis is on social, political, cultural, psychological, and economic evaluation of natural resources and associated resource management, occurring in place and across space and including exploitation, conservation, and preservation values.

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

**GEOG 110**  
**PHYSICAL GEOGRAPHY** 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Basic physical elements of geography, especially climate, landforms, water, soils, native animal life and natural vegetation, and their Inter-relationships and patterns of distribution on a world basis.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
CAN (California Articulation Number): GEOG 2  
CAN (California Articulation Number):  
GEOG 110 + GEOG 111 = CAN GEOG 6

**GEOG 111**  
**PHYSICAL GEOGRAPHY LABORATORY** 1 UNIT

**COREQUISITE:** GEOG 110 (May be taken previously)

**LABORATORY:** 3 hours per week.

Laboratory companion for various lecture courses in geography. May be taken during the same semester as the lecture courses or be taken after completing the lecture course.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
CAN (California Articulation Number): GEOG 110 + GEOG 111 = CAN GEOG 6

**GEOG 114**  
**WEATHER AND CLIMATE** 4 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

The earth's atmospheric phenomena with special reference to the causes and regional distribution of weather and climate, both past and present.

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

**GEOG 120**  
**WORLD REGIONAL GEOGRAPHY** 3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

An introduction to world geography emphasizing the nature of major world cultural regions, their social structure, religions, government, and economics.

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

**GEOG 222**  
**INDEPENDENT STUDY IN GEOGRAPHY** 1-3 UNITS

**PREREQUISITE:** GEOG 102 or GEOG 110.

**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned projects involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of geography on an independent study basis. For each unit earned students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; credit determined after transfer to UC.*

**GEOG 285**  
**HONORS IN PHYSICAL GEOGRAPHY LABORATORY** 1 UNIT

**PREREQUISITE:** None.  
**COREQUISITE:** GEOG 110 (May be taken previously).  
**LABORATORY:** 3 hours per week.

An experiential in-depth supplement specifically designed for the above average student. This is an interactive laboratory experience examining the earth's atmosphere and weather, soil and sediments, landforms, vegetation and rocks. Maps and remotely sensed imagery will be studied and used. Lecture material given in Introduction to Physical Geography (GEOG 110) will be enhanced and research techniques and methodologies explored. Satisfies the Physical Geography Laboratory requirement.

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

## GEOLOGY

DIVISION: Science and Math  
DIVISION DEAN: Haragewen Kinde, Ed.D.  
DEPARTMENT HEAD: To Be Announced  
DIVISION SECRETARY: Rose Garcia  
DIVISION OFFICE: Chemistry 121  
(909) 384-8645  
LIAISON COUNSELOR: Rafael Herrera, M.S.  
(909) 384-4404

The Geology Department offers courses which examine the earth's history, structure, and economic resources. These courses meet the needs for (1) students planning to transfer to a four-year institution and prepare for a career in geology or related fields, (2) students fulfilling the undergraduate general education science requirement, and (3) students who wish to better understand the planet on which we live.

The first course in geology offers the following laboratory option: Students may enroll in GEOL 100, a four-unit course which includes a laboratory, or they may enroll in GEOL 101, a three-unit course without a laboratory. All remaining courses offered by the Geology Department require that students have completed either GEOL 100 or GEOL 101 or an equivalent course in geology.

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



Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.

## GEOLOGY

### ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
CHEM 150 General Chemistry I	5
CHEM 151 General Chemistry II	5
GEOL 100 Physical Geology	4
GEOL 201 Mineralogy	4
GEOL 200 Rocks and Rock Minerals	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
PHYSIC 150A Physics for the Life Sciences I	5
PHYSIC 150B Physics for the Life Sciences II	5
<b>Eight units from the list of RECOMMENDED COURSES</b>	<b>8</b>
<b>TOTAL UNITS:</b>	<b>48</b>

RECOMMENDED COURSES:	UNITS
GEOL 112 Historical Geology	4
GEOL 122 Environmental Geology	3
GEOL 170x4 Geologic History of the Great Basin	1
GEOL 250 Geology of California	3
GEOL 251 Geology of the National Parks and Monuments	3
GEOL 260 Introduction to Field Geology	2
GEOL 270x4 Geology of the Eastern Sierra Nevada	1

### COURSES OFFERED BY THE DEPARTMENT OF GEOLOGY:

**GEOL 100**  
**PHYSICAL GEOLOGY** **4 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

An introduction to the study of the earth with emphasis on the materials that make up the earth; plate tectonics, the process that created the continents and the ocean basins; and the processes that change the landscape. Laboratory study is closely coordinated with the lecture.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

*CAN (California Articulation Number): GEOL 2*

**GEOL 101**  
**INTRODUCTION TO PHYSICAL GEOLOGY** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

An introduction to the study of the earth with emphasis on the materials that make up the earth; plate tectonics; the process that created the continents and the ocean basins; and the processes that change the landscape. Laboratory study is closely coordinated with the lecture.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**GEOL 111**  
**INVESTIGATIONS IN PHYSICAL GEOLOGY** **1 UNIT**  
**PREREQUISITE/COREQUISITE: GEOL 101.**  
**LABORATORY: 3 hours per week.**  
**DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process.**

The laboratory portion of GEOL 100. Students who have completed GEOL 101 may enroll in GEOL 111 to complete the requirement for a physical science with a laboratory.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**GEOL 112**  
**HISTORICAL GEOLOGY** **4 UNITS**  
**PREREQUISITE: GEOL 100 or 101.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Geologic history of the earth including chronological development of major continental features, plate tectonics, and sea floor spreading, interpretation of earth history from rock and fossil records, and evolutionary development of plant and animal life. Field trips required. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the [Division Office for more information.](#)

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): GEOL 4*

**GEOL 122**  
**ENVIRONMENTAL GEOLOGY** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

A survey of the relationships between geologic processes, natural resources and the needs of society. Topics include natural hazards such as earthquakes, landslides and mudflows; mineral and energy resources; and the particular problems of geologic nature associated with massive urbanization.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**GEOL 170X4**  
**GEOLOGIC HISTORY OF THE GREAT BASIN** **1 UNIT**  
**PREREQUISITE: GEOL 100 or 101.**  
**LECTURE: .5 hour per week and**  
**LABORATORY: 24 hours during a four-day field trip.**

Discussion and observation of the physical and historical geology of the Great Basin province of the United States with specific emphasis on the geology of the Death Valley National Monument. Course work will include a series of lectures preparatory to a four-day field trip through parts of the Great Basin in and around Death Valley. Students must attend the field trip for successful completion of the course. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**GEOL 200**  
**ROCKS AND ROCK MINERALS** 4 UNITS  
**PREREQUISITE:** *GEOL 100 or 101.*  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

An introduction to the techniques of field identification of the principal rocks and rock-forming minerals through hand specimen examination. Discussions of the major classes of rocks and their origins. Field trips are an integral part of the class. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**GEOL 201**  
**MINERALOGY** 4 UNITS  
**PREREQUISITE:** *CHEM 101.*  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Identification of minerals through chemical tests, physical properties, spectroscopic, optical and x-ray diffraction analysis. The study of crystal structures with models, natural crystals, and stereographic projection. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**GEOL 222**  
**INDEPENDENT STUDY IN GEOLOGY** 1-3 UNITS  
**PREREQUISITE:** *GEOL 100 or 101.*  
**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned problems involving research, laboratory work or directed study for selected students who are interested in furthering their knowledge of geology on an independent study basis. For each unit earned, students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; credit determined after transfer to UC.*

**GEOL 250**  
**GEOLOGY OF CALIFORNIA** 3 UNITS  
**PREREQUISITE:** *None.*  
**LECTURE:** 3 hours per week.

Physical and historical geology of California emphasizing the distinctive geologic features of each of California's twelve geomorphic provinces.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**GEOL 251**  
**GEOLOGY OF THE NATIONAL PARKS AND MONUMENTS** 3 UNITS  
**PREREQUISITE:** *None.*  
**LECTURE:** 3 hours per week.

A study of the geology of selected National Parks and Monuments of the United States with emphasis on the geologic processes which formed them. Field trips are offered. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**GEOL 260**  
**INTRODUCTION TO FIELD GEOLOGY** 2 UNITS  
**PREREQUISITE:** *GEOL 100 or 101.*  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 3 hours per week.

Demonstration, discussion and practice of field investigations of geologic environments involving describing, mapping, and identifying geologic phenomena. Field studies are required. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**GEOL 270x2**  
**GEOLOGY OF THE EASTERN SIERRA NEVADA** 1 UNIT

**PREREQUISITE:** *GEOL 100 or 101.*  
**LECTURE:** .5 hour per week and  
**LABORATORY:** 24 hours during a field trip.

Physical and historical geology of the Eastern Sierra Nevada Province with emphasis on the volcanic and glacial features in and around Mammoth-Mono Lakes region. Course work is a series of lectures preparatory to a field trip along the eastern margin of the Sierra Nevada. Students must attend the field trip for successful completion of the course. This course may be taken two times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## HEALTH EDUCATION

See the Department of  
PHYSICAL EDUCATION AND ATHLETICS

## HISTORY

DIVISION: Social Science & Human Development  
DIVISION DEAN: Janice Noble, Ph.D.  
DEPARTMENT HEAD: Edward Gomez, M.A.  
OTHER FACULTY: Colleen Calderon, M.A.  
Daniel Walker, Ph.D.  
DIVISION SECRETARY: Karen Deck  
DIVISION OFFICE: Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Laura Gomez, M.A.  
(909) 384-4404

Courses in the History Department explore the past in a variety of ways. Through a critical evaluation of the causes and significance of events in the past, students of history learn about the individuals, ideas, actions, and events that have shaped our present. History teaches students to think critically and to communicate their ideas in a more sophisticated fashion. It promotes an understanding of

cultures and societies from the past while it helps students consider their own identities in the world of today. While the study of history is valuable in its own right, it also serves as a useful preparation for careers in law, public service, journalism, business, medicine, and education.

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Find and interpret information.
- Evaluate authority and bias of information.
- Locate, evaluate and select evidence to support or discredit an argument.
- Construct a persuasive argument.
- Demonstrate knowledge of and respect for other cultures.
- Demonstrate knowledge of and respect for one's own culture.

#### **COURSES OFFERED BY THE DEPARTMENT OF HISTORY:**

##### **HIST 100 UNITED STATES HISTORY TO 1877 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

General survey of the history of the United States with an emphasis on political, economic, social and cultural developments from the discovery of the United States through the Civil War and Reconstruction period.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): HIST 8*

##### **HIST 101 UNITED STATES HISTORY: 1865 TO PRESENT 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A general survey of the history of the United States from the Reconstruction era to present times. This course will emphasize the various social, political, cultural and economic forces which shaped North American history.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): HIST 10*

##### **HIST 107 THE UNITED STATES AND THE NORTH AMERICAN INDIANS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A systematic survey of North American Indian groups, from their prehistoric roots to the present. Includes their place in American history, U.S. Government policies and regulation, and future prospects for North American Indians.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

##### **HIST 110 INTRODUCTION TO SERRANO CULTURAL STUDIES 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An introduction and general overview to Serrano culture as represented by studies and research in history, archeology, linguistics, and ethnography. Relationships with other Native Americans and European people as influences will also be explored.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

##### **HIST 124 CIVIL WAR AND RECONSTRUCTION 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Study of the causes, nature, course and consequences of the Civil War with special focus on American leaders, institutions and values.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

##### **HIST 126 HISTORY OF THE AMERICAN WEST 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An examination of major topics and issues in the United States history concerning the conquest, expansion and development of the West. The focus will be on critically analyzing major events and key themes, beginning with an analysis of the original inhabitants in the region, the purchasing and fighting to obtain greater amounts of land by the United States, the cultural clashes between new and old inhabitants, the railroad and the closing of the frontier, immigrants and their role in Westward expansion, and current ecological challenges. A special emphasis will also be given to the roles of women, African-Americans, ethnic immigrants like the German, Irish, and Chinese-Americans, and various Native Americans.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

##### **HIST 135 RELIGION IN AMERICA 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Principal figures, groups, issues and trends in religion from colonial times to the present including such topics as the Puritans, the growth of religious liberty in America; religion and social protest; the African-American religious experience; Catholics, Protestants and Jews, and contemporary religious phenomena.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**HIST 137**  
**RACIAL AND ETHNIC GROUPS IN UNITED STATES HISTORY** **3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

An introduction to United States history focusing on the experiences of racial and ethnic groups that spans from the early Colonial period to present times. This course chronologically presents various racial and ethnic groups and their experiences through major social, political, economic, and cultural events in United States history. This course compares the experiences of racial and ethnic groups, such as African Americans, Native Americans, Jewish immigrants, European immigrants, Asian Americans, and Latinos throughout the establishment and development of our nation.

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

**HIST 138**  
**AFRICAN-AMERICAN HISTORY I** **3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

An historical survey of African-Americans with emphasis on their origin, slave experience, cultural transplantation, participation in the American Revolution, and their march toward freedom during the Civil War and Reconstruction.

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

**HIST 139**  
**AFRICAN-AMERICAN HISTORY II** **3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

An historical survey of Black Leadership in America since the 17<sup>th</sup> Century with emphasis on the changing nature of the African-American community, the Civil Rights struggle, Black Nationalism, and the rise of Black politics in our contemporary society.

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

**HIST 140**  
**CHICANO HISTORY** **3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

An overview of the heritage of Mexican-Americans from its Spanish and Indian origins to the Chicano movement. This course will compare and contrast the Chicano experience to those of other racial and ethnic groups in American society, emphasizing the period since 1845.

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

**HIST 145**  
**HISTORY OF CALIFORNIA** **3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

A survey of California history from the Colonial times to the present including its diverse social, political, economic, racial and cultural make-up and development.

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

**HIST 150**  
**INTRODUCTION TO LATIN AMERICAN HISTORY** **3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

An introductory survey of Latin American history that begins with an overview of the region's Iberian and American roots and surveys the major historical trends and events through recent times. Includes the impact of the encounter between European and American societies; the formation of colonial societies; the independence struggles; the integration of Latin America in the world economy; revolutionary movements in the 20th century; and the relations between the United States and Latin America.

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

**HIST 153**  
**HISTORY OF MEXICO** **3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

Survey study of the development of Mexico from its early agrarian, colonial beginning to its present industrial growth with an emphasis on Mexico's cultural, social and political changes.

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

**HIST 160**  
**HISTORY OF WESTERN CIVILIZATION: ANCIENT TIMES TO 1600 A.D.** **3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

An introduction to the historical roots and development of Western Civilization from the Neolithic Age to the Renaissance. Includes the rise of Mediterranean civilization; the classical societies of Greece and Rome; the spread of Christianity; medieval European political, social and cultural achievements; and the European Renaissance.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): HIST 2*

**HIST 161**  
**HISTORY OF WESTERN CIVILIZATION: 1600 A.D. TO THE PRESENT** **3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

An introduction to the history of Western Civilization from the Reformation to the present time. Includes the rise of the modern state system; the religious, political, scientific and technological revolutions and the cultural changes that accompany them; and the development of nationalism/imperialism and their economic/ideological foundations.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): HIST 4*

**HIST 170**  
**WORLD CIVILIZATIONS TO 1500** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 Explores the origin and development of civilizations in Europe, the Americas, Africa, the Near East and East Asia. Using a global perspective and a comparative approach between the world's major civilizations, students will examine social structure and daily life, evolution of complex political systems, cultural values and economic development to 1500.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): HIST 14*

**HIST 171**  
**WORLD CIVILIZATIONS SINCE 1492** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 Survey of the modern world from 1500 to the present. The course emphasizes the unique characteristics of world cultures as they entered into a critical period of increasing interaction, a process that led to the shaping of the modern world. Specific themes include religious, economic and political revolution; the development of modern science; industrialism; imperialism; rise and fall of super powers: colonization and de-colonization, fascism, communism, world wars, and contemporary history.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): HIST 16*

**HIST 180**  
**AFRICAN CIVILIZATION** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 A general survey of the history of Africa from the early Nile Valley civilizations to the twentieth century.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**HIST 190-191**  
**SELECTED STUDIES IN HISTORY** 3 UNITS  
**PREREQUISITE:** HIST 100 or HIST 101.  
**LECTURE:** 3 hours per week.  
 A review of selected historical themes, periods, or personalities in history chosen by the department. Note: It is not anticipated that these courses will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; credit determined after transfer to UC.*

**HIST 222**  
**INDEPENDENT STUDY IN HISTORY** 1-3 UNITS  
**PREREQUISITE:** None.  
**INDEPENDENT STUDY:** 3-9 hours per week.  
 Assigned projects involving research and analysis of selected topic(s) or directed study for students who are interested in furthering their knowledge of history on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment is limited to those who meet independent study criteria. Prior to registration, a contract must be prepared by the student and the department chairperson. See department chairperson for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; credit determined after transfer to UC.*

**HIST 223**  
**SPECIAL PROBLEMS IN HISTORY II** 2 UNITS  
**PREREQUISITE:** None.  
**INDEPENDENT STUDY:** 6 hours per week.  
 Assigned problems involving library and research work for selected students who are interested in furthering their knowledge of history on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; credit determined after transfer to UC.*

## HUMAN SERVICES

DIVISION: Social Science & Human Development  
 DIVISION DEAN: Janice Noble, Ph.D.  
 DEPARTMENT HEAD: James Robinson, M.A., C.A.T.S.  
 OTHER FACULTY: Joan Harter, M.S., C.A.T.S.  
 DIVISION SECRETARY: Karen Deck  
 DIVISION OFFICE: Liberal Arts 122  
 (909) 384-8603  
 LIAISON COUNSELOR: Laura Gomez, M.A.  
 (909) 384-4404

The Human Services Department offers an academic and experiential study of the history, theory, development, and implementation of society's response to human need. Reflecting this varied and expanding field, Human Services courses are based on a synthesis of knowledge and methodologies of intervention at the individual, group, and community levels.

Courses in this department fulfill various needs: (1) an introduction to helping skills for students planning advanced degrees in social work, counseling, vocational rehabilitation, and related professions; (2) career preparation at the Associate Degree level; (3) career preparation at the Vocational Certificate level (Alcohol/Drug Studies, Career Specialist, Case Management in the Public Sector, Eating Disorders Studies, or Human Services); and (4) continuing education for professionals working in nursing, alcohol/drug counseling, or related clinical settings. Students planning to transfer to a four-year institution and major in human services or a related field should consult with a counselor regarding the transfer process and lower division requirements.

Most courses in Human Services can be applied toward Continuing Education Hours for Marriage and Family Therapists (MFT's) and Licensed Clinical Social Workers (LCSW's), Provider Number PCE 2005, as well as for the CATS and CAS Credentials. Several courses also apply toward Continuing Education hours for Registered Nurses, Provider Number 01480.

## HUMAN SERVICES ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Human Services, students must complete 18 units in Human Services courses (excluding HUMSV 198) plus the general breadth requirements for the Associate Degree (total = 60 units).

## HUMAN SERVICES CERTIFICATES

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

### 1. ALCOHOL/DRUG STUDIES CERTIFICATE

This certificate is designed to provide students with career preparation at the vocational certificate level in the field of substance abuse intervention and counseling for those preparing for careers in alcohol/drug counseling or other related human or social services fields. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
HUMSV 179 Legal/Ethical Issues in Human Services	3
HUMSV 181 Alcohol/Drug Studies: Introduction	3
HUMSV 182 Alcohol/Drug: Program Modalities	3
HUMSV 186 Alcohol/Drugs in the Family	3
HUMSV 188 Alcohol/Drugs: Medical Aspects	3
HUMSV 190 Drugs: Use and Abuse	3

#### TAKE ONE OF THE FOLLOWING THREE COURSES:

HUMSV 170 Introduction to Human Services	3
or	
HUMSV 189 Alcohol/Drug Prevention and Intervention	(3)
or	
PSYCH 132 Counseling Techniques	(3)

**REQUIRED FIELD WORK COURSES:** **UNITS**  
*Prior to field work courses, students must complete HUMSV 181 plus nine other units in Human Services courses required for the certificate with a grade of C or better.*

#### THE FOLLOWING THREE COURSES ARE TO BE TAKEN CONCURRENTLY:

HUMSV 183 Alcohol/Drug: Counseling I	3
HUMSV 197A Alcohol/Drug: Intern Seminar I	1
HUMSV 198A Alcohol/Drug: Field Work I	2

#### THE FOLLOWING THREE COURSES ARE TO BE TAKEN CONCURRENTLY:

HUMSV 184 Alcohol/Drug: Counseling II	3
HUMSV 197B Alcohol/Drug: Intern Seminar II	1
HUMSV 198B Alcohol/Drug: Field Work II	2

#### REQUIRED GENERAL EDUCATION COURSES: UNITS

ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	4)
PSYCH 100 General Psychology	3
SOC 100 Introduction to Sociology	3
SPEECH 100 Elements of Public Speaking	3

<b>RECOMMENDED COURSE:</b>	<b>UNITS</b>
HUMSV 205 AIDS: Practices, Processes, and Policy	(2)
<b>TOTAL UNITS:</b>	<b>46</b>

### 2. CAREER SPECIALIST CERTIFICATE

This certificate is designed to provide students with career preparation at the vocational certificate level to prepare them for entry-level employment in the field of career preparation and counseling. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
HUMSV 170 Introduction to Human Services	3
HUMSV 172 Group and Family Dynamics	3
HUMSV 173 Helping and Interpersonal Skills	3
HUMSV 207 Career Specialist	3
PSYCH 132 Counseling Techniques	3

#### REQUIRED FIELD WORK COURSES: UNITS

*A minimum of four Human Services courses required for the certificate, including HUMSV 207, should be completed prior to field work courses.*

HUMSV 198E Career Specialist Work Experience	2
and	
HUMSV 195A or B Human Services: Intern Seminar I or II	1

#### REQUIRED GENERAL EDUCATION COURSES: UNITS

ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
PSYCH 100 General Psychology	3
SOC 100 Introduction to Sociology	3
SPEECH 100 Elements of Public Speaking	3
<b>TOTAL UNITS:</b>	<b>31</b>

### 3. CASE MANAGEMENT IN THE PUBLIC SECTOR CERTIFICATE

This certificate is designed to prepare students for entry-level employment in case management in public social services setting, including the fundamentals of organizational structure, funding, evaluation, assessment and referral, employment services, and career paths. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
HUMSV 140 Case Management in Public Service	3
HUMSV 167 Crisis Intervention, Assessment, Referral	3
HUMSV 170 Introduction to Human Services	3
HUMSV 173 Helping and Interpersonal Skills	3

#### REQUIRED FIELD WORK COURSES: UNITS

*A minimum of three courses required for the certificate, including HUMSV 140 and HUMSV 170, should be completed prior to field work courses.*

HUMSV 198F Case Management Work Experience	2
and	
HUMSV 195A or B Human Services: Intern Seminar I or II	1

#### REQUIRED GENERAL EDUCATION COURSES: UNITS

ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
CIT 100 Introduction to Personal Computers	3
PSYCH 100 General Psychology	3
SPEECH 111 Interpersonal Communication	3
SPEECH 174 Intercultural Communication	3
<b>TOTAL UNITS:</b>	<b>31</b>

#### 4. EATING DISORDERS STUDIES CERTIFICATE

This certificate is designed to provide students with career preparation at the vocational certificate level to prepare them for entry-level employment in the field of eating disorders intervention, counseling, and treatment. 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
HUMSV 170 Introduction to Human Services	3
HUMSV 172 Group and Family Dynamics	3
HUMSV 173 Helping and Interpersonal Skills	3
HUMSV 175 Introduction to Eating Disorders	3
HUMSV 176 Treatment Modalities for Eating Disorders	3
HUMSV 178 Medical Aspects of Eating Disorders	3

**REQUIRED FIELD WORK COURSES:** **UNITS**  
*A minimum of four Human Services courses required for the certificate should be completed prior to field work courses.*

HUMSV 198G Eating Disorders Work Experience	2
and	
HUMSV 195A or B Human Services: Intern Seminar I or II	1

REQUIRED GENERAL EDUCATION COURSES:	UNITS
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
FCS 162 Nutrition	3
PSYCH 100 General Psychology	3
PSYCH 110 Abnormal Psychology	3
SOC 100 Introduction to Sociology	3
SPEECH 100 Elements of Public Speaking	3
<b>TOTAL UNITS:</b>	<b>40</b>

#### 5. HUMAN SERVICES CERTIFICATE

This certificate is designed to prepare students for entry-level employment in human services by providing them with fundamental, vocational certificate-level knowledge of the methodologies of intervention at the individual, group, and community levels. 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
HUMSV 170 Introduction to Human Services	3
HUMSV 172 Group and Family Dynamics	3
HUMSV 173 Helping and Interpersonal Skills	3
HUMSV 179 Legal/Ethical Issues in Human Services	3
PSYCH 132 Counseling Techniques	3
SOC 110 Contemporary Social Issues	3
or	
SOC 141 Race & Ethnic Relations	(3)
and	
Six other units of Human Services courses	6

**REQUIRED FIELD WORK COURSES:** **UNITS**  
*A minimum of four Human Services courses required for the certificate should be completed prior to field work courses.*

**The following courses are to be taken together:**

HUMSV 195A Human Services: Intern Seminar I	1
HUMSV 198C Human Services Certificate Work Experience I	2

**The following courses are to be taken together:**

HUMSV 195B Human Services: Intern Seminar II	1
HUMSV 198D Human Services Certificate Work Experience II	2

REQUIRED GENERAL EDUCATION COURSES:	UNITS
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
PSYCH 100 General Psychology	3
SOC 100 Introduction to Sociology	3
<b>TOTAL UNITS:</b>	<b>40</b>

#### COURSES OFFERED BY THE DEPARTMENT OF HUMAN SERVICES:

**HUMSV 140**  
**CASE MANAGEMENT IN PUBLIC SERVICE 3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An overview of the history, theories, skills and knowledge of case management in public social service settings. Topics include organizational structure, funding streams, regulatory issues, job description, skills, personal qualities, evaluation, assessment and referral, employment services, and career paths. Designed for students entering into the field of case management in public service.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**HUMSV 160**  
**HUMAN SERVICES ASPECTS OF 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.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**HUMSV 167**  
**CRISIS INTERVENTION, ASSESSMENT, REFERRAL, AND EVALUATION 3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

History and definitions of crisis intervention. Intervention theories and models, interviewing techniques, referral procedures, and assessment. Analysis of types of crises such as suicide, substance abuse and violence in the workplace; common dangers; and coping methods. Professional issues including legal and ethical issues, confidentiality, cultural sensitivity and burn out.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**HUMSV 170**  
**INTRODUCTION TO HUMAN SERVICES**      **3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Historical and theoretical perspectives of human services in response to social problems. Legal, ethical, and problem solving models are presented. Implications of ethnic, gender, and cultural diversity issues are discussed.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 172**  
**GROUP AND FAMILY DYNAMICS**      **3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A study of the dynamics operating in groups and families including the identification of healthy versus dysfunctional groups/ families; methods of intervention in dysfunctional groups/families; and techniques of facilitating treatment groups. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 173**  
**HELPING AND INTERPERSONAL 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.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 175**  
**INTRODUCTION TO EATING DISORDERS**      **3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An introduction to the description, explanation, and treatment of eating disorders (e.g., bulimia, anorexia). Includes patterns of compulsive eating, chronic dieting, and the history and attitudes toward eating disorders. Biological, psychoanalytic, behavioral, and other theoretical perspectives and treatment approaches are surveyed. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 176**  
**TREATMENT MODALITIES FOR EATING DISORDERS**      **3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

With a focus on treatment, this course addresses assessment, diagnosis, treatment, and community support systems for people with eating disorders and their families. Qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 178**  
**MEDICAL ASPECTS OF EATING DISORDERS**      **3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Reviews eating disorders from a medical perspective including a review of the etiology and physiology of obesity, anorexia, compulsive eating, and bulimia. Reviews medical treatment and possible physical complications associated with specific eating disorders. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 179**  
**LEGAL/ETHICAL ISSUES IN HUMAN SERVICES**      **3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A study, interpretation, and practice of the legal/ethical responsibilities and liabilities encountered in providing and utilizing Human Services with special focus on privileged relationships, counseling, and confidentiality.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 181**  
**ALCOHOL/DRUG STUDIES: INTRODUCTION**      **3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Exploration of the psychological, sociological, and physical causes and effects of alcohol and drug abuse. Includes the examination of stereotypes about substance abusers, and the major prevention and treatment strategies. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course also qualifies for the educational requirement for Marriage and Family Counselors and Licensed Clinical Social Workers.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*



**HUMSV 182**  
**ALCOHOL/DRUG: PROGRAM MODALITIES 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
Principles and practices of the social models of alcohol/drug rehabilitation; comparative analysis of the various program/treatment modalities; and a review of the state certification and licensing requirements with a focus on administration, staffing, and community involvement in treatment programs. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 183**  
**ALCOHOL/DRUG: COUNSELING I 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: Complete four Human Services courses required for the Alcohol/Drug Studies Certificate.**  
**LECTURE: 3 hours per week.**  
Designed for students seeking certificates in Alcohol/Drug Studies, and includes the dynamics of the helping relationship, analysis and implications of common characteristics of substance dependent individuals, demonstration and practice of assessment, interviewing and referral techniques; and review of counseling skills and case management. **STUDENTS SEEKING ALCOHOL/DRUG STUDIES CERTIFICATE MUST ALSO TAKE HUMSV 197A and HUMSV 198A.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 184**  
**ALCOHOL/DRUG: COUNSELING II 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: Complete four Human Services courses required for the Alcohol/Drug Studies Certificate and HUMSV 183, HUMSV 197A and HUMSV 198A.**  
**LECTURE: 3 hours per week.**  
Designed for students seeking certificates in Alcohol/Drug Studies, and includes practical implications and experience in various recovery and crisis intervention modalities; investigation of and experience in group dynamics; analysis and interpretation of critical aspects of counseling; analysis of the role of significant others in the recovery process; discussion of current treatment interventions; and the process of case management and record keeping. **STUDENTS SEEKING ALCOHOL/DRUG STUDIES CERTIFICATE MUST ALSO TAKE HUMSV 197B AND HUMSV 198B.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 186**  
**ALCOHOL/DRUGS IN THE FAMILY 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
This course reviews the family dynamics associated with alcoholism and drug addiction; the impact of the diseases on different family members; family oriented approaches to recovery; and the reintegration of the family into the community. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 187**  
**ADULT CHILDREN OF ALCOHOLICS 1 UNIT**  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week.**  
Overview of the problems experienced by adult children of alcoholics (ACAs) with particular emphasis on the various approaches in counseling ACAs.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**HUMSV 188**  
**ALCOHOL/DRUG: MEDICAL ASPECTS 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: HUMSV 181.**  
**LECTURE: 3 hours per week.**  
The biological impact of alcoholism and other drug dependencies with an emphasis on the treatment and recovery processes, and the role of medical professionals as members of the recovery team. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only .*

**HUMSV 189**  
**ALCOHOL/DRUG: PREVENTION AND INTERVENTION 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
Overview of theories and strategies for the prevention of and intervention with alcohol and drug abuse. Emphasis on promoting health and wellness through self-awareness, decision-making, and coping skills.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**HUMSV 190**  
**DRUGS: USE AND ABUSE 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
A survey of the impact of drug use and abuse in our society including the history, pharmacology, and physiological impact of each drug category; laws related to drug abuse; and society's response to both drug use and abuse.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 195A**  
**HUMAN SERVICES: INTERN SEMINAR I 1 UNIT**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: Complete at least four Human Services courses required for any of the Human Services Department Certificates(excluding the Alcohol/Drug Studies Certificate).**  
**LECTURE: 1 hour per week.**  
An introduction to applied strategies for crisis intervention, case analysis, and therapeutic interventions, and serves as a lecture-based foundation for student's work experience. **STUDENTS MUST ALSO TAKE THE WORK EXPERIENCE CLASS THAT MATCHES THEIR CERTIFICATE GOAL (HUMSV 198 A-Z).**  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**HUMSV 195B**  
**HUMAN SERVICES: INTERN SEMINAR II** 1 UNIT  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Complete at least four Human Services courses required for any of the Human Services Department Certificates (excluding the Alcohol/Drug Studies Certificate).

**LECTURE:** 1 hour per week.

An introduction to applied strategies for crisis intervention, case analysis, and therapeutic interventions, and serves as a lecture-based foundation for students' work experience. **STUDENTS MUST ALSO TAKE THE WORK EXPERIENCE CLASS THAT MATCHES THEIR CERTIFICATE GOAL (HUMSV 198 A-Z).**

Associate Degree Applicable  
Course credit transfers to CSU.

**HUMSV 197A**  
**ALCOHOL/DRUG: INTERN SEMINAR I** 1 UNIT

**DEPARTMENTAL ADVISORY:** Prior to field work courses, students should complete four of the Human Services courses required for the Alcohol and Drug Studies Certificate (one of which must be either HUMSV 181 or HUMSV 190.) HUMSV 179, if not taken before field work courses, should be taken during the first semester of field work.

**LECTURE:** 1 hour per week.

An introduction to the duties and work objectives of counselors in alcohol/drug and related fields. Basic skills are developed through discussion and demonstration. This course serves as a lecture-based support for students in fieldwork. **STUDENTS SEEKING ALCOHOL/DRUG STUDIES CERTIFICATE SHOULD ALSO TAKE HUMSV 183 AND HUMSV 198A.**

Associate Degree Applicable  
Course credit transfers to CSU.

**HUMSV 197B**  
**ALCOHOL/DRUG: INTERN SEMINAR II** 1 UNIT

**DEPARTMENTAL ADVISORY:** Students should complete HUMSV 183, HUMSV 197A and HUMSV 198A.

**LECTURE:** 1 hour per week.

An introduction to the duties and work objectives of counselors in alcohol/drug and related fields. Basic skills are developed through discussion and demonstration. This course serves as a lecture-based support for students in fieldwork. **STUDENTS SEEKING ALCOHOL/DRUG STUDIES CERTIFICATE SHOULD ALSO TAKE HUMSV 183 AND HUMSV 198A.**

Associate Degree Applicable  
Course credit transfers to CSU.

**HUMSV 198**  
**HUMAN SERVICES WORK EXPERIENCE** 1-4 UNITS  
**PREREQUISITE:** None.

Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

Associate Degree Applicable  
Course credit transfers to CSU for elective credit only.

**HUMSV 198A-Z**  
**198A ALCOHOL/DRUG WORK EXPERIENCE I**  
**198B ALCOHOL/DRUG WORK EXPERIENCE II**  
**198C HUMAN SERVICES CERTIFICATE WORK EXPERIENCE I**  
**198D HUMAN SERVICES CERTIFICATE WORK EXPERIENCE II**  
**198E CAREER SPECIALIST WORK EXPERIENCE**  
**198F CASE MANAGEMENT WORK EXPERIENCE**  
**198G EATING DISORDERS WORK EXPERIENCE**  
**2-3 UNITS**

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Complete the minimum courses required for taking the Field Work Courses for any of the Human Services Department Certificates.

Supervised work experience in specific agencies to provide student with field experience in the area of Human Services. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit. Schedule Description: Supervised work experience to provide students with field experience in the area of Human Services with 5 hours each week equal to one unit.

Associate Degree Applicable  
Course credit transfers to CSU.

**HUMSV 204A**  
**CAREER SPECIALIST: FIELD WORK I**  
**PREREQUISITE:** None.

**COREQUISITE:** HUMSV 195A.

**DEPARTMENTAL ADVISORY:** Complete four Human Services courses required for the Career Specialist Certificate.

Supervised field experience to provide students with work experience. Students work in their assigned agencies 10-15 hours per week with 5 hours each week equal to one unit.

Associate Degree Applicable  
Course credit transfers to CSU.

**HUMSV 205**  
**AIDS: PRACTICES, PROCESSES, AND POLICY**  
**2 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

An overview of the tragedy of Acquired Immune Deficiency Syndrome (AIDS) including its diagnosis, transmission, and prevention; the psychosocial and economic impact of the disease on patients and their families and friends; society's response to the disease; and effective approaches to assist individuals coping with AIDS.

Associate Degree Applicable  
Course credit transfers to CSU for elective credit only.

**HUMSV 207**  
**CAREER SPECIALIST** 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the field of career counseling including interviewing techniques, assessment tools, job opportunities, and models for developing occupational options.

Associate Degree Applicable  
Course credit transfers to CSU for elective credit only.

## HUMSV 261 A-Z

### SELECTED STUDIES IN HUMAN SERVICES:

261A CHILD ABUSE

261B YOUTH COUNSELING

261C FAMILY VIOLENCE

261D SCHOOL VIOLENCE PREVENTION

.25-3.00 UNITS

**PREREQUISITE:** None.

**LECTURE:** 4 - 54 hours per semester.

Explores themes that are current and relevant in the areas of Human Services such as Child Abuse, Eating Disorders, Social Work, Mental Health, Corrections, and Community Services. Possible topics include: child/spouse abuse; crisis intervention; youth issues; etc.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

## HUMSV 281 A-Z

### SELECTED STUDIES IN ALCOHOL/DRUG STUDIES

.25-3 UNITS

281A ADDICTION SEVERITY INDEX (ASI)

281B DUAL DIAGNOSIS

281C COUNSELING IN CRIMINAL JUSTICE SETTING

281D COMMUNITY BASED CRIMINAL JUSTICE PROGRAMS

**PREREQUISITE:** None.

**LECTURE:** 4 - 54 hours per semester.

Explores addictions in the areas of Human Services, Alcohol/Drug Counseling, Mental Health, Human Development, and Corrections. Suggested subjects include codependency, driving under the influence, co-occurring disorders, tobacco addiction, and assessment instruments, etc.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

## INSPECTION TECHNOLOGY

DIVISION: Applied Technology & Transportation

DIVISION DEAN: Thomas Bauman, M.S., P.E.

DEPARTMENT HEAD: William Kastner, M.S.

Technical 108

(909) 384-8290

DIVISION SECRETARY: Patsy Martinez

(909) 384-8902

DIVISION OFFICE: Technical 108

(909) 384-4451

LIAISON COUNSELOR: Jennifer Mendoza, M.S.

(909) 384-4404

Courses in the Inspection Technology Department are designed to train construction inspectors and contractors who prepare construction for inspection. This training includes the structural, mechanical, and technical aspects of construction. Building, plumbing, electrical, heating and air conditioning codes and related laws are included in INSPEC 013B, 014B, 015B, and 016B. Energy regulations and the perspective of building inspectors are included in INSPEC 017B and 018B. INSPEC 024B and 025B have been developed for civil service employees working in this field.

Students interested in a single subject, such as electrical contractors who want to become more informed about the requirements of the electrical code, may take individual courses without prerequisites. Students seeking a certificate or an associate degree in this discipline must complete the sequence of required courses described.

## INSPECTION TECHNOLOGY

### ASSOCIATE OF SCIENCE DEGREE

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

### INSPECTION TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry-level employment in construction inspection, examining the construction, alteration, or repair of buildings and other structures to ensure compliance with building codes and ordinances, zoning regulations, and contract specifications. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

#### REQUIRED COURSES:

		UNITS
INSPEC 010	Fundamentals of Construction Inspection I	3
INSPEC 011	Fundamentals of Construction Inspection II	3
INSPEC 012	Fundamentals of Construction Inspection III	3
INSPEC 013B	Advanced Construction Inspection: Uniform Building Code	3
INSPEC 014B	Advanced Construction Inspection: National Electrical Code	3
INSPEC 015B	Advanced Construction Inspection: Uniform Plumbing Code	3
INSPEC 016B	Advanced Construction Inspection: Uniform Mechanical Code	3
INSPEC 017B	California State Energy Regulations for Residential Buildings	3
INSPEC 018B	California State Energy Regulation for Non-Residential Buildings	3
INSPEC 024B	Community Relations for Civil Service Employees	3
INSPEC 025B	Communication and Enforcement	3
INSPEC 026B	Non-Structural Plan Review	3
<b>TOTAL UNITS:</b>		<b>36</b>

### COURSES OFFERED BY THE DEPARTMENT OF INSPECTION TECHNOLOGY:

#### INSPEC 010A

##### FUNDAMENTALS OF CONSTRUCTION INSPECTION I 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A basic study of soils engineering, soils construction methods, soils identification, and soils terminology and nomenclature.

*Associate Degree Applicable*

#### INSPEC 011A

##### FUNDAMENTALS OF CONSTRUCTION INSPECTION II 3 UNITS

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** INSPEC 010A.

**LECTURE:** 3 hours per week.

A basic study of concrete and asphalt including cements, aggregates, admixtures, job and batch, control, properties of concrete, finishing, curing, and reinforcing.

*Associate Degree Applicable*

**INSPEC 012A**  
**FUNDAMENTALS OF CONSTRUCTION INSPECTION III** 3 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** INSPEC 011A.

**LECTURE: 3 hours per week.**

A basic study of structures, including wood, steel, and masonry construction, building occupancies, construction and separations, acoustics and sound control.

*Associate Degree Applicable*

**INSPEC 013C**  
**ADVANCED CONSTRUCTION INSPECTION:**  
**UNIFORM BUILDING CODE** 3 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** INSPEC 012A.

**LECTURE: 3 hours per week.**

Study of the Uniform Building Code for inspectors, including application, interpretation, and use of the code.

*Associate Degree Applicable*

**INSPEC 014C**  
**ADVANCED CONSTRUCTION INSPECTION:**  
**NATIONAL ELECTRICAL CODE** 3 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** INSPEC 012A.

**LECTURE: 3 hours per week.**

The interpretation and use of the National Electrical Code.

*Associate Degree Applicable*

**INSPEC 015BC**  
**ADVANCED CONSTRUCTION INSPECTION:**  
**UNIFORM PLUMBING CODE** 3 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** INSPEC 012A.

**LECTURE: 3 hours per week.**

The interpretation and use of the Uniform Plumbing Code.

*Associate Degree Applicable*

**INSPEC 016C**  
**ADVANCED CONSTRUCTION INSPECTION:**  
**UNIFORM MECHANICAL CODE** 3 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** INSPEC 012A.

**LECTURE: 3 hours per week.**

The interpretation and use of the Uniform Mechanical Code.

*Associate Degree Applicable*

**INSPEC 017C**  
**CALIFORNIA STATE ENERGY REGULATIONS FOR**  
**RESIDENTIAL BUILDINGS** 3 UNITS

**PREREQUISITE:** None.  
**LECTURE: 3 hours per week.**

Basic compliance with California Title 24 Energy Efficiency Standards for residential buildings. Includes prescriptive and performance methods, such as alternative packages, point systems, and computers.

*Associate Degree Applicable*

**INSPEC 018C**  
**CALIFORNIA STATE ENERGY REGULATIONS FOR**  
**NON-RESIDENTIAL BUILDINGS** 3 UNITS

**PREREQUISITE:** None.  
**LECTURE: 3 hours per week.**

Basic compliance with California Title 24 Energy Efficiency Standards for non-residential buildings. Includes prescriptive and performance methods such as alternative packages, point systems, and computers.

*Associate Degree Applicable*

**INSPEC 024C**  
**COMMUNITY RELATIONS FOR CIVIL SERVICE**  
**EMPLOYEES** 3 UNITS

**PREREQUISITE:** None.  
**LECTURE: 3 hours per week.**

Introduction to community relations for civil service employees.

*Associate Degree Applicable*

**INSPEC 025C**  
**COMMUNICATION AND ENFORCEMENT** 3 UNITS

**PREREQUISITE:** None.  
**LECTURE: 3 hours per week.**

A basic course in the development of vocabulary, spelling, and grammatical structure for Code Enforcement personnel. This course will be an exploration of potential on the job encounters as an inspector. The legal impact of Correction Notices and Orders to comply will be covered.

*Associate Degree Applicable*

**INSPEC 026C**  
**NON-STRUCTURAL PLAN REVIEW** 3 UNITS

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** INSPEC 013C.

**LECTURE: 3 hours per week.**

Training in the application of the Uniform Building Code to pre-construction drawings, including legal requirements for non-structural plan review, local and community laws applicable to pre-construction drawings, and the use of plan reviews as a first step in performing consistent and thorough inspections.

*Associate Degree Applicable*

**INSPEC 198**  
**INSPECTION TECHNOLOGY WORK EXPERIENCE** 1-4 UNITS

**PREREQUISITE:** None.

Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**JOURNALISM**

See the Department of ENGLISH

## LIBERAL ARTS ASSOCIATE OF ARTS DEGREE

Division: Instruction Office  
 Division Dean: Linda Stevens, Ed.D.  
 Vice President, Instruction  
 Administrative Assistant: Lisa Gonzales  
 Division Office: Administration/  
 Student Services 200  
 (909) 384-8993  
 LIAISON COUNSELOR: Jennifer Mendoza, M.S.  
 (909) 384-4404

The Liberal Arts major is an interdisciplinary major that exposes students to various academic disciplines and includes courses from the Sciences, Social Sciences and Humanities. The major is intended for students who want to transfer to a university, or for students who want a general Associate of Arts Degree that reflects broad-based interests rather than the more narrow focus of other majors.

Students may obtain an Associate of Arts Degree in Liberal Arts by completing a minimum of 60 semester units of coursework (of these 60 units, a minimum of 12 units must be taken at SBVC) in addition to meeting one of the following criteria:

1. Completion of all CSU General Education-Breadth requirements, as described on page 35 of the college catalog; or
2. Completion of all IGETC requirements for either the University of California or the California State University systems, as described on page 33 of the college catalog; or
3. Completion of the requirements for Associate Degree Option 2, as described on page 30 of the college catalog, plus a combined total of 18 additional units selected from Category I (Natural Science), Category II (Social and Behavioral Science) and Category III (Humanities).

### LIBRARY TECHNOLOGY

DIVISION: Learning Resources  
 DIVISION DEAN: Marie Mestas, M.L.S.  
 OTHER FACULTY: Celia McKinley-Houston, M.L.I.S.  
 Ginny Evans-Perry, M.L.I.S.  
 Patricia Wall, M.L.I.S.  
 DIVISION SECRETARY: Terry Conboy  
 DIVISION OFFICE: Library 210  
 (909) 384-8684  
 LIAISON COUNSELOR: Ailsa Aguilar-Kitibutr, Psy.D.  
 (909) 384-4404

Library skills are fundamental to student success, especially in today's information-laden society. The Library Technology Department offers one course (LIB 110) which is designed to teach students how to access both print and on-line information sources more efficiently and effectively. The remaining Library Technology courses are part of an associate of arts degree or a certificate program designed for students who are interested in working as paraprofessionals in the library field. Taken alone, each course provides entry-level exposure to a particular library department or function. Presently-employed library workers can also take courses to increase their level and

variety of training in the library field. Courses for the program are rotated over a two-semester sequence.

Core competencies emphasized by courses in this department:

- Employ vocabulary of the subject studied.
- Find and interpret information.
- Evaluate authority and bias of information.
- Utilize technology to organize and present information.
- Demonstrate working knowledge of basic computer function.
- Apply learned knowledge to new situations.
- Evaluate own ethical beliefs in relationship to moral dilemmas.
- Work effectively in group settings.

### LIBRARY SCIENCE ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Library Science, students must complete 18 units from the following list of courses plus the general breadth requirements for the Associate Degree (minimum 60 units).

REQUIRED COURSES:	UNITS
LIB 062 Care and Repair of Library Materials	1
LIB 064 Introduction to Libraries for Library Technicians	1
LIB 065 Public Services for Library Technicians	3
LIB 066 Acquisitions for Library Technicians	3
LIB 067 Library Technical Services	3
LIB 068 Library Media Services	2
LIB 069 Library Automation for Library Technicians (or any other hands-on college-level computer course)	(2)

RECOMMENDED COURSES:	UNITS
ENGL 055 or 155 Children's Literature (or any other college-level literature course)	(3)
LIB 110 Information Literacy	1

### LIBRARY TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry-level employment in a library, assisting librarians to acquire, prepare, and organize material, and/or assisting users in finding information. In some cases, such as in small branch or school libraries, library technicians may perform any or all of these tasks on their own. 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
LIB 062 Care and Repair of Library Materials	1
LIB 064 Introduction to Libraries for Library Technicians	1
LIB 065 Public Services for Library Technicians	3
LIB 066 Acquisitions for Library Technicians	3
LIB 067 Library Technical Services	3
LIB 068 Library Media Services	2
LIB 069 Library Automation for Library Technicians (or any other hands-on college-level computer course)	2

Continued on next page...

## **LIBRARY TECHNOLOGY CERTIFICATE,**

Continued...

LIB 198*	Library Work Experience	1-4
ENGL 055	or 155 Children's Literature (or any other college-level literature course)	(3)
CIT 010	Beginning Keyboarding (or demonstrated ability to type 30 wpm for five minutes)	(3)

**TOTAL UNITS: 22-25**

*\*This requirement may be waived if the student has been employed in a library for at least one year at full time (or equivalent).*

### **COURSES OFFERED BY THE DEPARTMENT OF LIBRARY TECHNOLOGY:**

**LIB 062**  
**CARE AND REPAIR OF LIBRARY MATERIALS 1 UNIT**  
**PREREQUISITE: None.**

**LECTURE: .5 hour per week and**  
**LABORATORY: 1.5 hours per week.**

Basic, hands-on instruction in the binding, repair, and care of printed library materials.

*Associate Degree Applicable*

**LIB 064**  
**INTRODUCTION TO LIBRARIES FOR LIBRARY TECHNICIANS 1 UNIT**  
**PREREQUISITE: None.**

**LECTURE: 1 hour per week.**  
Introduction to the philosophy of library service; the history and types of libraries; the relationship of a library to the community it serves; the organizational structure of libraries; the role of the Library Technician; and the development of workplace attitude.

*Associate Degree Applicable*

**LIB 065**  
**PUBLIC SERVICES FOR LIBRARY TECHNICIANS 3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An introduction to library circulation systems; customer service skills; bibliographic instruction; shelf maintenance; image in public service; dealing with problem patrons; and basic reference skills, including a review of standard print and computer-based reference sources and their usage.

*Associate Degree Applicable*

**LIB 066**  
**ACQUISITIONS FOR LIBRARY TECHNICIANS 3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Introduction to the publishing industry; principles of collection development; bibliographic searching; acquisitions tools and techniques; accounting and budgeting procedures; an overview of ordering, receiving and claiming procedures; and weeding procedures.

*Associate Degree Applicable*

**LIB 067**  
**LIBRARY TECHNICAL SERVICES 3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Introduction to descriptive and subject cataloging, classification of materials using the Dewey Decimal and Library of Congress systems, preparation of catalog cards and computer database records, and use of electronic bibliographic utilities.

*Associate Degree Applicable*

**LIB 068**  
**LIBRARY MEDIA SERVICES 2 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 1.5 hours per week and**  
**LABORATORY: 1.5 hours per week.**

Provides an overview of a wide variety of media services within a library setting, ranging from the more traditional formats of film and video to the more recent compact disc technologies, digital audio, digitized video, telecommunications, and hypermedia.

*Associate Degree Applicable*

**LIB 069**  
**LIBRARY AUTOMATION FOR LIBRARY TECHNICIANS 2 UNITS**  
**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORIES: Completion of LIB 065, LIB 066, AND LIB 067, or equivalent experience.**

**LECTURE: 1.5 hour per week and**  
**LABORATORY: 1.5 hours per week.**

Introduction to the application and integration of computer systems in libraries. Students will be exposed to a variety of computer applications including online public access catalogs, automated circulation and cataloging systems. In addition, students will gain entry-level proficiency in utilizing compact disc technology and in conducting online database searches.

*Associate Degree Applicable*

**LIB 110**  
**INFORMATION LITERACY 1 UNIT**  
**PREREQUISITE: None.**

**LECTURE: .50 hour and**  
**LABORATORY: 1.5 hours per week.**

An introduction to the skills needed to effectively access print and online information sources, to critically evaluate the information retrieved, and to practice ethical behavior in regard to information technology.

*Applicable to Associate Degree*

*Course credit transfers to CSU and UC.*

**LIB 198**  
**LIBRARY WORK EXPERIENCE 1-4 UNITS**  
**PREREQUISITE: None.**

Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

# MACHINIST TECHNOLOGY

DIVISION: Applied Technology & Transportation  
 DIVISION DEAN: Thomas Bauman, M.S., P.E.  
 DEPARTMENT HEAD: William Clarke, Ed.D.  
 Technical 108  
 (909) 384-8504  
 DIVISION SECRETARY: Patsy Martinez  
 (909) 384-8902  
 DIVISION OFFICE: Technical 108  
 (909) 384-4451  
 LIAISON COUNSELOR: Wendy Whitney, M.S.  
 (909) 384-4404

The Machinist Technology curriculum is designed to prepare students for entry-level employment in manufacturing. The courses train first-time students and re-train students already employed in the machine trades industry. The curriculum has been developed in collaboration with local industries to meet the National Industry Metalworking Standard (NIMS) Industry. Supporters of this program are Society of Plastics Industry (SPI) S&C Mold, W.A. Lane Corporation, Wilden Pump, Service Industrial Tool and Supply, Rettig Machine, Prestige Mold, Fontana Machines, MWYP International, and Zwerner Industries.

Core competencies emphasized by courses in this department:

- Find and interpret information.
- Demonstrate working knowledge of basic computer function.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.

## MACHINIST TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in one of the following five Machinist Technology majors, (1) Machine Technology, (2) Machinist Standard, (3) Tool and Die, (4) Computer Numerical Control CAD/CAM, (5) Mechanical Hydraulics/ Pneumatics, students must complete all the requirements for the appropriate certificate with a grade of C or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

Students working for certificates must have a basic knowledge of arithmetic, reading, and writing in order to learn and work in the occupations they select.

The following is a list of six Machinist Technology Certificates and the number of credits required for each certificate:

Name of the Certificate	Units Required for the Certificate	
	Specialized Courses	Core Courses**
(1) Machine Technology		25
(2) Machinist Standard	6	25
(3) Tool and Die	11	25
(4) Computer Numerical Control: CAD/CAM	18	25
(5) Mechanical Hydraulics/ Pneumatics	27	N/A
(6) Basic Operation Computerized Numerical Control	16	N/A

Note:  
 • Basic Operation Computerized Numerical Control (CNC) certificate is not applicable towards Associate of Science in Machinist Technology degree.

• Students are required to take specialized courses and additional core courses in order to receive the following certificates: Machinist Standard Certificate; Tool and Die Certificate; and Computer Numerical Certificate

**Core Courses:		UNITS
MACH 120B	Machine Shop Theory	2
MACH 021B	Machine Shop I	4
MACH 022B	Machine Shop II	4
MACH 123A	Machine Shop III	4
MACH 124A	Machine Shop IV	4
MACH 090B	Engineering Blueprint Reading, Geometric Dimensioning and Tolerancing	3
TECALC 087	Technical Calculations	4
<b>TOTAL UNITS for the Core Requirements</b>		<b>25</b>

## MACHINIST TECHNOLOGY CERTIFICATES

Students working for certificates must have a basic knowledge of arithmetic, reading, and writing in order to learn and work in the occupations they select.

The following is a list of six Machinist Technology Certificates and the number of credits required for each certificate:

Name of the Certificate	Units Required for the Certificate	
	Specialized Courses	Core Courses**
(1) Machine Technology		25
(2) Machinist Standard	6	25
(3) Tool and Die	14	25
(4) Computer Numerical Control: CAD/CAM	18	25
Name of the Certificate	Units Required for the Certificate	
	Specialized Courses	Core Courses**
(5) Mechanical Hydraulics/ Pneumatics	27	N/A
(6) Basic Operation Computerized Numerical Control	16	N/A

Note:

• Basic Operation Computerized Numerical Control (CNC) certificate is not applicable towards Associate of Science in Machinist Technology degree.

• Students are required to take specialized courses and additional core courses in order to receive the following certificates: Machinist Standard Certificate; Tool and Die Certificate; and Computer Numerical Certificate

**Core Courses:		UNITS
MACH 120B	Machine Shop Theory	2
MACH 021B	Machine Shop I	4
MACH 022B	Machine Shop II	4
MACH 123A	Machine Shop III	4
MACH 124A	Machine Shop IV	4
MACH 090B	Engineering Blueprint Reading, Geometric Dimensioning and Tolerancing	3
TECALC 087	Technical Calculations	4
<b>TOTAL UNITS for the Core Requirements</b>		<b>25</b>

### 1. Machine Technology

This certificate is designed to prepare students for entry-level employment in manufacturing using machine tools such as lathes, milling machines, and spindles to produce precision metal parts. 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
Machine Technology Core Requirements	25
<b>Total Units required for Machine Technology Certificate</b>	<b>25</b>

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

### 2. Machinist Standard

This certificate is designed to prepare students for entry-level employment in manufacturing producing precision metal parts using machine tools such as lathes, milling machines, and spindles, or in the maintenance and manufacture of new parts for existing machinery. 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
Machine Technology Core Requirements	25
MACH 070B Computer Numerical Control Machining I	3
MACH 129B Manufacturing Processes	3
<b>Total Units required for Machinist Standard Certificate</b>	<b>31</b>

### 3. Tool and Die

This certificate is designed to prepare students for entry-level employment producing tools, dies, and special guiding and holding devices that enable machines to manufacture a variety of products we use daily - from clothing and furniture to heavy equipment and parts for aircraft. 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
Machine Technology Core Requirements	25
MACH 160B Tool and Die	4
MACH 061B Jig and Fixture Making	4
MACH 129B Manufacturing Processes	3
<b>Total Units required for the Tool and Die Certificate</b>	<b>36</b>

### 4. Computer Numerical Control: CAD/CAM

This certificate is designed to prepare students for entry-level employment as production machinists working with complex computer numerically controlled (CNC) cutting machines. 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
Machine Technology Core Requirements	25
MACH 070B Computer Numerical Control Machining I	3
MACH 071B Computer Numerical Control Machining II	3
MACH 072B Computer Aided Design/Computer Aided Manufacturing I	3
MACH 073B Computer Aided Design/Computer Aided Manufacturing II	3
MACH 074B Set-up and Operation of Various Machine Controls	3
MACH 129B Manufacturing Processes	3
<b>Total Units required for Computer Numerical Control: CAD/CAM Certificate</b>	<b>43</b>

### 5. Mechanical Hydraulics/Pneumatics

This certificate is designed to prepare students for entry-level employment for entry-level work in industrial mechanical hydraulics maintenance with training on state-of-the-art pneumatic systems, basic components, pumps and hydraulic simulation equipment. This certificate enables the holder to perform many plant maintenance requirements. 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
MACH 021B Machine Shop I	4
MACH 090B Engineering Blueprint Reading, Geometric Dimensioning and Tolerancing	3
MACH 091A Rigging Systems and Techniques	3
MACH 092A Fluid Power Systems I	2
MACH 093A Fluid Power Systems II	2
MACH 094A Fluid Pump Systems	2
MACH 095A Piping Systems	1
MACH 096A Central Lubrication	1
MACH 097A Mechanical Systems	2
TECALC 087 Technical Calculations	4
WELD 145 Shielded Metal Arc Welding	3
<b>Total Units required for Mechanical Hydraulics/Pneumatics Certificate</b>	<b>27</b>

### 6. Basic Operation Computerized Numerical Control (CNC)

This certificate is designed to provide entry-level skills to operate a CNC lathe or milling type machine tool.

REQUIRED COURSES:	UNITS
MACH 021B Machine Shop I	4
MACH 070B Computer Numerical Control Machining I	3
MACH 074B Set-up and Operation of Various Machine Controls	3
MACH 075X2 Introduction to Computer Aided Drafting Technologies	3
MACH 090B Engineering Blueprint Reading, Geometric Dimensioning and Tolerancing	3
<b>Total Units for Basic Operation Computerized Numerical Control (CNC) Certificate</b>	<b>16</b>

## COURSES OFFERED BY THE DEPARTMENT OF MACHINIST TECHNOLOGY:

### MACH 021B MACHINE SHOP I 4 UNITS

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: MACH 120A.**

**LECTURE: 2 hours per week and LABORATORY: 6 hours per week.**

First semester machine shop practices for majors or non-majors, with emphasis on Occupational Safety Health Association (OSHA), shop mathematics, measurements, and the correct use of the basic machine tools, mills, lathes, saws, and drill presses, as well as an introduction to National Industry Metal Working Standards (NIMS) skill standards.

*Associate Degree Applicable*

### MACH 022B MACHINE SHOP II 4 UNITS

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: MACH 021B.**

**LECTURE: 2 hours per week and LABORATORY: 6 hours per week.**

Second semester intermediate machine shop practices for majors or non-majors with a machining background. Emphasis on safety and Occupational Safety Health Act (OSHA), applied mathematics, and advanced processes on mills, lathes, and tool grinding and NIMS standards.

*Associate Degree Applicable*

### MACH 061B JIG AND FIXTURE MAKING 4 UNITS

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORIES: MACH 021B and MACH 120B.**

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

The study of jig and fixtures applications for conventional and computerized numerical machining processes. Skills and standards apply to the National Metal Working Standards (NIMS).

*Associate Degree Applicable*

### MACH 062X2 INTRODUCTION TO MOLD MAKING 2 UNITS

**PREREQUISITE: MACH 120B.**

**LECTURE: 1 hour per week and LABORATORY: 3 hours per week.**

Introduction to mold making and injection molding technology designed to give students a history and practical application of mold making for the industry. An overview of all mold making and injection molding procedures covering basic machining practices related to mold making and automated processes used in the mold making industry. This course may be taken two times.

*Associate Degree Applicable*



**MACH 070B**  
**COMPUTER NUMERICAL CONTROL MACHINING I**  
**3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Beginning Computer Numerical Control (CNC) programming covering programming concepts, Cartesian coordinate systems, geometric principles, and manual programming on Machining Centers.  
*Associate Degree Applicable*

**MACH 071B**  
**COMPUTER NUMERICAL CONTROL MACHINING II**  
**3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Intermediate computer numerical control (CNC) programming covering programming concepts, hands-on programming, computer assisted programming and down load programs to the mill and turning center.  
*Associate Degree Applicable*

**MACH 072B**  
**COMPUTER AIDED DESIGN/COMPUTER AIDED**  
**MANUFACTURING I**  
**3 UNITS**

**PREREQUISITE:** MACH 071A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

The study and use of MasterCam software with emphasis on drawing 2-D solids construction and part design basics related to 2-D models part programming for mills, lathes, and Electric Discharge Machines (EDM) machining processes.  
*Associate Degree Applicable*

**MACH 073B**  
**COMPUTER AIDED DESIGN/COMPUTER AIDED**  
**MANUFACTURING II**  
**3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

The study and use of MasterCam's mill and solids software to generate tool path, program codes, tooling information, and part coordinate information.  
*Associate Degree Applicable*

**MACH 074B**  
**SET-UP AND OPERATION OF VARIOUS MACHINE**  
**CONTROLS**  
**3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

The study of 2-D tool path, machine control programming, part fixture, tool applications and management of data required to operate various CNC machines and inspection equipment.  
*Associate Degree Applicable*

**MACH 075X2**  
**INTRODUCTION TO COMPUTER AIDED DRAFTING**  
**TECHNOLOGIES**  
**3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.

An introduction to Computer Aided Drafting (CAD) and design. Emphasis is placed on industry convention, AutoCAD commands and menus to create and plot two-dimensional drawings. Students are also introduced to three-dimensional solid modeling using AutoCAD, Inventor, and SolidWorks and its application in design and rapid prototyping. This course may be taken two times.  
*Associate Degree Applicable*

**MACH 090B**  
**ENGINEERING BLUEPRINT READING, GEOMETRIC**  
**DIMENSIONING AND TOLERANCING**  
**3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Blueprint interpretation with emphasis on terminology, Coordinate Measuring Machines (CMM), and concepts related to engineering drawing standards, geometric dimensioning and tolerancing language ANSI Y14.5, and how these apply to the engineering blueprint inspection processes.  
*Associate Degree Applicable*

**MACH 091A**  
**RIGGING SYSTEMS AND TECHNIQUES**  
**3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Rigging system fundamentals and their various applications in the manufacturing, construction, and transportation industry. Students will study rigging equipment, rigging processes, and how to operate rigging systems such as power hoists, sling and assemblies, and overhead crane operations. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*

**MACH 092A**  
**FLUID POWER SYSTEMS I**  
**2 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 3 hours per week.

This course focuses on basic hydraulic and pneumatic systems. The student will study hydraulics, pneumatic power, basic circuits, symbols, schematic diagrams, and principles of power and flow processes.  
*Associate Degree Applicable*

**MACH 093A**  
**FLUID POWER SYSTEMS II**  
**2 UNITS**

**PREREQUISITE:** MACH 092A  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 3 hours per week.

This course focuses on advanced hydraulic, advanced pneumatic and electro-fluid power systems. Fundamentals of fluid power controls including hydraulic and pneumatic directional control valves, electrical control of fluid power, cylinder application, air logic controls, electronic sensors, and vacuum systems.  
*Associate Degree Applicable*

**MACH 094A**  
**FLUID PUMP SYSTEMS** 2 UNITS  
**PREREQUISITE: None.**

**LECTURE: 2 hours per week.**

This course focuses on an introduction to single- and multiple-stage pump operations, pump performance analysis, and pump selection and maintenance.

*Associate Degree Applicable*

**MACH 095A**  
**PIPING SYSTEMS** 1 UNIT  
**PREREQUISITE: None.**

**LECTURE: 1 hour per week.**

*This course focuses on an introduction to piping and piping installation, tubing, hoses, and valves. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.*

*Associate Degree Applicable*

**MACH 096A**  
**CENTRAL LUBRICATION** 1 UNIT  
**LECTURE: 1 hour per week.**  
**PREREQUISITE: None.**

This course focuses on an introduction to central lubrication operations, lubrication concepts, simple series/progressive lubrication, troubleshooting and maintenance. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**MACH 097A**  
**MECHANICAL SYSTEMS** 2 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 3 hours per week.**

This course focuses on the basic of mechanical drive systems that include mechanical fasteners, measuring instruments, motors, power transmission systems, as well as mechanical drive installation processes. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**MACH 120B**  
**MACHINE SHOP THEORY** 2 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 2 hours per week.**

The basic cutting concepts of machine tools are described and diagramed with cutting tool geometric and variations examined. New technologies in manufacturing are explored as well as discussion of National Industry Metal Skill Standards (NIMS).

*Associate Degree Applicable*

*Course Credit transfers to CSU.*

**MACH 123A**  
**MACHINE SHOP III** 4 UNITS  
**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: MACH 022B.**

**LECTURE: 2 hours per week and**

**LABORATORY: 6 hours per week.**

Third semester intermediate machine shop practices for majors or non-majors, with a machining background. Emphasis on safety, applied mathematics for tool manufacturing, surface grinding, milling and turning operations and National Industry Metal Skill Standards (NIMS).

*Associate Degree Applicable*

*Course Credit transfers to CSU.*

**MACH 124A**  
**MACHINE SHOP IV** 4 UNITS  
**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: MACH 123A.**

**LECTURE: 2 hours per week and**

**LABORATORY: 6 hours per week.**

Fourth semester of advanced machine shop practices for majors or non-majors with a machining background. Emphasis on safety, special tool grinding, gear cutting, carbide usage and tool manufacturing.

*Associate Degree Applicable*

*Course Credit transfers to CSU.*

**MACH 129B**  
**MANUFACTURING PROCESSES** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Manufacturing processes, tapping and threading terminology, machining speeds/feeds, basic heat treating, turning processes, tool selection for turning, milling and drilling, processing of plastics and basic machine design.

*Associate Degree Applicable*

*Course Credit transfers to CSU.*

**MACH 160A**  
**TOOL AND DIE** 4 UNITS  
**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: MACH 120B.**

**LECTURE: 3 hours per week and**

**LABORATORY: 3 hours per week.**

The study and design of advanced tools and dies, blanking processes, metal die cutting and forming processes and power presses for stamping and forming metal parts. Duties and standards apply to the National Metal Working Standards (NIMS).

*Associate Degree Applicable*

*Course Credit transfers to CSU.*

**MACH 198**  
**MACHINIST TECHNOLOGY WORK EXPERIENCE** 1-4 UNITS

**PREREQUISITE: None.**

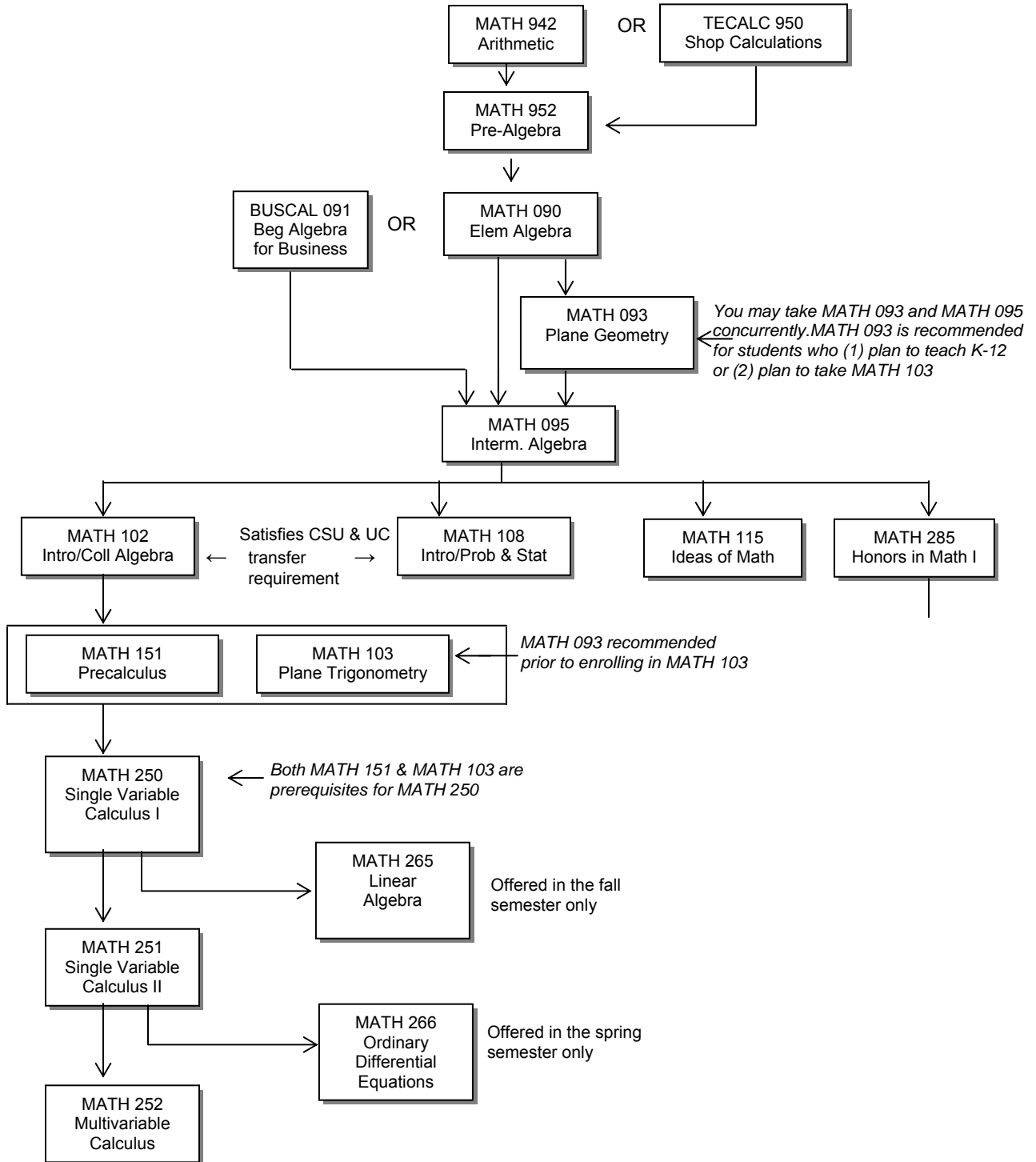
Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

## Sequence of Mathematics Courses at SBVC

You may follow this sequence of courses to develop proficiency in mathematics  
or  
You may be eligible to begin this sequence with MATH 952, MATH 090, MATH 095  
or higher depending on results of the SBVC assessment process.  
(Contact a counselor for details and the Admissions Office for assessment dates.)



## MATHEMATICS

DIVISION:	Science and Math
DIVISION DEAN:	Haragewen Kinde, Ed.D.
DEPARTMENT HEAD:	Jeremiah Gilbert, M.A. Physical Science 248 (909) 387-1604
DEPARTMENT SECRETARY:	Sylvia McDaniel Physical Science 230 (909) 384-8520
OTHER FACULTY:	Diana Avila, Ph.D. Lori Ann Blecka, M.S. Kristen Dillard, M.A. Yvonne Ellis, M.S. Ann Gibbons, M.A. Abeir Kasouha, M.A. Keith Lee, M.S. Michael Mayne, M.S. Zadock Reid, Ph.D. Scott Rippey, M.A. Teri Strong, Ph.D. Rita Sturgeon, M.A.
DIVISION SECRETARY:	Rose Garcia
DIVISION OFFICE:	Chemistry 121 (909) 384-8645
LIAISON COUNSELOR:	Rafael Herrera, M.S. (909) 384-4404

The Mathematics Department offers course work in all levels of mathematics from arithmetic through differential equations and linear algebra. Students seeking improvement in their basic mathematical skills and those desiring development of advanced mathematical methods can all find meaningful activities in the mathematics program. While there are job opportunities in pure mathematics, there are even more in education, business, engineering, and other technical fields that rely on mathematics. Students planning to transfer to a four-year institution and major in mathematics or a related field should consult with a counselor regarding the transfer process and lower division requirements.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.

### MATHEMATICS ASSOCIATE OF SCIENCE DEGREE

An Associate of Science degree with a specialization in Mathematics can be earned by completing the following required courses in addition to fulfilling the breadth requirements for the associate degree (minimum 60 semester units).

REQUIRED COURSES:	UNITS
MATH 151 Precalculus	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
MATH 252 Multivariable Calculus	5
Three units from the list of <b>RECOMMENDED COURSES</b>	3
<b>TOTAL UNITS:</b>	<b>20</b>

RECOMMENDED COURSES:	UNITS
CS 190 Programming in C ++	4
MATH 265 Linear Algebra	3
MATH 266 Ordinary Differential Equations	3

### COURSES OFFERED BY THE DEPARTMENT OF MATHEMATICS:

#### MATH 942 ARITHMETIC 3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A basic skills course in arithmetic including the fundamental operations of whole numbers, fractions, decimals, ratios, proportions, and percents.

*Not applicable to the Associate Degree*

#### MATH 942A VOCATIONAL ARITHMETIC: WHOLE NUMBERS 1 UNIT

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

This is the first course of a basic skills sequence emphasizing arithmetic topics including the fundamental operations of whole numbers as they apply to vocational fields.

*Not applicable to the Associate Degree*

#### MATH 942B VOCATIONAL ARITHMETIC: FRACTIONS AND DECIMALS 1 UNIT

**PREREQUISITE:** MATH 942A.

**LECTURE:** 1 hour per week.

This is the second course of a basic skills sequence emphasizing arithmetic topics including the fundamental operations of fractions and decimals as they apply to vocational fields.

*Not applicable to the Associate Degree*

#### MATH 942C VOCATIONAL ARITHMETIC: PROPORTIONS, RATIOS, PERCENTS, AND GEOMETRY 1 UNIT

**PREREQUISITE:** MATH 942B.

**LECTURE:** 1 hour per week.

This is the third course of a basic skills sequence emphasizing arithmetic topics including proportions, ratios, percents, and geometry as they apply to vocational fields.

*Not applicable to the Associate Degree*

#### MATH 952 PREALGEBRA 4 UNITS

**PREREQUISITE:** MATH 942 or MATH 942C or eligibility for MATH 942 as determined through the SBVC assessment process.

**LECTURE:** 4 hours per week.

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

*Not applicable to the Associate Degree*

**MATH 952A**  
**PREALGEBRA: INTEGERS** 1 UNIT  
**PREREQUISITE:** MATH 942 or MATH 942C or  
eligibility for MATH 952 as determined through the  
SBVC assessment process.  
**LECTURE:** 1 hour per week.

First course of a sequence emphasizing prealgebra topics including properties of real numbers, operations with integers, an introduction to variables, and simplifying algebraic expressions by adding subtracting, multiplying and dividing polynomials.  
*Not Applicable to Associate Degree*

**MATH 952B**  
**PREALGEBRA: FRACTIONS** 1 UNIT  
**PREREQUISITE:** MATH 952A.  
**LECTURE:** 1 hour per week.

Second course of a sequence emphasizing prealgebra topics including properties of fractions, operations with fractions, and simplifying algebraic expressions and solving simple linear equations containing fractions.  
*Not Applicable to Associate Degree*

**MATH 952C**  
**PREALGEBRA: EXPONENTS AND LINEAR EQUATIONS** 1 UNIT  
**PREREQUISITE:** MATH 952B.  
**LECTURE:** 1 hour per week.

Third course of a sequence emphasizing prealgebra topics including odd, even and prime numbers, rules of exponents, performing operations with exponents, simplifying algebraic expressions containing exponents, and further work solving simple linear equations.  
*Not Applicable to Associate Degree*

**MATH 952D**  
**PREALGEBRA: DECIMALS, PERCENT, AND RATIOS** 1 UNIT  
**PREREQUISITE:** MATH 952C.  
**LECTURE:** 1 hour per week.

Fourth course of a sequence emphasizing prealgebra topics including operations with decimals, percent, and ratios, simplifying algebraic expressions containing decimals and percent, solving proportions, solving simple linear equations containing decimals, and applications involving decimals, percent, and proportions.  
*Not Applicable to Associate Degree*

**MATH 010**  
**FOUNDATIONAL SKILLS FOR MATHEMATICAL MAJORS** .25 UNIT  
**PREREQUISITE:** None.

**COREQUISITE:** MATH 102, 103, 151, 250, 251, 252, 265, or 266.

**LECTURE:** None.  
**LABORATORY:** 13.5 hours per semester.

This course enables students to develop and strengthen foundational mathematical skills during enrollment in major's-level mathematics coursework. Workshops emphasize skill-building in the analytical and communication skills necessary for success in major's-level mathematics classes and professional-level mathematics careers. Topics include applied math, word problems, data manipulation, graphing, logical argument and writing to support a thesis, critical thinking, and the use of technology. Graded on a credit/no credit basis only.  
*Associate Degree Applicable*

**MATH 090**  
**ELEMENTARY ALGEBRA** 4 UNITS  
**PREREQUISITE:** MATH 952, MATH 952D or eligibility  
for MATH 090 as determined through the SBVC  
assessment process.  
**LECTURE:** 4 hours per week.

Covers the basic concepts typically presented in an introductory algebra course: operations with polynomials and rational expressions; rules of exponents; methods of factoring polynomials; solving linear, literal, and rational equations; solving linear inequalities; and solving applications modeled by linear equations.  
*Associate Degree Applicable*

**MATH 093**  
**PLANE GEOMETRY** 3 UNITS  
**PREREQUISITE:** MATH 090 or eligibility for MATH 095  
as determined through the SBVC assessment  
process.  
**LECTURE:** 3 hours per week.

A review of high school geometry including mathematical logic, proofs, geometric constructions, congruence, similarities, and other properties of basic closed plane figures.  
*Associate Degree Applicable*

**MATH 095**  
**INTERMEDIATE ALGEBRA** 4 UNITS  
**PREREQUISITE:** MATH 090 or eligibility for MATH 095  
as determined through the SBVC assessment  
process OR BUSCAL 091.  
**LECTURE:** 4 hours per week.

This is a second course in algebra which builds on the skills of solving equations. This course includes finding rational solutions to quadratic, absolute value and rational equations, solving linear and absolute value inequalities, rational exponents and radicals, graphing linear equations and inequalities in two variables, and solving systems of linear equations.  
*Associate Degree Applicable*

**MATH 102**  
**COLLEGE ALGEBRA** 4 UNITS  
**PREREQUISITE:** MATH 095 or eligibility for MATH 102  
as determined through the SBVC assessment  
process.  
**LECTURE:** 4 hours per week.

This course includes the study of quadratic equations and inequalities and their applications, an introduction to functions including operations and inverses, exponential functions and their graphs, logarithmic functions and their graphs and properties, in depth work graphing functions with transformations, an introduction to sequences, series, and the Binomial Expansion Theorem. This course is designed for students with a strong foundation in algebra.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*  
*CAN (California Articulation Number): MATH 10*

**MATH 103**  
**PLANE TRIGONOMETRY** **4 UNITS**  
**PREREQUISITE: MATH 102 or eligibility for MATH 103 as determined through the SBVC assessment process.**  
**LECTURE: 4 hours per week.**  
The study of trigonometry including trigonometric functions, identities, trigonometric equations, periodicity, graphs of the trigonometric functions, inverse functions, and solution of triangles.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*CAN (California Articulation Number): MATH 8*

**MATH 108**  
**INTRODUCTION TO PROBABILITY AND STATISTICS** **4 UNITS**  
**PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the SBVC assessment process.**  
**LECTURE: 4 hours per week.**  
An introductory course to probability, descriptive and inferential statistics with applications to the natural sciences, business, economics, and the behavioral sciences.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*  
*CAN (California Articulation Number): STAT 2*

**MATH 115**  
**IDEAS OF MATHEMATICS** **3 UNITS**  
**PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the SBVC assessment process.**  
**LECTURE: 3 hours per week.**  
This transfer level course is designed for non-science majors and includes sets, propositional logic, inductive reasoning and applications, mathematical patterns, counting methods, and finite probability spaces.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 2*

**MATH 151**  
**PRECALCULUS** **4 UNITS**  
**PREREQUISITE: MATH 102 or eligibility for MATH 151 as determined through the SBVC assessment process.**  
**LECTURE: 4 hours per week.**  
This course provides foundational skills to facilitate success in calculus. The course includes inequalities, functions and their graphs, polynomials and rational functions, exponential and logarithmic functions, conics, sequences and series, mathematical induction, the Binomial Theorem, and systems of equations and inequalities.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*  
*CAN (California Articulation Number): MATH 16*

**MATH 222**  
**INDEPENDENT STUDY IN MATHEMATICS** **1-3 UNITS**  
**PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the SBVC assessment process.**  
**INDEPENDENT STUDY: 3-9 hours per week.**  
Assigned projects involving research or directed study for selected students who are interested in furthering their knowledge of mathematics on an independent study basis. Each unit of independent study requires 3 hours per week for an entire semester. Enrollment is limited to students who meet independent study criteria. A contract must be prepared with the instructor prior to registration.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; credit determined after transfer to UC.*

**MATH 250**  
**SINGLE VARIABLE CALCULUS I** **4 UNITS**  
**PREREQUISITES: MATH 103 and MATH 151 or eligibility for MATH 250 as determined through the SBVC assessment process.**  
**LECTURE: 4 hours per week.**  
A first course in calculus including limits, continuity, derivatives of algebraic and trigonometric functions, applications of derivatives, antiderivatives, and definite integrals and their applications.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 18*

**MATH 251**  
**SINGLE VARIABLE CALCULUS II** **4 UNITS**  
**PREREQUISITE: MATH 250.**  
**LECTURE: 4 hours per week.**  
This second course in calculus provides further application of definite integrals, differentiation and integration of transcendental functions, techniques of integration, L'Hopital's rule and improper integrals, infinite sequences and series, Taylor and power series.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 20*

**MATH 252**  
**MULTIVARIABLE CALCULUS** **5 UNITS**  
**PREREQUISITE: MATH 251.**  
**LECTURE: 5 hours per week.**  
A third course in calculus including vectors, lines, and simple surfaces in three dimensional space, some linear algebra topics, vector-valued functions, partial derivatives, multiple integrals, line integrals and Green's Theorem, Divergence Theorem, surface integrals and the theorems of Gauss and Stokes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 22*

**MATH 265**  
**LINEAR ALGEBRA** **3 UNITS**  
**PREREQUISITE: MATH 250 or eligibility as determined through the SBVC assessment process.**  
**LECTURE: 3 hours per week.**

An introduction to linear algebra that complements advanced courses in calculus. Topics include systems of linear equations, matrix operations, determinants, vectors and vector spaces, eigenvalues and eigenvectors, and linear transformations.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 26*

**MATH 266**  
**ORDINARY DIFFERENTIAL EQUATIONS** **3 UNITS**  
**PREREQUISITE: MATH 251.**  
**DEPARTMENTAL ADVISORY: MATH 252.**  
**LECTURE: 3 hours per week.**

An introduction to differential equations that complements advanced courses in calculus. Topics include first order differential equations and applications, linear differential equations and some applications of second order linear differential equations, linear systems, and an introduction to series solutions and the Laplace transform.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 24*

**MATH 285**  
**HONORS IN MATHEMATICS I** **3 UNITS**  
**PREREQUISITE: MATH 095 or MATH 102.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 2 hours per week.**

An introduction to algebraic concepts and functional properties necessary for understanding limits and the application of those limits to their derivative functions in calculus.

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

#### **MATHEMATICS APPLIED**

See the Department of BUSINESS CALCULATIONS or Technical Calculations courses within the Department of ELECTRICITY/ELECTRONICS

#### **MICROBIOLOGY**

See courses within the BIOLOGY DEPARTMENT

#### **MODERN LANGUAGES**

FOR COURSES IN MODERN LANGUAGES, SEE:  
 AMERICAN SIGN LANGUAGE, FRENCH,  
 AND SPANISH

#### **MUSIC**

DIVISION: Humanities  
 DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
 DEPARTMENT HEAD: Leticia Hector, M.A.  
 Liberal Arts 239  
 (909) 384-8618  
 OTHER FACULTY: Matie Scully, M.M.  
 DIVISION SECRETARIES: Kelly Adcock  
 (909) 384-8906  
 Cheryl Benner  
 (909) 384-8633  
 DIVISION OFFICE: North Hall 236  
 (909) 384-4445  
 LIAISON COUNSELOR: Juan Zepeda, M.S.  
 (909) 384-4404

Music is one of the most rewarding of all human endeavors, and the faculty and students in the Department of Music share a deep love for their art and a common desire to achieve excellence in it. The curriculum provides basic preparation for careers in music or further study, and is designed to provide a balanced education in the many facets of musical experience. It is the goal of the Music Department to help students develop their musical and intellectual potential to the highest possible level.

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

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Apply learned knowledge to new situations.
- Evaluate diverse artistic works.
- Demonstrate creative thought through original expression.
- Demonstrate knowledge of and respect for other cultures.
- Demonstrate knowledge of and respect for one's own culture.

#### **MUSIC ASSOCIATE OF ARTS DEGREE**

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

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
MUS 101	Music Theory I: Fundamentals	3
MUS 101L	Musicianship I	1
MUS 102	Music Theory II: Scales and Modes	3
MUS 102L	Musicianship II	1
MUS 201	Music Theory III: Basic Harmony	3
MUS 201L	Musicianship III	1
MUS 202	Music Theory IV: Harmony	3
MUS 202L	Musicianship IV	1
MUS 121	Music Literature I –Middle Ages Through Classicism	3
MUS 122	Music Literature II – Classicism To Present	3
MUS 133	Beginning Piano	3

Four semester units from the following performance courses: 4  
 MUS 141x4, 150x4, 152x4, 154x4, 156x4, 158x4  
**TOTAL UNITS: 29**

#### **COURSES OFFERED BY THE DEPARTMENT OF MUSIC:**

**MUS 100**  
**INTRODUCTION TO MUSIC** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 This course introduces students to music and methods of music listening. Included in this course will be guidelines for music selection, cross-cultural studies in music, a discussion of patrons and audiences, consideration of the roles of women in creating music, and a history of popular music.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 101**  
**MUSIC THEORY I: FUNDAMENTALS** 3 UNITS  
**PREREQUISITE:** MUS 101L.  
**LECTURE:** 3 hours per week.  
 Designed to teach music terminology, rhythm, pitch, notation, meter, key signatures, scales, chords, and keyboard geography. Includes a study of the role that music plays in society, its aesthetic impact, and some of the music of important composers in the development of music including J.S. Bach, Mozart, Beethoven, Brahms, Wagner, and Copland.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 101L**  
**MUSICIANSHIP I** 1 UNIT  
**PREREQUISITE:** None.  
**COREQUISITE:** MUS 101.  
**LECTURE:** None.  
**LABORATORY:** 3 hours per week.  
 A general study of the components of musicianship, this course explores how musical sounds are represented on paper through the use of graphic symbols and the basic ways in which they relate to each other in music composition. This course further explores how the musician interprets these symbols.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 102**  
**MUSIC THEORY II: SCALES AND MODES** 3 UNITS  
**PREREQUISITES:** MUS 101 and MUS 101L  
**COREQUISITE:** MUS 102L.  
**LECTURE:** 3 hours per week and  
 Designed to teach analytical and compositional techniques through a progressive study of the following: counterpoint, harmony, modulation, voice leading, harmonic and formal analysis, and 20th century atonality. Examines key words by important composers in the development of music such as J.S. Bach, Beethoven, Debussy, Schoenberg and Stravinsky and the impact these pieces have made in our society and its aesthetic development.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 102L**  
**MUSICIANSHIP II** 1 UNIT  
**PREREQUISITES:** MUS 101 and MUS 101L.  
**COREQUISITE:** MUS 102.  
**LECTURE:** None.  
**LABORATORY:** 3 hours per week.  
 Continues to focus on the study of musicianship through its components. Explores dictation skills (the notation of aural impressions), the continued use of solfeggio syllables to discern pitches within a tonal framework, and keyboard fundamentals designed to elevate students' levels of musicianship.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 104**  
**HISTORY OF ROCK AND ROLL** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 A chronological survey of rock music styles including origins, development, effects on today's society, and major artists.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 105**  
**AMERICAN POPULAR MUSIC** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 This course traces the social history of America through its music by comparing the works of outstanding musicians and examining them in detail to demonstrate similarities and differences among the various styles.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 106**  
**HISTORY OF JAZZ** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 Provides the student with a chronological survey of jazz music styles, including origins, development, effects on today's society, and major artists and styles. Concepts such as musical structure and form are explored.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 107**  
**MUSIC OF THE WORLD** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
 A survey of the traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Sahara Africa. Live and filmed performances introduce students to the instrumental and vocal techniques, musical structures and performance contexts within selected cultures of these areas. Includes the impact of western influences. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*



**MUS 117x4**  
**GUITAR INSTRUCTION** 1 UNIT  
**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.  
A progressive study of the guitar beginning with stringing, tuning and fingering, and continuing with the development of playing techniques, notation, reading guitar music, playing melodies, chord construction, and accompaniment. Students must provide their own instruments. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 121**  
**MUSIC LITERATURE I – MIDDLE AGES THROUGH CLASSICISM** 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.  
An overview of music's historical development from the Middle Ages through Classicism. Emphasis is on appreciation of musical form and the role of music in a multicultural society to political and artist events.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 122**  
**MUSIC LITERATURE II – CLASSICISM TO PRESENT** 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.  
An overview of music's historical development from Classicism to the present. Emphasis is on appreciation of musical form and the role of music in a multicultural society to political and artist events.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 123**  
**BEGINNING MIDI WORKSTATION** 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
An introduction to MIDI and its applications, the use of computers, MIDI interface, synthesizers, drum machine and tape recorder in developing musical projects. This course will emphasize developing competency in music sequencing and the use of graphics software.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MUS 124**  
**MIDI-WORKSTATION: SONGS AND STYLES** 3 UNITS  
**PREREQUISITE:** MUS 123.  
**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 127x4.

**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Practical experience in MIDI (Musical Instrument Digital Interface) and its applications, with an emphasis on song writing and constructing stylistic demonstrations similar to those used in the music and film industries. Competencies in music sequencing and the use of graphics software will be developed.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MUS 127x4**  
**MIDI WORKSTATION: PRACTICUM LABORATORY** 1 UNIT

**PREREQUISITE:** MUS 123.  
**LABORATORY:** 3 hours per week.  
Practical experience in MIDI and its applications. Workstation format will provide the basis for MIDI instruction, benefiting both the beginner and experienced user. Subsequent enrollment will provide the student an opportunity for developing additional skill and competency in the subject matter. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MUS 130**  
**ELEMENTARY VOICE** 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
An introduction and progressive study of vocal techniques including muscular aspects, sound producing properties of the vocal mechanism with emphasis on singing and vocal projection used in a speech and drama and standard vocal literature.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 131**  
**INTERMEDIATE VOICE** 3 UNITS  
**PREREQUISITE:** MUS 130.

**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 141x4.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
This course is designed for the singer who has had formal vocal training and wishes to pursue additional training for a career in the vocal arts. Emphasis is on vocal technique, voice quality, expression, style, interpretation, stage presence, and multi-language diction.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 133**  
**BEGINNING PIANO** 3 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 101.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
This course teaches practical keyboard facility, sight reading, elementary improvisation and harmonization of folk melodies, and leads to the performance of simple piano selections. This course will be useful for those desiring to learn to play the piano, organ, or electronic keyboards.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 134**  
**INTERMEDIATE PIANO** 3 UNITS  
**PREREQUISITE:** MUS 133.

**DEPARTMENTAL ADVISORY:** MUS 102.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
This course focuses on the improvement of keyboard facility and sight reading abilities, advances improvisation and harmonization skills, and directs the performance of complex piano selections. This course will be useful for those desiring to strengthen current keyboard skills.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 136**  
**INTRODUCTION TO JAZZ ROCK PIANO** 3 UNITS  
**PREREQUISITE:** MUS 133.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.  
 An introduction to the contemporary styles of piano performance with an emphasis on jazz, rock, Latin and pop. Includes contemporary theory, ear training and improvisation skills.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 141x4**  
**APPLIED MUSIC** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
 Applied music study in piano, voice and orchestral instruments with an approved off-campus instructor. Students are required to have 16 one-hour lessons during the semester, and are responsible for the cost of private instruction. At the end of the semester, each student will perform before the music faculty to determine semester grade. This course may be taken four times. **AT LEAST THREE YEARS OF PREVIOUS STUDY ON INSTRUMENT OR VOICE IS REQUIRED.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 150x4**  
**MIXED CHORUS** 1 UNIT  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 101 or MUS 130.  
**LABORATORY:** 3 hours per week.  
 Foundational techniques in such aspects of choral music as breathing, posture, tone production, enunciation and musicianship, especially recommended for education and liberal arts majors who desire vocal training. Includes choral music from a variety of stylistic periods including classical, spiritual, folk and musical theatre. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 152x4**  
**CHAMBER SINGERS** 2 UNITS  
**PREREQUISITES:** None.  
**LABORATORY:** 6 hours per week.  
 Study and performance of a wide variety of outstanding music literature from all periods suitable to a chamber group including classical genres and contemporary art music as well as musical theater and opera excerpts. This course may be taken four times. **PREVIOUS CHORAL EXPERIENCE AND/OR ABILITY TO READ MUSIC IS REQUIRED.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 154x4**  
**COLLEGE SINGERS** 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Choral experience and/or MUS 101 or MUS 130 or equivalent.  
**LABORATORY:** 6 hours per week.  
 Rehearsal and performance of college level choral literature from various style periods. The performance schedule includes both on and off campus concerts throughout the semester. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 156x4**  
**CONCERT CHOIR** 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Choral experience or MUS 101.  
**LABORATORY:** 6 hours per week.  
 Progressive study and performance of outstanding representative choral works from all periods of music history. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 158x4**  
**GOSPEL CHOIR** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
 For students interested in the performance of a unique genre of African-American music; emphasis is on the evolutionary aspects of gospel as reflected in the growth of American civilization. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 201**  
**MUSIC THEORY III: BASIC HARMONY** 3 UNITS  
**PREREQUISITES:** MUS 102 and MUS 102L.  
**COREQUISITE:** MUS 102.  
**LECTURE:** 3 hours per week.  
 A complete study of diatonic harmonies, including a review of triad formations and principles of voice-leading. Beginning study of seventh chords, secondary dominants, realization of figured bass lines, beginning formal analysis and intermediate ear-training (two-part dictation) and sight-singing of harmonic parts in chorales. Includes analysis of the chorales by J.S. Bach, sight-singing chorale parts, and taking two-part dictation of melodic and harmonic lines from such chorales.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 201L**  
**MUSICIANSHIP III** 1 UNIT  
**PREREQUISITES:** MUS 102 and MUS 102L.  
**COREQUISITE:** MUS 201.  
**LECTURE:** None.  
**LABORATORY:** 3 hours per week.  
 Emphasis on further development of skills in sight singing melodies which contain all intervals, melodic dictation which contains modulation, harmonic identification of all diatonic seventh chords and harmonic dictation of chorale phrases which modulate, rhythmic dictation with quarter and eighth beat values and in compound meters.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MUS 202**  
**MUSIC THEORY IV: HARMONY** 3 UNITS  
**PREREQUISITES:** MUS 201 and MUS 201L.  
**COREQUISITE:** MUS 202L.  
**LECTURE:** 3 hours per week.  
 A conclusive study of diatonic harmonies, including further work with secondary dominant chord structures and figured bass line realizations. An extensive study of ninth chords (complete, incomplete, and dominant ninth), Neapolitan and augmented sixth chords as well as a study of irregular resolution will be undertaken. Conclusive study of Bach Chorales and other brief forms will be undertaken.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 202L**  
**MUSICIANSHIP IV** **1 UNIT**  
**PREREQUISITES: MUS 201 and MUS 201L.**  
**COREQUISITE: MUS 202.**  
**LECTURE: None.**  
**LABORATORY: 3 hours per week.**

Emphasis on further development of skills in sight singing modal melodies and melodies containing larger leaps and non-diatonic tones, dictation of melodies with non-diatonic tones and modal melodies, harmonic identification of secondary dominants and augmented sixth and Neapolitan sixth chord, rhythmic dictation with changing meters and super triplets.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 222**  
**INDEPENDENT STUDY IN MUSIC** **1-3 UNITS**  
**PREREQUISITE: None.**  
**INDEPENDENT STUDY: 3-9 hours per week.**

Assigned projects involving research and analysis of selected topics or directed study for students who are interested in furthering their knowledge of music on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*Limited transfer to UC; credit determined after transfer to UC.*

**MUS 285**  
**HONORS IN MUSIC** **3 UNITS**  
**PREREQUISITE: MUS 101 or MUS 121 or MUS 122.**  
**LECTURE: 3 hours per week.**

A study of selected topics from musical literature ranging from Gregorian Chant to Twentieth Century composition, focusing on the analysis of structure, thematic material and, in some cases, literary relationships.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## NURSING

DIVISION:	Health Science
DIVISION DEAN:	Marilyn Johnson, M.N.
DEPARTMENT HEAD:	Priscilla Taylor, M.S.N. (909) 384-8925
OTHER FACULTY:	June Hill, M.S. Laura Leedahl, Ed.D. Tamara Maurizi, M.S.N. Marion Meines, M.S.N. Violeta Obra, M.S. Geoff Schroder, M.S.N. Monica Temple, M.S. Judith Tobin, M.S.N. Alicia Tuvida, M.N. Sandra Waters, M.S.N. Rebecca Whitfield, M.S.N. Christie Winter, M.S.
DIVISION SECRETARY:	Dorothy N. Fierro
DIVISION OFFICE:	Health and Life Science 101 (909) 384-8550
LIAISON COUNSELOR:	Juan Zepeda, M.S. (909) 384-4404

The Nursing Department offers a sequence of courses leading to an Associate of Science degree with a major in nursing. Students learn to function in a variety of health care settings and aid patients, through the nursing process, attain or maintain their optimum level of wellness. Graduates are eligible to take the national licensing exam and become licensed as a Registered Nurse in the state of California.

Learning activities are conducted on the San Bernardino Valley College campus and in local hospitals and community agencies. After completion of prerequisites, students must apply and be accepted. Prerequisite courses and the admission process is explained below as well as in a pamphlet available in the Health Science Division Office and the Counseling Center, Registered Nursing Program: How to Prepare for R.N. Licensure. The program is accredited by the California State Board of Registered Nursing and the National League for Nursing Accrediting Commission, 61 Broadway – 33<sup>rd</sup> Floor, New York, NY 10006.

Licensed Vocational Nurses may also take courses leading to Registered Nursing licensure. See the following section, on OPTIONS FOR LICENSED VOCATIONAL NURSES. A pamphlet is available in the Health Science Division Office, LVN to RN Nursing Program.

A background check is required for admission. California law allows for denial of the Registered Nurse (R.N.) license based on any conviction or legal action related to nursing practice. Admission may be denied based on a history of prior convictions related to nursing practice which would include Medicare/Medicaid fraud, and/or sex offenses. If convictions exist, proof of rehabilitation is required. For further information: [www.rn.ca.gov](http://www.rn.ca.gov).

Core competencies emphasized by courses in this department:

- Read and retain information.
- Find and interpret information.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.
- Accept responsibility for own actions.
- Exhibit personal, professional and academic honesty.
- Display behavior consistent with ethical standards within a discipline.
- Set goals for educational, personal and professional development.

### PREREQUISITES FOR THE NURSING PROGRAM:

1. Graduation from high school or its equivalent (G.E.D. or the California State High School Proficiency Exam), or Bachelor degree.
2. Demonstrate competency in English and mathematics by satisfying the following criteria:
  - a. Competency in English is demonstrated by completion of ENGL 015 or ENGL 101 with a grade of C or higher.
  - b. Competency in mathematics is demonstrated by:
    - i. Completion of MATH 090 or a higher level course in mathematics with a grade of C or higher.

or

- ii. Completion of a mathematics proficiency examination which is equivalent to a comprehensive final examination in MATH 090 with the equivalent to a grade of C or higher.  
or
  - iii. Completion of BUSCAL 091 or TECALC 097 with a grade of C or higher.
3. Prerequisite courses listed below must be completed before entry into the nursing program. A grade of C or better and a minimum G.P.A. of 2.75 must be earned in prerequisite courses below.

BIOL 250 and BIOL 251	Human Anatomy and Physiology I and II
or	
BIOL 260 and BIOL 261	Human Anatomy and Human Physiology
BIOL 270	Microbiology
PSYCH 100	Psychology

**NOTE:**

- BIOL 261 (or BIOL 250 and 251) and BIOL 270 must be taken within 5 years of admission to nursing courses.
- BIOL 251 has a prerequisite of BIOL 250.
- BIOL 261 has a prerequisite of BIOL 260 and CHEM 101.
- BIOL 270 has prerequisites of BIOL 250 or 260 or 261 and CHEM 101.
- CHEM 101 has a prerequisite of MATH 090.

**REQUIRED SUPPORT COURSES FOR THE NURSING PROGRAM**

The following courses must be completed prior to graduation, or may be completed before entering the nursing program. A grade of C or better must be earned in each:

ENGL 101	Freshman Composition
SPEECH 100	Elements of Public Speaking
or	
SPEECH 111	Interpersonal Communication
SOC 100	Introduction to Sociology
or	
ANTHRO 102	Cultural Anthropology

The **full-time program** consists of 4 semesters of Monday thru Friday, day-time classes with day or evening labs. Students are admitted in the Fall and Spring semesters.

**STEPS TO APPLY FOR THE NURSING PROGRAM:**

Applications for the **Nursing program** should be submitted in the semester when prerequisites are being completed and must be received by **February 1** for entry in the Fall semester OR by **September 1** for entry in the Spring semester. Incomplete applications will not be accepted.

- Application and admission to San Bernardino Valley College (Admissions & Records Office, Administration/ Student Services Building.)
- Submit to the Nursing Department:
  - a. "Application For Admission" form (available in the Health Science Division).

- b. Official college transcripts from all colleges or universities attended except for SBVC or Crafton Hills College showing prerequisites that meet the required G.P.A. (If transcripts are from a foreign country, it must be evaluated (see Admissions Clerk.) If prerequisite courses are in progress at the time of application, the student must arrange to have the instructor submit the final grade that maintains the required G.P.A.
- c. Documents showing competency in English and mathematics (if not showing on transcript).
- d. High School completion document (transcript, or diploma, or G.E.D. score, or Calif. High School Proficiency exam score) or Bachelor degree.

**ADMISSION TO THE NURSING PROGRAM**

Applications will be evaluated according to the program requirements stated above. Students meeting all prerequisites will be considered for acceptance dependent upon space availability. If there are more students with requirements met than spaces available, students will be randomly ranked and accepted in the program. Students who have previously met the requirements will be accepted into the program first, followed by the current applicants who have met the requirements until the class is filled. Only if space is available will late applications be considered. Incomplete applications will not be considered.

**OPTIONS FOR LICENSED VOCATIONAL NURSES**

Students with a current California Vocational Nursing License who wish to become Registered Nurses may select one of the following:

**Regular Nursing Program:** complete prerequisites and support courses listed above, apply and be accepted into the regular Nursing Program.

**Option 1. LVN to RN Bridge:** Complete prerequisites and support courses for RN program listed above, and general breadth requirements for the Associate of Science Degree. Apply by January 5 (March entry) and be accepted into the LVN to RN Bridge program. Complete each of the following courses with a grade of C or higher: NURS 108, 109 (includes challenge exams to determine eligibility to enter the following courses) 200, 202, 210, 211, 212, and 217.

**Option 2. LVN to RN, 30 Unit Option** (*This option fulfills the minimum requirements to take the RN licensing exam, but students who complete this option are not graduates of the program, do not earn a degree, and may not be eligible to be licensed in states other than California*). Complete each of the following prerequisites with a grade of C or higher: BIOL 261 (or BIOL 250 and 251) and BIOL 270. Apply by January 5 (March entry) and be accepted into the LVN to RN, 30 Unit Option Program. Complete each of the following courses with a grade of C or higher: NURS 108, 109 (includes challenge exams to determine eligibility to enter the following courses), 200, 210, 211, 212, and 217.

**NURSING ASSOCIATE OF SCIENCE DEGREE**

To graduate with a major in Nursing, students must complete each of the following courses plus the general education requirements for the Associate of Science Degree with a grade of C or higher.

<b>REQUIRED NURSING COURSES:</b>	<b>UNITS</b>
NURS 100 Introduction to the Associate Degree Nursing Program	1
NURS 102 Fundamentals of Nursing	4.5
NURS 104 Medical-Surgical Nursing I	5
NURS 108 Pharmacology for Nurses	1
NURS 110 Medical-Surgical Nursing II	5.5
NURS 112 Maternity Nursing	5
NURS 200 Medical-Surgical Nursing III	5.5
NURS 202 Pediatric Nursing	4.75
NURS 210 Nursing Care of the Critically Ill	2.5
NURS 211 Medical-Surgical Nursing IV	3.75
NURS 212 Psychiatric Nursing	2.75
NURS 217 Advanced Ethical and Legal Aspects of Nursing	1
<b>TOTAL UNITS:</b>	<b>42.25</b>

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

*Registration in the following nursing courses is limited to students who have completed prerequisites and have been accepted into the Nursing Program.*

**NURS 100**  
**INTRODUCTION TO THE ASSOCIATE DEGREE NURSING PROGRAM** **1 UNIT**  
**PREREQUISITE:** None.  
**LECTURE:** 1 hour per week.  
 Introduction to core concepts of the nursing curriculum conceptual framework, anxiety/stress, defense mechanisms, crisis intervention, death and dying, and nursing ethics. Includes student learning responsibilities and strategies for success in the nursing program. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**NURS 101**  
**APPLICATION OF CRITICAL THINKING TO FIRST LEVEL NURSING PRACTICE** **1 UNIT**  
**PREREQUISITE:** None.  
**COREQUISITES:** NURS 102 or NURS 104.  
**LECTURE:** 0.5 hour per week and  
**LABORATORY:** 1.5 hours per week.  
 Designed to facilitate development of critical thinking and the application of first level medical-surgical nursing theory. Includes analysis of clinical situations, practice of selected first level nursing skills, basic mathematical nursing problems, learning techniques and use of the nursing process. Graded on Credit/No Credit basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**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 109**  
**VOCATIONAL TO PROFESSIONAL NURSE**  
**TRANSITION** 2 UNITS  
**PREREQUISITES: BIOL 250 and BIOL 251 (or BIOL 260 and BIOL 261), and BIOL 270 and PSYCH 100.**  
**DEPARTMENTAL ADVISORIES: READ 015 and ENGL 015.**

**LECTURE: 1.5 hours per week and LABORATORY: 1.5 hours per week.**  
Prepares Licensed Vocational Nurses to transition into the Registered Nursing program. Includes role transition content including: Nursing Process, Standards of Practice, and Critical Thinking in nursing. Challenge examinations covering first & second semester medical-surgical and maternity nursing content will determine eligibility for placement in the program. **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 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 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.** Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**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 to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE: Only one section of Work Experience may be taken during a semester.**

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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.*

**NUTRITION/FOOD**  
See the Department of  
FAMILY AND CONSUMER SCIENCE

## OCEANOGRAPHY

DIVISION: Science and Math  
DIVISION DEAN: Haragewen Kinde, Ed.D.  
DIVISION SECRETARY: Rose Garcia  
DIVISION OFFICE: Chemistry 121  
(909) 384-8645  
LIAISON COUNSELOR: Rafael Herrera, M.S.  
(909) 384-4404

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 and \*UC.*

**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 and \*UC.*

**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 and \*UC.*

**PARALEGAL STUDIES**

DIVISION: Business & Information Technology  
 DIVISION DEAN: Margaret Ortiz, M.A.  
 DEPARTMENT HEAD: Nickolas Zombos, M.S.  
 Business 100D  
 (909) 384-8912  
 OTHER FACULTY: Donald Schall, J.D.  
 DIVISION SECRETARY: Chris Williams  
 DIVISION OFFICE: Business 101  
 (909) 384-8908  
 LIAISON COUNSELOR: André Wooten, M.A.  
 (909) 384-4404

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 Computer Information Technology are recommended.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Employ vocabulary of the subject studied.
- Find and interpret information.

**PARALEGAL STUDIES**  
**ASSOCIATE OF ARTS DEGREE**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
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
CIT 020 Word Processing: Microsoft Word	3

**Select three courses from the list of RECOMMENDED COURSES: 7-11**

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
ACCT 200 Principles of Accounting	4
ADJUS 103 Concepts of Criminal Law	3

BUSAD 198 Business Administration Work Exp	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.**

**COURSES OFFERED BY THE DEPARTMENT OF PARALEGAL STUDIES:**

**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*



**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**PARLGL 240**  
**BANKRUPTCY LAW AND PROCEDURES** **3 UNITS**  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** CIT 031 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 for elective credit only.*

## PHARMACY TECHNOLOGY

DIVISION: Health Science  
 DIVISION DEAN: Marilyn Johnson, M.N.  
 DEPARTMENT CHAIR: Marilyn Johnson, M.N.  
 OTHER FACULTY: Judith Tobin, M.S.N.  
 DIVISION SECRETARY: Dorothy N. Fierro  
 DIVISION OFFICE: Health and Life Science 101  
 (909) 384-8550  
 LIAISON COUNSELOR: Ailsa Aguilar-Kitibutr, Psy.D.  
 (909) 384-4404

The Pharmacy Technology Program is a 10-month certificate program that prepares students to work in pharmacies to fill prescriptions, stock supplies, and sell to the public under the supervision of a pharmacist. Students are admitted in the Fall and Spring semesters. Students may also earn an Associate Degree. A background check is required by some clinical sites. The California Board of Pharmacy requires a background check and may deny the Pharmacy Technician licensure based on convictions substantially related to Pharmacy Technology practice.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.
- Accept responsibility for own actions.
- Work effectively in group settings.

## PHARMACY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To earn an Associate Degree with a specialization in Pharmacy Technology, students must complete the following required courses plus the general breadth requirements (minimum total = 60 units)

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<i>Complete the following courses with a grade of C or better:</i>	
PHT 020 Introduction to Pharmacy Technology	2
PHT 030 Pharmacology	3
PHT 031 Pharmacy Calculations	3
PHT 041 Pharmacy Systems	3
PHT 042 Pharmacy Intern Seminar	1
PHT 043 Pharmacy Clinical Experience	4
<b>TOTAL UNITS:</b>	<b>16</b>

**RECOMMENDED COURSES:**

ANTHRO 102 Cultural Anthropology	3
BIOL 100 General Biology	4
CHEM 101 Introductory Chemistry	4
ENGL 101 Freshman Composition	4
or	
ENGL 015 Preparation for College Writing	(4)
MATH 090 Elementary Algebra	4
PSYCH 100 General Psychology	3
SPAN 101 College Spanish I	5
SPEECH 111 Interpersonal Communication	3

**PHARMACY TECHNOLOGY CERTIFICATE**

This certificate is designed to prepare the student for entry-level employment as a pharmacy technician, assisting pharmacists to provide medication and other healthcare products to patients; receiving and verifying written prescriptions, requests for prescription refills from patients, or electronic prescriptions sent from doctors' offices; retrieving, counting, pouring, weighing, measuring, and sometimes mixing medications; and preparing containers and labels for medications. Technicians may also establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications. 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**

Complete the following courses with a grade of C or better:

PHT 020 Introduction to Pharmacy Technology	2
PHT 030 Pharmacology	3
PHT 031 Pharmacy Calculations	3
PHT 041 Pharmacy Systems	3
PHT 042 Pharmacy Intern Seminar	1
PHT 043 Pharmacy Clinical Experience	4
MATH 952 Prealgebra	4
or	
MATH 090 Elementary Algebra	(4)
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
<b>TOTAL UNITS:</b>	<b>24</b>

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

**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 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: Humanities  
DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
DEPARTMENT HEAD: Julius Jackson, Ph.D.  
Liberal Arts 119  
(909) 384-8595  
OTHER FACULTY: Leonard Lopez, J.D.  
DIVISION SECRETARIES: Kelly Adcock  
(909) 384-8906  
Cheryl Benner  
(909) 384-8633  
DIVISION OFFICE: North Hall 236  
(909) 384-4445  
LIAISON COUNSELOR: Juan Zepeda, M.S.  
(909) 384-4404

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 transferable 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.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Find and interpret information.

### **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 101H**  
**INTRODUCTION TO PHILOSOPHY – HONORS** 3 UNITS

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

General introduction to the major problems of philosophy, with attention directed to classical and modern literature as a basis for discussion of issues such as epistemology, metaphysics, ethics, and aesthetics. Enrollment is limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PHIL 102**  
**CRITICAL THINKING AND WRITING** 3 UNITS

**PREREQUISITE: ENGL 101 or ENGL 101H.**

**LECTURE: 3 hours per week.**

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

*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): PHIL 6*

**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 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.*

**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 100H**  
**INTRODUCTION TO RELIGIOUS STUDIES- HONORS** 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 to help in understanding various religions. Enrollment is limited to students eligible for the Honors Program.  
*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.  
*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.*

## PHOTOGRAPHY

See courses within the ART Department

## PHYSICAL EDUCATION AND ATHLETICS

DIVISION: Physical Education and Athletics  
DIVISION DEAN: Corene Schwartz, Ed.D.  
FACULTY: Dawn Adler, M.S.  
Ken Blumenthal, M.A.  
Dan Clauss, M.Ed.  
Ingrid Dahlgren, M.S.  
Marie Hollis, M.A.  
Philip Mathews, M.Ed.  
David Rubio, M.A.  
Cindy Runyon, M.A.  
DIVISION SECRETARY: Atrina Sloan  
DIVISION OFFICE: Snyder Gym 28  
(909) 384-8514  
LIAISON COUNSELOR: André Wooten, M.A.  
(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 two areas: Health Education and Physical Education.

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.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Apply learned knowledge to new situations.
- Accept responsibility for own actions.
- Exhibit personal, professional and academic honesty.
- Display behavior consistent with ethical standards within a discipline.
- Recognize own strengths and weaknesses.
- Set goals for educational, personal and professional development.
- Set goals to create balance in personal and professional life.

### 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 and UC.*

**HEALTH 103**  
**INTRODUCTION TO HOLISTIC HEALTH** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An introduction to health and healing practices involving the integration of physical, mental, spiritual, and social resources. Students explore ancient disciplines of Ayurveda, Yoga, and Chinese Medicine, as well as modern Western health systems like Biofeedback, Swedish Massage, Reiki, Meditation, Guided Imagery, Herbalism, Humor and Music Therapy. Emphasis is placed on health promotion and prevention of disease, and how we become self-advocates in promoting our own well being with the assistance of health care professionals.  
*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 to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**PE 200**  
**INTRODUCTION TO PHYSICAL EDUCATION**  
**AND KINESIOLOGY** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A formal introduction into the heritage, programs, philosophies, and potential careers in physical education and kinesiology. 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**  
**MENTAL SKILLS FOR SPORT PERFORMANCE** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Developing an understanding of the mental aspects of sport performance and learning mental skills that can be used to enhance sport performance.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE 210**  
**SPORTS OFFICIATING** 2 UNITS  
**PREREQUISITE: None.**

**LECTURE: 2 hours per week.**

Instruction in and analysis of the rules, techniques, and mechanics of officiating the sports of soccer, football, basketball, and baseball.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE 222**  
**INDEPENDENT STUDY IN PHYSICAL EDUCATION**  
**1-3 UNITS**

**PREREQUISITE: None.**

**INDEPENDENT STUDY: 3-9 hours per week.**

Assigned problems involving research and analysis of selected topic or directed study for students who are interested in furthering their knowledge of physical education and athletics on an independent study basis. For each unit earned, students are required to devote three hours per week 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; credit determined after transfer to UC.*

**PE 223**  
**LIFEGUARD TRAINING**  
**2 UNITS**

**PREREQUISITE: None.**

**LECTURE: 1 hour per week and**

**LABORATORY: 3 hours per week.**

Provide lifeguard candidates with the skills, knowledge, duties, and responsibilities to keep the patrons of aquatic facilities safe around the water. Designed to prevent accidents and rescue others. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*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.**

The emergency care and treatment of illnesses and injuries including training in cardiopulmonary resuscitation. Students who successfully pass all National Safety Council requirements will receive a First Aid Certificate. Students who successfully pass all CPR requirements will receive a CPR Certificate.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PE 232**  
**PREVENTION AND CARE OF ATHLETIC INJURIES**  
**3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 2 hours per week.**

**LABORATORY: 3 hours per week.**

An Introductory course in recognition, assessment, management, care, and prevention of injuries occurring in physical activities. Basic taping techniques as well as the proper selection and use of treatment modalities will be included.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PE 236**  
**STRESS MANAGEMENT AND WELLNESS**  
**3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 2 hours per week and**

**LABORATORY: 3 hours per week.**

A study of stress with emphasis on the physiological, psychological, and sociological issues throughout the lifespan. Topics include: recognition and analysis of symptoms of stress, scientific studies, assessment tools, fitness programs, meditation, yoga, nutrition, weight control, and healthy habits that enhance health and well-being.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**PE 282x2**  
**PROFESSIONAL ACTIVITIES: BASEBALL**  
**2 UNITS**

**PREREQUISITE: None.**

**LECTURE: 1 hour per week and**

**LABORATORY: 3 hours per week.**

Designed to prepare individuals to more effectively play and coach the sport of baseball. Instruction in various techniques, rules, regulations, team strategy, and etiquette of the game will be included. This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE 283x2**  
**PROFESSIONAL ACTIVITIES: BASKETBALL**  
**2 UNITS**

**PREREQUISITE: None.**

**LECTURE: 1 hour per week and**

**LABORATORY: 3 hours per week.**

Designed to prepare individuals to more effectively play and coach the sport of basketball. Instruction in various techniques, rules, regulations, team strategy, and etiquette of the game will be included. This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE 285x2**  
**PROFESSIONAL ACTIVITIES: FOOTBALL**  
**2 UNITS**

**PREREQUISITE: None.**

**LECTURE: 1 hour per week and**

**LABORATORY: 3 hours per week.**

An introduction to the physical, mental and emotional aspects of playing and coaching football. Instruction and practical experience for prospective players, coaches and teachers. This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE 288x2**  
**PROFESSIONAL ACTIVITIES: SOFTBALL**  
**2 UNITS**

**PREREQUISITE: None.**

**LECTURE: 1 hour per week and**

**LABORATORY: 3 hours per week.**

Designed to prepare individuals to more effectively play and coach the sport of softball. Instruction in various techniques, rules, regulations, team strategy, and etiquette of the game will be included. This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE 291x2**  
**PROFESSIONAL ACTIVITIES: TRACK & FIELD 2 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 3 hours per week.**  
A study of track and field focusing on both participating in event-specific skills and learning the rules and regulations of the sport. Students, interested in physical education as a major, will also acquire skills in coaching track and field. This course may be taken two times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE 293x2**  
**PROFESSIONAL ACTIVITIES: VOLLEYBALL 2 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 3 hours per week.**  
Designed to prepare individuals to more effectively play and coach the sport of volleyball. Instruction in various techniques, rules, regulations, team strategy, and etiquette of the game will be included. This course may be taken two times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

#### INDIVIDUAL/ DUAL ACTIVITIES AND SPORTS

**PE/I 103x4**  
**BADMINTON 1 UNIT**  
**PREREQUISITE: None.**  
**LABORATORY: 3 hours per week.**  
Introduction in the skills, techniques, strategy, etiquette, and rules of badminton. The course is designed to improve physical fitness, and to teach carryover skills. Each course includes beginning, low intermediate, high intermediate and advanced levels of instruction. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/I 105x4**  
**LOW IMPACT AEROBICS 1 UNIT**  
**PREREQUISITE: None.**  
**LABORATORY: 3 hours per week.**  
This course is designed to teach fitness concepts and movement skills to enhance strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. Instruction will be modified to accommodate students of all fitness and skill levels. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/I 108x4**  
**WEIGHT TRAINING 1 UNIT**  
**PREREQUISITE: None.**  
**LABORATORY: 3 hours per week.**  
The course is designed to teach safe and proper technique for resistance exercises. Students will use free weights and universal machines to develop muscle strength and endurance. Students of all ability levels will receive individual instruction and personally tailored programs. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/I 110x4**  
**FOIL FENCING 1 UNIT**  
**PREREQUISITE: None.**  
**LABORATORY: 3 hours per week.**  
Designed to teach the history, rules, terminology, and skills of foil fencing. Emphasis will be on developing the basic skills of footwork, thrusts, parries, bout directing, score keeping, and judging. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/I 115x4**  
**EPEE-SABRE FENCING 1 UNIT**  
**PREREQUISITE: PE/I 110x4.**  
**LABORATORY: 3 hours per week.**  
Designed to teach the history, rules, terminology, and skills of epee and saber fencing. Emphasis will be on developing the basic skills of footwork, attacks, defenses, and directing. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/I 116x4**  
**EPEE FENCING 1 UNIT**  
**PREREQUISITE: PE/I 110x4.**  
**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.*

**PE/I 127x4**  
**WALKING FOR FITNESS 1 UNIT**  
**PREREQUISITE: None.**  
**LABORATORY: 3 hours per week.**  
Designed to teach the various techniques and strategies of walking for fitness. Emphasis will be on developing cardiovascular efficiency and providing the students information that encourages lifelong fitness. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/I 132x4**  
**DISTANCE RUNNING 1 UNIT**  
**PREREQUISITE: None.**  
**LABORATORY: 3 hours per week.**  
Designed to teach the various skills, techniques, and strategies of distance running. Instruction will focus on improving the student's running efficiency, cardiovascular fitness, and distance running. The course will include individual and group instruction and practice. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/I 138x4  
PHYSICAL FITNESS 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

A structured exercise class designed to develop a balanced exercise program including cardiovascular, strength and flexibility training. Instructor guided equipment orientation, fitness testing, exercise technique, and individualized programming are provided. Class is appropriate for all fitness levels. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE/I 148x4  
TENNIS 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

Instruction in the skills, techniques, strategies, etiquette and rules of tennis. Instruction designed for beginning, low intermediate, high intermediate and advanced levels directed toward improving overall physical fitness.

This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE/I 164x4  
SWIMMING 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

This course is designed to teach swimming skills, techniques, and strategies. A comprehensive coverage of all swimming strokes. Some history, philosophy and psychology of swimming are included. This course is designed to help students have better cardiovascular performance in swimming. The course also includes other aquatic skills such as lifesaving and safety techniques. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE/I 168x4  
YOGA 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

This course is designed to provide a comprehensive coverage of all aspects of Yoga, including the history, philosophy, psychology, and social aspects of yoga, particularly Hatha Yoga. Participants also study meditation and how meditation affects performance in daily life. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE/I 173x4  
WATER AEROBICS 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

This course in water aerobics is designed to introduce basic fitness concepts as well as basic movement and exercise. Students will develop strength, flexibility, movement memory, balance, coordination, and cardiovascular fitness within a shallow water aerobic format. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**ADAPTED PHYSICAL EDUCATION**

**PE/I 184x4  
ADAPTED PHYSICAL EDUCATION - SWIMMING 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

Designed for students with disabilities who want to learn to swim and become safe in the water. A completed adapted P.E. physical form, obtained from either the instructor or DSPS, is required prior to participation in this class. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE/I 186x4  
ADAPTED PHYSICAL EDUCATION –  
STRETCHING AND STRESS REDUCTION 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

Designed for students with disabilities to improve or maintain their flexibility and joint range of motion as well as learn techniques for stress reduction and relaxation. A completed adapted P.E. physical form, obtained from either the instructor or DSPS, is required prior to participation in this class. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE/I 188x4  
ADAPTED PHYSICAL EDUCATION - FITNESS AND  
CONDITIONING 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

Designed for students with disabilities to improve range of motion, muscular strength, and cardiovascular endurance. A completed adapted P.E. physical form, obtained from either the instructor or DSPS, is required prior to participation in this class. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE/I 189x4  
ADAPTED PHYSICAL EDUCATION – RESISTANCE  
TRAINING 1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

Designed for students with disabilities to improve muscular strength and endurance. A completed adapted P.E. physical form, obtained from either the instructor or DSPS, is required prior to participation in this class. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

**PE/I 190x4  
TAI CHI 1 UNIT**

**PREREQUISITE:** None.

**LECTURE:** None.

**LABORATORY:** 3 hours per week.

This course is designed to study and practice Tai Chi (a moving meditation) from the introductory through advanced levels. The history, research, and benefits of Tai Chi will be examined, and the basic 12, 24, and 42 forms of Tai Chi will be explored. The course will include individual and group instruction and practice.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*



**PE/I 192x4**  
**KARATE: CHINESE KENPO** 1 UNIT  
**PREREQUISITE:** None.  
**LECTURE:** None.  
**LABORATORY:** 3 hours per week.  
 Designed to study and practice Chinese Kenpo Karate from the introductory through advanced levels. The history, research, and benefits of Kenpo will be examined, and the techniques and master form will be explored. The course will include individual and group instruction and practice.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/T 100x4**  
**TEAM SPORTS ACTIVITIES: BASEBALL** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
 Instruction in the skills, techniques, strategies, etiquette, and rules of baseball at beginning, low intermediate, high intermediate and advanced levels of performance. Students will improve their overall physical fitness and develop carryover skills. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/T 104x4**  
**TEAM SPORTS ACTIVITIES: BASKETBALL** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
 Instruction in the skills, techniques, strategies, etiquette and rules of basketball at beginning, low intermediate, high intermediate and advanced levels of performance. Students will improve their overall physical fitness and develop carryover skills. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/T 108x4**  
**TEAM SPORTS ACTIVITIES: FOOTBALL** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
 This activity course is designed to introduce students to the skills, techniques, strategy, rules as well as ethics of football. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/T 116x4**  
**TEAM SPORTS ACTIVITIES: SOCCER** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
 Instruction in the skills, techniques, strategies, etiquette and rules of soccer at beginning, low intermediate, high intermediate, and advanced levels of performance. Students will improve their overall physical fitness and develop carryover skills. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/T 120x4**  
**TEAM SPORTS ACTIVITIES: SOFTBALL** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
 Instruction in the skills, techniques, strategies, etiquette and rules of softball at beginning, low intermediate, high intermediate and advanced levels of performance. Students will improve their overall physical fitness and develop carryover skills. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/T 124x4**  
**TEAM SPORTS ACTIVITIES: VOLLEYBALL** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
 Instruction in the skills, techniques, strategies, etiquette and rules of volleyball at beginning, low intermediate, high intermediate and advanced levels of performance. Students will improve their overall physical fitness and develop certain carryover skills. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**PE/T 132x2**  
**TEAM SPORTS ACTIVITIES: ADVANCED VOLLEYBALL** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.  
 The course is designed to teach advanced volleyball skills in preparation for intercollegiate competition. Various team offensive systems and team defensive patterns will be studied and analyzed. Enrollment in this course is limited to those with Interscholastic or Intercollegiate experience. This course may be taken two times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**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.*

## PHYSICAL SCIENCE

DIVISION: Science and Math  
 DIVISION DEAN: Haragewen Kinde, Ed.D.  
 DEPARTMENT HEAD: John Stankas, Ph.D.  
 Chemistry 114  
 (909) 384-8268  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Rafael Herrera, M.S.  
 (909) 384-4404

## COURSES OFFERED BY THE DEPARTMENT OF PHYSICAL SCIENCE:

**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.*

**PHYSICS / ASTRONOMY**

DIVISION: Science and Math  
 DIVISION DEAN: Haragewen Kinde, Ed.D  
 DEPARTMENT HEAD: Michael Lysak, Ph.D.  
 Physical Science 234  
 (909) 384-8529  
 DEPARTMENT SECRETARY: Sylvia McDaniel  
 DEPARTMENT OFFICE: Physical Science 230  
 (909) 384-8520  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Rafael Herrera, M.S.  
 (909) 384-4404

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) PHYSICS 101: an introductory course which is descriptive and uses little mathematics provides an overview of physics for Liberal Arts and Science majors; (2) PHYSICS 150A/B: 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) PHYSICS 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.

Core competencies emphasized by courses in this department:

- Employ vocabulary of the subject studied.
- Apply learned knowledge to new situations.
- Apply principles of scientific reasoning to solve problems.
- Defend a logical hypothesis to explain observed phenomenon.

**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).

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
PHYSIC 200 Physics I	6
PHYSIC 201 Physics II	6
PHYSIC 210 Modern Physics	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
MATH 252 Multivariable Calculus	5
<b>TOTAL UNITS:</b>	<b>29</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
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).

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
ASTRON 123 Introduction to Astronomy	4
or	
ASTRON 120 Introduction to Astronomy	
and	(3)
ASTRON 125 Astronomy Laboratory	(1)
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
MATH 252 Multivariable Calculus	5
PHYSIC 200 Physics I	6
<b>TOTAL UNITS:</b>	<b>23</b>

**COURSES OFFERED BY THE DEPARTMENT OF PHYSICS/ASTRONOMY:**

**PHYSIC 010**  
**FOUNDATIONAL SKILLS FOR PHYSICS MAJORS**  
**.25 UNIT**

**PREREQUISITE: None.**

**COREQUISITE: PHYSIC 150A, 150B, 200, 201, or 210.**

**LECTURE: None.**

This course enables students to develop and strengthen foundational science skills during enrollment in major's-level science coursework. Workshops emphasize skill-building in the analytical and communication skills necessary for success in major's-level science classes and professional-level science careers. Topics include applied math, word problems, data manipulation, graphing, scientific writing, critical thinking, scientific method, and the use of technology. Graded credit/no credit only.

*Associate Degree Applicable*

**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.*

**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.*  
*CAN (California Articulation Number):* PHYS 2

**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 and \*UC.*  
*CAN (California Articulation Number):* PHYS 4

**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.*  
*CAN (California Articulation Number):* PHYSIC 200 + PHYSIC 201 = CAN PHYS SEQ B

**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.*  
*CAN (California Articulation Number):* PHYSIC 200 + PHYSIC 201 = CAN PHYS SEQ B

**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.*  
*CAN (California Articulation Number):* PHYS 16

**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; credit determined after transfer to UC.*

**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; credit determined after transfer to UC.*

**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.*

**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.*

**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.*

**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; credit determined after transfer to UC.*

**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*Limited transfer to UC; credit determined after transfer to UC.*

**PHYSIOLOGY**

See courses within the Department of BIOLOGY

**POLICE SCIENCE**

(also see CRIMINAL JUSTICE)

DIVISION: Criminal Justice  
ADMINISTRATIVE DEAN: Gloria Fisher, J.D.  
DIVISION SECRETARY: Sharen Chavira  
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(909) 384-4431  
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(909) 473-2695  
LIAISON COUNSELOR: Joyce Smith, M.A.  
(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.

*The Police Science courses listed may not be offered every semester due to instructor availability. Please refer to the college semester schedule of class offerings.*

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Find and interpret information.
- Evaluate authority and bias of information.
- Utilize technology to organize and present information.
- Demonstrate working knowledge of basic computer function.
- Locate, evaluate and select evidence to support or discredit an argument.
- Construct a persuasive argument.
- Apply learned knowledge to new situations.

- Apply principles of scientific reasoning to solve problems.
- Accept responsibility for own actions.
- Demonstrate respect for a diversity of ideas and the rights of others.
- Exhibit personal, professional and academic honesty.
- Display behavior consistent with ethical standards within a discipline.
- Apply lessons from the past to ethical issues faced in the present.
- Evaluate own ethical beliefs in relationship to moral dilemmas.
- Recognize own strengths and weaknesses.
- Set goals to create balance in personal and professional life.
- Demonstrate etiquette in face-to-face and written interactions.
- Work effectively in group settings.
- Utilize conflict resolution skills.
- Demonstrate knowledge of and respect for other cultures.

**COURSES OFFERED BY THE DEPARTMENT OF POLICE SCIENCE:**

**POLICE 002  
BASIC LAW ENFORCEMENT ACADEMY 27.75 UNITS  
COREREQUISITES: POLICE 100, POLICE 101, POLICE 102 and POLICE 103.**

**LECTURE: 312 hours per semester and  
LABORATORY: 392 hours per semester.**

Basic training for new Law Enforcement Officers including administration of justice, patrol procedures, firearms, defensive tactics, physical training, First Aid, cardiopulmonary resuscitation (CPR), traffic investigation, water safety, and driver training. **Enrollment is limited to those students who meet state screening requirements as outlined in the Government Code, California Penal Code and the Commission on Peace Officer Standards and Training Administrative Manual.**

*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.

*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 judgment 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.

*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.

*Associate Degree Applicable*

**POLICE 010  
INTERVIEW AND INTERROGATION .50 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.**

*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.**

*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.

*Associate Degree Applicable*

**POLICE 017**  
**MOUNTED PATROL UPDATE** .50 UNIT  
**PREREQUISITE:** POLICE 015.

**LECTURE: 4 hours per semester and**  
**LABORATORY: 12 hours per semester.**

This course is designed to update mounted personnel about patrol functions and new techniques to control their mounts in various situations. Horse and rider will be exposed to crowd control, congested areas and noise/structured distractions. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*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.**

*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.**

*Associate Degree Applicable*

**POLICE 021x4**  
**ADVANCED GANG AWARENESS, UPDATE** .50 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. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** This course may be taken four times.

*Associate Degree Applicable*

**POLICE 025**  
**CLANDESTINE LABORATORY SAFETY** .50 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.**

*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.**

*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.

*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.**

*Associate Degree Applicable*

**POLICE 030**  
**PERFORMANCE APPRAISALS** .50 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.

*Associate Degree Applicable*

**POLICE 036**  
**SURVIVAL SPANISH FOR LAW ENFORCEMENT** .25 UNIT

**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 4 hours per semester and  
**LABORATORY:** 4 hours per semester.

Course enables students to acquire skills to facilitate communication with Spanish speaking members of the community. This course emphasizes phrases specific to officer safety. Focus is on practical phrases, commands and questions needed by law enforcement in commonly encountered field situations.  
*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.**  
*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 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.**  
*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.**  
*Associate Degree Applicable*

**POLICE 050**  
**NARCOTICS** .50 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.**  
*Associate Degree Applicable*

**POLICE 051**  
**RECOGNIZING NARCOTICS TRAFFICKERS** .50 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.**  
*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.**  
*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.**  
*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.** Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*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.  
*Associate Degree Applicable*

**POLICE 058**  
**REPORT WRITING AND COURTROOM SURVIVAL** .50 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 retrial 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.**  
*Associate Degree Applicable*

**POLICE 059**  
**SEARCH WARRANTS** .50 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.**  
*Associate Degree Applicable*

**POLICE 063**  
**ARREST AND CONTROL** .50 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.** Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*

**POLICE 064**  
**IDENTIFICATION, COLLECTION AND PRESERVATION OF EVIDENCE** .50 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.**  
*Associate Degree Applicable*

**POLICE 065**  
**CIVIL LIABILITIES** .50 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.**  
*Associate Degree Applicable*

**POLICE 066**  
**PRELIMINARY INVESTIGATION** .50 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.** Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*



**POLICE 069**  
**TRAFFIC RECONSTRUCTION INVESTIGATION** 4.00 UNITS

**PREREQUISITE: POLICE 074.**  
**LECTURE: 56 hours per semester and**  
**LABORATORY: 24 hours per semester.**

This is an advance technical course that includes higher mathematics, physics, momentum theories, vehicle dynamics, reconstruction methodology and motorcycle, auto-pedestrian/bicycle, and heavy duty articulated vehicle collision analysis. The student will build on concepts taught in basic, intermediate and advanced traffic accident investigation school.

*Associate Degree Applicable*

**POLICE 070**  
**VEHICLE STOPS** .50 UNIT  
**PREREQUISITE: CRMJUS 058.**

**LECTURE: 8 hours per semester.**

An update of current techniques utilized in car, van, and motorcycle stops including high-risk, low-risk, daytime, nighttime, use of lights, approaches, suspect control and removal of drivers from their vehicles. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*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.**

*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.**

*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.**

*Associate Degree Applicable*

**POLICE 075**  
**HOSTAGE SITUATIONS** .50 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.**

*Associate Degree Applicable*

**POLICE 077**  
**TACTICAL PLANNING FOR PATROL** .50 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.**

*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.**

*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.**

*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.**

*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.**  
*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.**  
*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.**  
*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.**  
Note: It is not anticipated that this course will be offered during the current academic year. Please contact the [Division Office for more information.](#)  
*Associate Degree Applicable*

**POLICE 086**  
**DOMESTIC VIOLENCE** .50 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.**  
*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.**  
*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.**  
*Associate Degree Applicable*

**POLICE 090**  
**TERRORISM: CURRENT THREAT AND RESPONSE** .50 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.**  
*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.**  
*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.**  
*Associate Degree Applicable*

**POLICE 093**  
**RACIAL PROFILING** .25 UNIT  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 4 hours per semester and  
**LABORATORY:** 2 hours per semester.  
This course clarifies what constitutes racial profiling, conceptually and legally. Students examine how the civil rights movement redefined the role of law enforcement. It covers the key indices that define culture and show how racial profiling impacts everyone. This course meets the training mandates for 13519.4PC.  
*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.**  
*Associate Degree Applicable*

**POLICE 100**  
**CRIMINAL LAW** 3 UNITS  
**PREREQUISITE:** None.  
**COREQUISITES:** POLICE 002, POLICE 101, POLICE 102 and POLICE 103.  
**LECTURE:** 48 hours per semester.  
The historical development and theories associated with criminal law and its contemporary application. This course will focus on the relationship between criminal law and the criminal justice system. Classification of crimes and their application to the criminal justice system will also be covered in the course. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU*

**POLICE 101**  
**PROCEDURE AND EVIDENCE** 3 UNITS  
**PREREQUISITE:** None.  
**COREQUISITES:** POLICE 002, POLICE 100, POLICE 102 and POLICE 103.  
**LECTURE:** 48 hours per semester.  
This course will address the origin, concepts and philosophy of evidence, search and seizure, degrees of evidence, case studies, evidence procedures, judicial theories and decisions interpreting individual rights. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU*

**POLICE 102**  
**COMMUNITY POLICING** 3 UNITS  
**PREREQUISITE:** None  
**COREQUISITES:** POLICE 002, POLICE 100, POLICE 101 and POLICE 103  
**LECTURE:** 48 hours per semester.  
This course will address the origin, concepts and philosophy of community policing, cultural diversity, victim awareness and the development of positive relationships with the public. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU*

**POLICE 103**  
**INTRODUCTION TO CRIMINAL INVESTIGATION** 3 UNITS  
**LECTURE:** 48 hours per semester.  
**PREREQUISITE:** None.  
**COREQUISITES:** POLICE 002, POLICE 100, POLICE 101 and POLICE 102.  
This course will address the examination of crime, evidence and police procedures in investigating crime. This includes organized crime, street crime and white-collar crime. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**  
*Associate Degree Applicable*  
*Course credit transfers to CSU*

**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. Note: It is not anticipated that these courses will be offered during the current academic year. Please contact the Division Office for more information.  
*Not Applicable to the Associate's Degree*

## POLITICAL SCIENCE

DIVISION: Social Science & Human Development  
DIVISION DEAN: Janice Noble, Ph.D.  
DEPARTMENT HEAD: Edward Millican, Ph.D.  
DIVISION SECRETARY: Karen Deck  
DIVISION OFFICE: Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Laura Gomez, M.A.  
(909) 384-4404

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.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Employ vocabulary of the subject studied.
- Find and interpret information.
- Assume civic, political or social responsibilities.

### **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 110**  
**INTRODUCTION TO POLITICAL THEORY** 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course surveys Western political thought from classical times to the contemporary period, and explores such controversial political questions as the nature of justice, the morality of political deception and violence, the proper limits of governmental power, the virtues (and challenges) of political diversity, and the future of the bourgeois state.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**POLIT 110H**  
**INTRODUCTION TO POLITICAL THEORY - HONORS**  
3 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 Hours per week.

This course utilizes selected primary texts to survey Western political thought from classical times to the contemporary period, and explores such controversial political questions as the nature of justice, the morality of political deception and violence, the proper limits of governmental power, the virtues (and challenges) of political diversity, and the future of the bourgeois state. Enrollment is limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course transfers 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 for elective credit only.*

**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 for elective credit only.*

**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; credit determined after transfer to UC.*

**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; credit determined after transfer to UC.*

## PSYCHIATRIC TECHNOLOGY

DIVISION:	Health Science
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.
DIVISION SECRETARY:	Dorothy N. Fierro
DIVISION OFFICE:	Health and Life Science 101 (909) 384-8550
LIAISON COUNSELOR:	Ailsa Aguilar-Kitibutr, Psy.D. (909) 384-4404

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 entry and by September 1st for the Spring semester entry. A booklet explaining details of admission is available in the Health Science Division Office.

A background check is required for admission. 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	4 units
PSYCH 100	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 or	3
PSYCH 118 Human Sexual Behavior or	(3)
PSYCH 103 Psychology of the Personality	(3)
SOC 100 Introduction to Sociology or	3
ANTHRO 102 Cultural Anthropology	(3)
ENGL 101 Freshman Composition	4
<b>TOTAL UNITS:</b>	<b>66</b>

### PSYCHIATRIC TECHNOLOGY CERTIFICATE

This certificate is designed to prepare the student for entry-level employment caring for mentally impaired or emotionally disturbed individuals, following physician instructions and hospital procedures to monitor patients' physical and emotional well-being and then report to staff; participate in rehabilitation and treatment programs; help with personal hygiene; and administration of oral medications and hypodermic injections. 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 Psychology	3
PSYTCH 084 Introduction to Psychiatric Technology	17
PSYTCH 085 Psychiatric Technology: Nursing Science	12
PSYTCH 086 Psychiatric Technology: Behavioral Science	17
<b>TOTAL UNITS:</b>	<b>57</b>

### COURSES OFFERED BY THE DEPARTMENT OF PSYCHIATRIC TECHNOLOGY:

#### PSYTCH 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 & Human Development  
DIVISION DEAN: Janice Noble, Ph.D.  
DEPARTMENT HEAD: Terry Maul, Ph.D.  
OTHER FACULTY: Margaret Dodds-Schumacher, Ph.D.  
DIVISION SECRETARY: Karen Deck  
DIVISION OFFICE: Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Ailsa Aguilar-Kitibutr, Psy.D.  
(909) 384-4404

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.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Find and interpret information.

### **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 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 100H**  
**GENERAL PSYCHOLOGY – HONORS**  
**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. Enrollment limited to students eligible for the Honors Program.

*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 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.*  
*CAN (California Articulation Number): PSY 6*

**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.

*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 and \*UC.*

**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 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.

*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 for elective credit only.*

**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; credit determined after transfer to UC.*

**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; credit determined after transfer to UC.*

## RADIO / TELEVISION / FILM

DIVISION: Humanities  
DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
DEPARTMENT HEAD: Leticia Hector, M.A.  
Liberal Arts 239  
(909) 384-8618  
OTHER FACULTY: Diane Dusick, Ph.D.  
DIVISION SECRETARIES: Kelly Adcock  
(909) 384-8906  
Cheryl Benner  
(909) 384-8633  
DIVISION OFFICE: North Hall 236  
(909) 384-4445  
LIAISON COUNSELOR: Mary Beth Barrios, M.S.  
(909) 384-4404

The Radio/Television/Film department offers a comprehensive instructional program in radio and television broadcasting, digital film production, and digital audio and video production for use in multimedia and Internet applications. The department provides a two-year curriculum for students majoring in the field resulting in the Associate of Arts Degree and/or transfer to a four-year institution and provides elective courses for students interested in related fields such as marketing, journalism, theater arts, multimedia, web page design, and data communications. The instructional program includes internships at local stations and businesses, on-air experience using the facilities of the student radio station KJRP and public television station KVCR-TV, which is licensed to the San Bernardino Community College District.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Employ vocabulary of the subject studied.
- Find and interpret information.
- Utilize technology to organize and present information.
- Demonstrate working knowledge of basic computer function.
- Apply learned knowledge to new situations.
- Demonstrate creative thought through original expression.

**RADIO/TELEVISION/FILM ASSOCIATE OF ARTS DEGREE OR CERTIFICATES**

To graduate with an Associate of Arts degree with a specialization in Radio, Television, Film production, or the general RTVF concentration, students must: 1) complete the following core courses, 2) complete either the Radio, Television, Film, or general RTVF concentration, and 3) complete the general breadth requirements for the Associate Degree for a total of 60 units.

To complete a certificate, students must: 1) complete the following core courses, and 2) complete either the Radio, Television, Film, or the general RTVF concentration for a total of 21 units.

<b>REQUIRED for all concentrations:</b>	<b>UNITS</b>
RTVF 100 Introduction to Radio, Television, and Film 3	
or	
SPEECH 135 Mass Media and Society	(3)

Complete courses listed for one of the below concentrations:

**RTVF Concentration:**

RTVF 121	Introduction to Digital Audio	3
RTVF 131	Introduction to Digital Video	3
RTVF 130	Introduction to Studio Production	3
RTVF 240	Fundamentals of Film Production I	3

**Television Concentration:**

RTVF 131	Introduction to Digital Video	3
RTVF 130	Introduction to Studio Production	3
RTVF 230	Intermediate Studio Production	3
RTVF 231	Advanced Video Production	3

**Radio Concentration:**

RTVF 120	Introduction to Radio Production	3
RTVF 121	Introduction to Digital Audio	3
RTVF 220	Intermediate Radio Production and Operations	3
RTVF 221	Radio Station Management	3

**Film Concentration:**

RTVF 131	Introduction to Digital Video Production	3
RTVF 240	Fundamentals of Film Production I	3
RTVF 241	Fundamentals of Film Production II	3
RTVF 242	Fundamentals of Film Production III	3

**Plus six units selected from other RTVF offerings: 6**

**DIGITAL FILM PRODUCTION CERTIFICATE**

This certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the fields of film and television, working with digital video cameras, sound recording equipment, digital video and audio editing, location lighting techniques, sound effects, and more. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RTVF 100 Introduction to Radio, Television, and Film	3
or	
SPEECH 135 Mass Media and Society	(3)
RTVF 131 Introduction to Digital Video Production	3
RTVF 240 Fundamentals of Film Production I	3
RTVF 241 Fundamentals of Film Production II	3
RTVF 242 Fundamentals of Film Production III	3

<b>Plus six units selected from the following:</b>	<b>6</b>
ART 110 History of American Cinema	(3)
ART 111 Studies in Film Appreciation	(3)
ENGL 153 Literature and Film	(3)
Any additional RTVF offerings	(3)
<b>TOTAL UNITS:</b>	<b>21</b>

**COURSES OFFERED WITHIN THE DEPARTMENT OF RADIO, TELEVISION AND FILM:**

**RTVF 100 INTRODUCTION TO RADIO, TELEVISION, AND FILM 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course presents an overview of the history, structure, and function of the radio, TV, and film industry. It covers the development and nature of radio, television, cable, film, and Internet communications including current social, legal, political, economic and cultural implications of the media; advertising and audience measurement strategies; programming; and employment opportunities.

*Associate Degree Applicable  
Course credit transfers to CSU*

**RTVF 104 BASIC WRITING FOR BROADCASTING 3 UNITS**

**PREREQUISITE: ENGL 914.**

**DEPARTMENTAL ADVISORY: The ability to type.**

**LECTURE: 3 hours per week.**

Fundamentals of gathering and preparing copy for radio, and preparation of broadcast scripts. Explores responsibilities of broadcast news, history, and broadcast regulations including the Fairness Doctrine. Addresses problems of timing and pacing, conversational expression and word color. Students will write copy for campus radio station KJRP.

*Associate Degree Applicable  
Course credit transfers to CSU.*



**RTVF 105**  
**RADIO AND TELEVISION ADVERTISING**      **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
Examines the character and composition of radio and television advertising; writing and producing commercials for radio and television; advertising campaigns; the relationship between advertising agencies, stations and networks; audience and consumer ratings; and research techniques.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**RTVF 106**  
**WRITING FOR TELEVISION AND FILM**      **3 UNITS**  
**PREREQUISITE: ENGL 914**  
**LECTURE: 3 hours per week.**  
A course designed to introduce students to the various formats of scripting for television and film including television news, episodic comedy, long-form drama and theatrical films.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**RTVF 107**  
**INTRODUCTION TO COMMUNICATIONS TECHNOLOGY**      **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
An introduction to the types of current communications technologies, how they are used, and how they interact with and affect one another. Includes telecommunications (phones and phone lines, ISDN, T-1) computers, satellites, television, cable and radio.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**RTVF 120**  
**INTRODUCTION TO RADIO PRODUCTION**      **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 6 hours per week.**  
This course is an introduction to the principles of radio and audio aesthetics and production. It provides laboratory practice in conceiving, scripting, developing, and producing a variety of radio programs using a range of field and studio equipment including emerging digital technology.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**RTVF 121**  
**INTRODUCTION TO DIGITAL AUDIO**      **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 6 hours per week.**  
This course introduces students to the theory and practice of audio production as it pertains to radio, television, and film. This course covers live broadcasting, recording, and postproduction editing, emphasizes aesthetics and techniques to ensure high quality sound using primarily digital equipment. Students learn effective digital file management, basic computer technology, and digital sound editing.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**RTVF 130**  
**INTRODUCTION TO STUDIO PRODUCTION**      **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 6 hours per week.**  
This introductory course covers the organization of the television studio, control room, production language, and studio personnel. Includes sound recording and mixing concepts, shooting composition and aesthetics principles. Students produce and direct television productions. Topics include: camera operation, studio lighting techniques, the use of microphones and audio techniques, basic television graphics, and an introduction to the video switcher.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**RTVF 131**  
**INTRODUCTION TO DIGITAL VIDEO**      **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 6 hours per week.**  
This course is an introductory study of digital television technology and its uses in the marketplace. This course identifies the differences between digital and analog video, explores digital video interfaces, digital video platforms, the digital VTR, non-linear video editing, and the digital video studio. The focus is on all forms of digital video, but students receive hands-on training with digital video recording and editing equipment.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**RTVF 198**  
**COMMUNICATIONS/BROADCASTING WORK EXPERIENCE**      **1-4 UNITS**  
**PREREQUISITE: None.**  
Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**RTVF 220**  
**INTERMEDIATE RADIO PRODUCTION AND OPERATIONS**      **3 UNITS**  
**PREREQUISITE: RTVF 120 and RTVF 121.**  
**LABORATORY: 9 hours per week.**  
Individual and group production of short- and long-form radio projects such as: Promotional spots, features, magazines, music programming, and news. Project conception, development, management, and implementation, including remote broadcasting. Contact with radio professionals. Student projects air on student radio-station KJRP.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**RTVF 221**  
**RADIO STATION MANAGEMENT** 3 UNITS  
**PREREQUISITES:** RTVF 120 and RTVF 121.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.

This course deals with radio station management functions, models, and operations. Students will program and manage student radio station KJRP, and produce remote broadcasts. Students gain experience in station management by serving as the program director, music director, production supervisor, and on-air announcers. Students will develop an understanding of the operation of radio stations, of audience rating methods, and their impact on programming design.

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

**RTVF 222**  
**INDEPENDENT STUDY IN RADIO/TELEVISION/FILM** 1-3 UNITS

**PREREQUISITE:** None.  
**INDEPENDENT STUDY:** 3-9 hours per week.

Assigned projects involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of radio, television, or film production on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

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

**RTVF 230**  
**INTERMEDIATE STUDIO PRODUCTION** 3 UNITS  
**PREREQUISITE:** RTVF 130.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.

The second level course in the techniques of planning, producing, writing, and directing television programs with an emphasis on polishing technical skills, creativity, and teamwork. Explores advanced video switching techniques, the use and interpretation of the waveform monitor and vectorscope, video recording and editing formats, program rundowns, timing, and advanced director's cues. Students produce interview shows, music videos, and a half hour segmented program, including writing a rundown, front- and back-timing a show, and directing a live program.

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

**RTVF 231**  
**ADVANCED VIDEO PRODUCTION** 3 UNITS  
**PREREQUISITE:** RTVF 131.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.

In this second-level course students plan, produce, write, shoot, and edit television programs using both studio production and single video camera and editing equipment. The course includes hands on experience using remote video cameras, and linear and nonlinear editing equipment. Students will create their own video production, and assist other students in creating their projects. Students are not required to have their own camera.

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

**RTVF 240**  
**FUNDAMENTALS OF FILM PRODUCTION I** 3 UNITS  
**PREREQUISITE:** RTVF 131.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.

This course is an introductory study of the aesthetic and technical aspects of digital film production. This course emphasizes a critical awareness of the aesthetics of narrative film techniques as applied in the construction of the students' productions. In this course, students produce their own narrative films and assist other students in other aspects of narrative film production including camera operation, set design, lighting, casting, and acting as a grip. Students should have a basic knowledge of digital video cameras and non-linear editing prior to taking this course.

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

**RTVF 241**  
**FUNDAMENTALS OF FILM PRODUCTION II** 3 UNITS  
**PREREQUISITE:** RTVF 240.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.

This course is an intermediate study of the technical aspects of digital film production. This course explores scripts, shot lists, treatments, sound and directing as applied in the construction of the students' productions. In this course, students produce their own narrative films and assist other students in other aspects of narrative film production including camera operation, set design, lighting, casting and working as a grip.

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

**RTVF 242**  
**FUNDAMENTALS OF FILM PRODUCTION III** 3 UNITS  
**PREREQUISITE:** RTVF 241.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 6 hours per week.

This course is an advanced study of the technical aspects of digital film production. This course explores film scheduling, production, advanced editing techniques, budgeting, and distribution as applied in the construction of the students' productions. In this course, students produce their own narrative films and assist other students in other aspects of narrative film production including camera operation, set design, lighting, casting, and working as a grip.

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

## RAILROAD OPERATIONS

DIVISION: Applied Technology & Transportation  
DIVISION DEAN: Thomas Bauman, M.S., P.E.  
DIRECTOR: Kevin Anderson, M.B.A.  
DEPARTMENT SECRETARY: Amanda Moody  
(909) 382-4079  
DEPARTMENT OFFICE: 264 S. Leland Norton Way  
Suite A120, San Bernardino  
LIAISON COUNSELOR: Jennifer Mendoza, M.S.  
(909) 384-4404

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Exhibit personal, professional and academic honesty.

**GENERAL RAILWAY OPERATIONS  
CERTIFICATE**

This certificate is designed to provide students with the fundamentals for entry-level employment in the rail transportation industry. Students receive a background in railroad history, development, and industry safety. They are prepared for such tasks as yard labor, train operations, maintenance of equipment, track and structures, and installation of signaling and control systems. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RAIL 050 Railroad History	3
RAIL 051 Railroad Technical Careers	3
RAIL 052 Railroad Operations	3
RAIL 053 Railroad Safety, Quality & Environment	3
<b>TOTAL UNITS:</b>	<b>12</b>

*Recommended High School Preparation: Courses in English, mathematics, physics, electronics, mechanics and computers are recommended.*

**COURSES OFFERED WITHIN THE DEPARTMENT OF  
RAILROAD OPERATIONS:**

**RAIL 050  
RAILROAD HISTORY** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

The primary objective of Railroad History is to provide an opportunity for the student to obtain information about the development and evolution of the railroad industry in North America. The course study will focus on the geographical expansion, technical advancements, sociological influences, government involvement, and economic impacts of the railroads and related businesses in the United States, Canada, and Mexico.  
*Associate Degree Applicable*

**RAIL 051  
RAILROAD TECHNICAL CAREER** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

The primary objective of Railroad Careers is to examine the various technical positions and work groups responsible for the day-to-day operations of a railroad. Students will have an opportunity to learn about the typical organizational structure of a railroad, the inter and intra-departmental relationships, and the purposes, responsibilities, accountabilities, tasks, challenges, conditions, requisite skills, physical requirements, tools and challenges of several specific positions. The course of study will focus on railroad jobs involved with train operations, maintenance of equipment (locomotives and cars), track and structures, and installation of signaling and control systems.

*Associate Degree Applicable*

**RAIL 052  
RAILROAD OPERATIONS** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

This course examines the railroad industry's assets, organizational structure, and typical operations. Emphasis is placed on the current characteristics of North American railroads, basic operating processes in the transportation, mechanical and engineering functional areas, and administrative processes in the non-operating areas.

*Associate Degree Applicable*

**RAIL 053  
RAILROAD SAFETY, QUALITY AND ENVIRONMENT** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours.**

This course covers the importance of safety, quality, and environmental awareness to the railroad industry and emphasizes the tools and techniques for improving these conditions on the job.

*Associate Degree Applicable*

## ***Sequence of Reading Courses at SBVC***

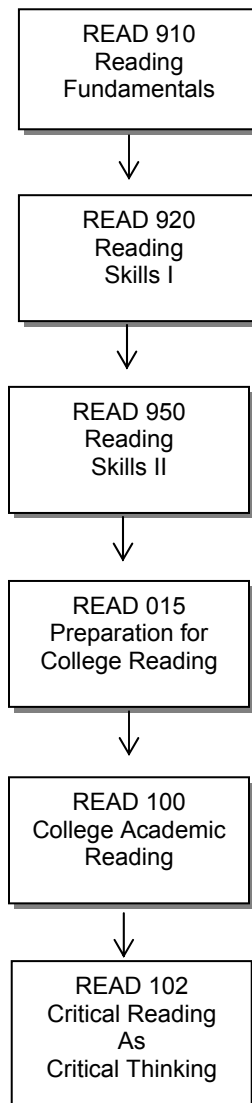
In order to graduate with an associate degree, you must complete READ 015 with a grade of C or better or assess into READ 100

Or

Complete all courses required to satisfy minimum graduation requirements in Categories I, II, or III with an overall grade point 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 950 or higher depending on results of the SBVC assessment process.

*(Contact a counselor for details and the Admissions Office for assessment dates.)*



## READING AND STUDY SKILLS

DIVISION: Humanities  
DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
DEPARTMENT HEAD: Helen M. Garcia, Ph.D.  
Liberal Arts 215  
(909) 384-8627  
OTHER FACULTY: Carolyn Allen-Roper, M.A.  
Magdalena Jacobo, M.A.  
DIVISION SECRETARIES: Kelly Adcock  
(909) 384-8906  
Cheryl Benner  
(909) 384-8633  
DIVISION OFFICE: North Hall 236  
(909) 384-4445  
LIAISON COUNSELOR: Juan Zepeda, M.S.  
(909) 384-4404

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, 015) 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 102 teach college-level reading and study skills.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Find and interpret information.

### **COURSES OFFERED BY THE DEPARTMENT OF READING AND STUDY SKILLS:**

**READ 910**  
**READING FUNDAMENTALS** **4 UNITS**  
**PREREQUISITE: None.**

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

A reading fundamentals course which provides an individualized beginning reading program, including reading readiness, phonics, word perception, dictionary usage, syllabication, context clues, spelling, verbal and written expressions, and beginning comprehension skills.  
*Not applicable to Associate Degree*

**READ 920**  
**READING SKILLS I** **4 UNITS**  
**PREREQUISITE: None.**

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

A comprehensive, diagnostic-prescriptive program for students requiring basic reading skills, including instruction in phonics, vocabulary development, and literal and inferential comprehension skills.  
*Not applicable to Associate Degree*

**READ 950**  
**READING SKILLS II** **4 UNITS**  
**PREREQUISITE: READ 920 or eligibility for READ 950 as determined through the SBVC assessment process.**

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

Designed to assist students in improving reading through an emphasis on word attack skills, vocabulary development, general comprehension skills, and study skills.  
*Not applicable to Associate Degree*

**READ 015**  
**PREPARATION FOR COLLEGE READING** **4 UNITS**

**PREREQUISITE: READ 950 or eligibility for READ 015 as determined through the SBVC assessment process.**

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

Designed to foster general reading improvement with an emphasis on reading comprehension and vocabulary. Required laboratory practice assignments are based on diagnostic tests, which identify strengths and weaknesses.  
*Associate Degree Applicable*

**READ 100**  
**COLLEGE ACADEMIC READING** **3 UNITS**  
**PREREQUISITE: READ 015 or eligibility for READ 100 as determined through the SBVC assessment process.**

**LECTURE: 3 hours per week.**

Designed to help students improve analytical reading and critical thinking required for reading college textbooks as well as works of literature, including advanced, college-level vocabulary, comprehension improvement, the relationship of language to thinking, drawing sound inferences, distinguishing between fact and opinion, understanding bias and propaganda, and evaluation of evidence in addition to literal comprehension skills.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**READ 102**  
**CRITICAL READING AS CRITICAL THINKING** **3 UNITS**

**PREREQUISITE: READ 100 or ENGL 101.**

**LECTURE: 3 hours per week.**

This course explores the relationship of critical reading and critical thinking, including emphasis on the development of critical thinking skills with application in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

## REAL ESTATE/ESCROW

DIVISION: Business & Information Technology  
 DIVISION DEAN: Margaret Ortiz, M.A.  
 DEPARTMENT HEAD: Nickolas Zombos, M.S.  
 Business 100D  
 (909) 384-8912  
 OTHER FACULTY: Michael Durrett, M.B.A.  
 DIVISION SECRETARY: Chris Williams  
 DIVISION OFFICE: Business 101  
 (909) 384-8908  
 LIAISON COUNSELOR: Rafael Herrera, M.S.  
 (909) 384-4404

There are a variety of reasons why people study real estate. Some wish to become real estate agents, and some people student real estate to be better-informed consumers as they work with agents to buy or sell a personal residence. Still others study real estate as a way to acquire long-term investments that could generate rental income for their retirement years. Whatever the reason, this curriculum provides a strong basis for understanding the real estate market.

The Real Estate curriculum is designed to provide students with the course requirements for pre-qualification for the real estate sales or brokers examinations.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Employ vocabulary of the subject studied.

### REAL ESTATE/ESCROW ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES:	UNITS
ESCROW 101 Escrow Procedures I	3
REALST 100 Real Estate Principles	3
REALST 210 Real Estate Finance	3
REALST 215 Legal Aspects of Real Estate	3
REALST 230 Real Estate Economics	3
or	
ECON 100 Introduction to Economics	(3)
Six units from one of the following areas of concentration	6
<b>TOTAL UNITS:</b>	<b>21</b>

#### 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
CIT 010 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.

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, savings and loans, and related firms. 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
ESCROW 101 Escrow Procedures I	3
ESCROW 102 Escrow Procedures II	3
ESCROW 103 Escrow Procedures III	3
REALST 100 Real Estate Principles	3
REALST 210 Real Estate Finance	3
REALST 215 Legal Aspects of Real Estate	3
Six units from the list of RECOMMENDED COURSES	6
<b>TOTAL UNITS:</b>	<b>24</b>

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
CIT 010 Beginning Keyboarding	3
CIT 031 Business English	3
REALST 200 Real Estate Practice	3
REALST 205 Real Estate Appraisal: Residential	3

### 2. REAL ESTATE CERTIFICATE

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, savings and loans, and related firms. 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
REALST 100 Real Estate Principles	3
REALST 200 Real Estate Practice	3
REALST 205 Real Estate Appraisal: Residential	3
REALST 210 Real Estate Finance	3
REALST 215 Legal Aspects of Real Estate	3
REALST 230 Real Estate Economics	3
or	
ACCT 100 Introduction to Accounting I	(4)
Six units from the list of RECOMMENDED COURSES	6
<b>TOTAL UNITS:</b>	<b>24-25</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
ACCT 100 Introduction to Accounting I or	4
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 for elective credit only.*

**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 nonconforming, 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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

*Course credit transfers to CSU for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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 for elective credit only.*

**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.  
 Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

## REFRIGERATION AND AIR CONDITIONING

DIVISION: Applied Technology & Transportation  
 DIVISION DEAN: Thomas Bauman, M.S., P.E.  
 DEPARTMENT HEAD: Edward Szumski, M.A.  
 Technical 108  
 (909) 384-8501  
 OTHER FACULTY: Carlos Busselle, B.A.  
 Ralph Dennington, B.S.  
 DIVISION SECRETARY: Patsy Martinez  
 (909) 384-8902  
 DIVISION OFFICE: Technical 108  
 (909) 384-4451  
 LIAISON COUNSELOR: Wendy Whitney, M.S.  
 (909) 384-4404

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.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Employ vocabulary of the subject studied.
- Find and interpret information.
- Demonstrate etiquette in face-to-face and written interactions.



**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**

This certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the field of refrigeration and air conditioning, installing, maintaining, and repairing such systems. 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
TECALC 087 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 & Heating	4
WELD 123 Oxy-Acetylene Welding	3
EPA Universal Certification (608)	
<b>TOTAL UNITS:</b>	<b>31</b>

**RECOMMENDED COURSES:** **UNITS**  
*Students are encouraged to take this course as part of their General Education program:*

AUTO 056 Auto Heating & 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 to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable  
 Course credit transfers to CSU for elective credit only.*

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**  
**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**REFRIG 051A**  
**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**REFRIG 052A**  
**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**REFRIG 055A**  
**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**REFRIG 056A**  
**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**REFRIG 057A**  
**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 journeymen-level refrigeration technicians and keep their knowledge current. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

*Associate Degree Applicable*

**REFRIG 060A**  
**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 journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

**REFRIG 061A**  
**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 journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

**REFRIG 062A**  
**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 journeymen- level refrigeration technicians and keep their knowledge current.  
*Associate Degree Applicable*

**REFRIG 065A**  
**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 journeymen-level refrigeration technicians and keep their knowledge current.  
Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*

**REFRIG 066A**  
**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 journeymen-level refrigeration technicians and keep their knowledge current.  
*Associate Degree Applicable*

**REFRIG 067A**  
**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 journeymen- level refrigeration technicians and keep their knowledge current.  
*Associate Degree Applicable*

**REFRIG 068A**  
**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 journeymen- 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 & Information Technology  
 DIVISION DEAN: Margaret Ortiz, M.A.  
 DEPARTMENT HEAD: To Be Announced  
 Campus Center 169/170  
 (909) 384-8695  
 OTHER FACULTY: Michael Durrett, M.B.A.  
 DIVISION SECRETARY: Chris Williams  
 DIVISION OFFICE: Business 101  
 (909) 384-8908  
 LIAISON COUNSELOR: André Wooten, M.A.  
 (909) 384-4404

The Restaurant Management/Food Service curriculum prepares students for careers in restaurant management, food services, and other hospitality career fields. Hospitality is the second largest employing industry in the state of California and the United States.

Successful completion of one of the vocational certificates qualifies students for certification and membership in the American School Food Service Association. Students completing the associate degree are prepared to transfer to a baccalaureate program at a four-year institution.

**RESTAURANT MANAGEMENT  
 ASSOCIATE OF ARTS DEGREE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM 160 Introduction to Foods	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 201 Food Service Operations and Restaurant Problems	3
RM/FS 225 Sanitation and Safety	3
RM/FS 240 Purchasing	3
RM 250 Dining Room Service	3
RM 275 Food and Beverage Cost Control	3
FCS 162 Nutrition	3
<b>TOTAL UNITS:</b>	<b>30-47</b>

## RESTAURANT MANAGEMENT/FOOD SERVICE CERTIFICATES

### 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. 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
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM/FS 161 Quantity Food Preparation	3
RM/FS 225 Sanitation and Safety	3
RM 250 Dining Room Service	3
BUSCAL 050 Quantitative Methods in Business	3
<b>TOTAL UNITS:</b>	<b>18-35</b>

### 2. FOOD PREPARATION CERTIFICATE

The Food Preparation Certificate is designed to prepare students for entry-level employment in food preparation. 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
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM 160 Food Preparation	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 225 Sanitation and Safety	3
RM/FS 240 Purchasing	3
BUSCAL 050 Quantitative Methods in Business	3
<b>TOTAL UNITS:</b>	<b>21-38</b>

### 3. FOOD SERVICE CERTIFICATE

The Food Service Certificate is designed for students interested in employment at commercial restaurants, institutions, health care facilities, school food services, and related food service industries. 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
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 201 Food Service Operations and Restaurant Problems	3
RM/FS 225 Sanitation and Safety	3
RM 235 Menu Planning	3
RM/FS 240 Purchasing	3
RM 275 Food and Beverage Cost Control	3
ACCT 100 Introduction to Accounting I	4
BUSAD 100 Introduction to Business	3
BUSCAL 050 Quantitative Methods in Business	3
<b>TOTAL UNITS:</b>	<b>31</b>

### 4. RESTAURANT MANAGEMENT CERTIFICATE

The Restaurant Management Certificate is designed for students who are interested in entering middle-management positions within the Restaurant/Hospitality industry. 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
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM 160 Food Preparation	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 201 Food Service Operations and Restaurant Problems	3
RM/FS 225 Sanitation and Safety	3
RM/FS 240 Purchasing	3
RM 250 Dining Room Service	3
RM 275 Food and Beverage Cost Control	3
ACCT 100 Introduction to Accounting I	4
BUSAD 100 Introduction to Business	3
BUSCAL 050 Quantitative Methods in Business	3
FCS 162 Nutrition	3
<b>TOTAL UNITS:</b>	<b>40-60</b>

### COURSES OFFERED BY THE DEPARTMENT OF RESTAURANT MANAGEMENT/FOOD SERVICE:

**RM/FS 101  
INTRODUCTION TO RESTAURANT  
MANAGEMENT/FOOD SERVICE 3 UNITS**

**PREREQUISITE: None.**

**COREQUISITE: RM 110x3 or RM 111x2.**

**LECTURE: 3 hours per week.**

History of restaurant management and food service industries showing progress, change and future opportunities. Introduction to the economics of restaurants, coffee shops, cafeterias and institutional feeding.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM/FS 161  
QUANTITY FOOD PREPARATION 3 UNITS**

**PREREQUISITE: RM 160 or FCS 160.**

**LECTURE: 3 hours per week.**

Introduction to the scientific theory of the application of heat, and the changes that 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.*

**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**  
**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.*

**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. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**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 AND MATH SUCCESS CENTER

DIVISION: Science and Math Division  
DIVISION DEAN: Haragewen Kinde, Ed.D.  
Chemistry 114  
(909) 384-8268  
DIVISION SECRETARY: Rose Garcia  
DIVISION OFFICE: Chemistry 121  
(909) 384-8645  
LIAISON COUNSELOR: Rafael Herrera, M.S.  
(909) 384-4404

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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.

### SIGN LANGUAGE

See AMERICAN SIGN LANGUAGE

## SOCIOLOGY

DIVISION: Social Science & Human Development  
DIVISION DEAN: Janice Noble, Ph.D.  
DEPARTMENT HEAD: Janet Pielke Brennecke, M.A.  
DIVISION SECRETARY: Karen Deck  
DIVISION OFFICE: Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: Laura Gomez, M.A.  
(909) 384-4404

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.*

### SOC 100H

#### INTRODUCTION TO SOCIOLOGY – HONORS

3.00 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Careful examination of the social influences on human behavior focusing on social patterns and processes, structure and function, conflict and change in society and culture in general with emphasis on American institutions in a multicultural society and their relationship to global patterns. Enrollment limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

### 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.**

This course examines aging and the life course. It explores how the aging process is influenced and shaped by societal forces, covering physical, psychological, and economic as well as social aspects of aging. This course will examine these processes of aging as they affect individuals, families, cohorts and societies.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**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  
 DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
 DEPARTMENT HEAD: Nori Sogomonian, M.A.  
 North Hall 221-222  
 (909) 384-8544  
 OTHER FACULTY: Lydia Barrajas-Zapata, M.A.  
 Yon Che, M.A.  
 Jose Recinos, Ph.D.  
 Bert Reins, B.A.  
 DIVISION SECRETARIES: Kelly Adcock  
 (909) 384-8906  
 Cheryl Benner  
 (909) 384-8633  
 DIVISION OFFICE: North Hall 236  
 (909) 384-4445  
 LIAISON COUNSELOR: Juan Zepeda, M.S.  
 (909) 384-4404

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.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Write clearly.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Apply learned knowledge to new situations.
- Work effectively in group settings.
- Demonstrate knowledge of and respect for other cultures.

## SPANISH COURSES OFFERED BY THE DEPARTMENT OF MODERN LANGUAGES:

**SPAN 015**  
**CONVERSATIONAL SPANISH I** **3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**  
 Develops conversational skills, listening comprehension and speaking skills in the Spanish language for persons who wish to learn to communicate orally in Spanish for purposes of personal pleasure or business.  
*Associate Degree Applicable*

**SPAN 016**  
**CONVERSATIONAL SPANISH II** **3 UNITS**  
**PREREQUISITE: SPAN 015.**

**LECTURE: 3 hours per week.**  
 Develops additional conversational skills, listening comprehension and the ability to speak the Spanish language.  
*Associate Degree Applicable*

**SPAN 101**  
**COLLEGE SPANISH I** **5 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 5 hours per week.**  
 Develops the ability to converse, read and write in Spanish. The course includes the study of essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to the cultures of Spanish speaking peoples. This course corresponds to two years of high school study.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): SPAN 2*

**SPAN 102**  
**COLLEGE SPANISH II** **5 UNITS**  
**PREREQUISITE: SPAN 101.**  
**LECTURE: 5 hours per week.**  
Continues to develop conversational, reading and writing skills in Spanish, with special emphasis on past tense verbs, grammar, vocabulary expansion and cultural applications of the Spanish language.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): SPAN 4*

**SPAN 103**  
**COLLEGE SPANISH III** **4 UNITS**  
**PREREQUISITE: SPAN 102.**  
**LECTURE: 4 hours per week.**  
Develops complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. Expands vocabulary in the Spanish language and awareness of Hispanic culture through literature.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*  
*CAN (California Articulation Number): SPAN 8*

**SPAN 103H**  
**COLLEGE SPANISH III - HONORS** **4 UNITS**  
**PREREQUISITE: SPAN 102.**  
**LECTURE: 4 hours per week.**  
Develops complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. Expands vocabulary in the Spanish language and awareness of Hispanic culture through literature. Enrollment is limited to students eligible for the Honors Program.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**SPAN 104**  
**COLLEGE SPANISH IV** **4 UNITS**  
**PREREQUISITE: SPAN 103 or SPAN 158.**  
**LECTURE: 4 hours per week.**  
Develops 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 culture.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): SPAN 10*

**SPAN 119**  
**SPANISH FOR MEDICAL PERSONNEL** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
Develops comprehension and communication skills in Spanish for medical personnel working with Spanish speaking patients. Presents interview questions and basic medical terminology and general cultural information essential in the job performance.  
*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 157**  
**SPANISH FOR NATIVE SPANISH SPEAKERS I** **5 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 5 hours per week.**  
A beginning course for the Spanish speaking population. Develops conversational, reading and writing skills in Spanish with special emphasis on past tense verbs, grammar, vocabulary expansion and cultural applications of the Spanish language. Course is conducted primarily in Spanish, producing skills equivalent to SPAN 102.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**SPAN 158**  
**SPANISH FOR NATIVE SPANISH SPEAKERS II** **4 UNITS**  
**PREREQUISITE: SPAN 157.**  
**LECTURE: 4 hours per week.**  
A continuation of Spanish 157 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, proper grammatical usage, cultural and literary applications of the Spanish language. Course is conducted in Spanish, producing skills equivalent to Spanish 103.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and \*UC.*

**SPAN 227A**  
**SELECTED STUDIES IN SPANISH: COSTA RICA** **2 UNITS**  
**PREREQUISITE: SPAN 104.**  
**LABORATORY: 4 hours per week.**  
Further students' knowledge of the language, history and culture of the host country through study of assigned topics on the host country during a study abroad experience. Explores history and culture of the host country.  
*Applicable to the Associate Degree*  
*Course credit transfers to CSU.*



## SPEECH

DIVISION: Humanities  
DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
DEPARTMENT HEAD: Leticia Hector, M.A.  
Liberal Arts 239  
(909) 384-8618  
OTHER FACULTY: Diane Ablinger, M.A.  
Jay Danley, M.A., J.D.  
DIVISION SECRETARIES: Kelly Adcock  
(909) 384-8906  
Cheryl Benner  
(909) 384-8633  
DIVISION OFFICE: North Hall 236  
(909) 384-4445  
LIAISON COUNSELOR: Juan Zepeda, M.S.  
(909) 384-4404

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.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Find and interpret information.
- Give and receive constructive feedback.
- Demonstrate creative thought through original expression.

### **COURSES OFFERED BY THE DEPARTMENT OF SPEECH:**

#### **SPEECH 910 PREPARATION FOR PUBLIC SPEAKING 3 UNITS PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Intended for those students who need improvement in basic communication skills prior to enrollment in a transfer-level speech course. Pronunciation drills, interviewing techniques, basic research methods, small group discussion, organizational skills, and techniques for controlling stage fright are addressed. Individual and group presentations are included.

*Not applicable to the Associate Degree*

#### **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 100H ELEMENTS OF PUBLIC SPEAKING - HONORS**

**3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course focuses on advanced training in the application of the concepts, principles, and skills of effective public speaking. Concepts such as structure, adapting messages to culturally diverse audiences, research principles, and critical evaluation of evidence and arguments are explored. Delivery, listening, and feedback skills are also discussed and practiced in a variety of presentations. Enrollment is limited to students eligible for the Honors Program. This course is also offered as SPEECH 100.

*Associate Degree Applicable*

*Course credit transfers to CSU and \*UC.*

#### **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. Note: It is not anticipated that this course will be offered during the current academic year.

Please contact the Division Office for more information.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPEECH 110 or*

*THART 110 = DRAM 6*

#### **SPEECH 111 INTERPERSONAL COMMUNICATION 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Examines the dynamics of the communication process within the context of interpersonal relationships (those with friends, families, romantic partners, and co-workers.) Influences of self-concept, perception, listening, verbal and non-verbal communication, and emotional expression are explored. Principles of relationship development, communication climate, self-disclosure, and conflict management are also discussed. Rhetorical principles are also practiced and faculty supervised/evaluated in a variety of ways.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPCH 8*

#### **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):* SPCH 6

**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.*

*CAN (California Articulation Number):* SPCH 2

**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 and UC.*

*CAN (California Articulation Number):* JOUR 4

**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 nonverbal 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.*

*CAN (California Articulation Number):* SPCH 10

**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.*

## STUDENT DEVELOPMENT

DIVISION: Counseling and Matriculation  
DIVISION DEAN: Marco Cota, M.A.  
DIVISION OFFICE: Administration/ Student Services 103  
(909) 384-8966  
DIVISION SECRETARY: Laura Cross  
LIAISON COUNSELOR: Cindy Parish, M.S.  
(909) 384-4404

The Student Development (SDEV) curriculum includes courses for students with disabilities, UC Puenta Project, academic and career planning strategies, and information about academic strengths and limitations. Courses are designed to help students succeed in college, develop good study habits, learn decision-making models; obtain in-depth information on associate degree and certificate requirements, transfer to universities, campus resources, and prepare for employment.

### **COURSES OFFERED BY THE DEPARTMENT OF STUDENT DEVELOPMENT:**

#### **SDEV 900 ASSESSMENT OF LEARNING DISABILITIES .50 UNIT**

**PREREQUISITE:** None.  
**LECTURE:** .5 hour per week.

Introduction to the history, general characteristics and legal definition of learning disabilities. Includes identification of students' learning strengths and weaknesses and the determination of students' eligibility for learning disability services. Emphasis on the LD services at the college and the development of an individualized education plan to compensate for any identified learning disability. Graded on Credit/Non-Credit basis only.

*Not applicable to Associate Degree.*

#### **SDEV 901X3 INTRODUCTION TO COMPUTER ADAPTIVE TECHNOLOGY 2 UNITS**

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** *This course is intended for students with medically verified disability or disabilities (students who must use adaptive computer hardware and software to complete course requirements) and students with access limitations. Instructor may grant permission to non-disabled students who want to explore assistive technology and software. This is an open entry, open exit course.*

**LECTURE:** 1 hour per week and  
**LABORATORY:** 3 hours per week.

This course is designed as an introduction to Adaptive Computer Technology. Provides disabled students with an opportunity to evaluate available adaptive technologies and software, as well as appropriateness of accommodations required for parity with peers in regular college classes. Instructor may grant permission to regular students who want to explore adaptive technology and software. This course may be taken three times.

*Not applicable to Associate Degree*

#### **SDEV 902 SUCCESS STRATEGIES FOR STUDENTS WITH DISABILITIES 3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Designed for students with learning disabilities, attention deficit disorders, anger management issues, addictions, depression, anxiety, and other conditions, this class focuses on the intervention strategies necessary for the success of students with disabilities. Specialized instruction is designed for students seeking to overcome challenges to academic, career and relational success. Based upon current brain research and hands-on multi sensory learning experiences, each student will develop an intervention success plan.

*Not applicable to Associate Degree*

#### **SDEV 905 SUPPORTIVE LEARNING IN MATHEMATICS 1 UNIT PREREQUISITE: None.**

**LABORATORY:** 3 hours per week.

Course provides specialized instruction and tutoring to individuals and small groups in basic mathematics. Although this course is designed for students with disabilities as certified through diagnostic testing, all students are welcome to enroll. Support strategies to minimize the effects of the disability in the academic setting are presented to maximize students' effectiveness in mainstream classes. Graded on a Credit/Non-Credit basis only.

*Not applicable to Associate Degree.*

#### **SDEV 906 SUPPORTIVE LEARNING IN READING 2 UNITS PREREQUISITE: None.**

**LABORATORY:** 6 hours per week.

This multi-sensory phonics course provides specialized instruction and tutoring to individuals and small groups in reading. Although this course is designed for students with disabilities as certified through diagnostic testing, all students are welcome to enroll. Support strategies to minimize the effects of the disability in the academic setting are presented to maximize students' effectiveness in mainstream classes. Graded on a Credit/Non-Credit basis only.

*Not applicable to Associate Degree.*

#### **SDEV 907 VOCATIONAL PLANNING AND PRE-EMPLOYMENT SKILLS 3 UNITS**

**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

This course is designed to help students with disabilities develop the pre-employment skills needed to seek and obtain employment, and the disability management and work adjustment skills needed to maintain employment. Students will learn to write resumes, cover letters and follow-up letters, complete applications, dress professionally, interview successfully, conduct a job search, and manage the disability in the work setting. Students will also learn about federal and state laws pertaining to disability and employment. The course is designed for students with disabilities.

*Not applicable to Associate Degree*

**SDEV 010**  
**EDUCATION PLANNING .5 UNIT**

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** *Students are encouraged to complete the course in their first or second semester.*

**LECTURE:** .5 hours per week.

Develops student ability to create an individualized education plan. Instruction will include UC, CSU, and independent university transfer requirements. Associate degree, certificate, and academic policies will be included. Graded on a credit/no credit basis only.  
*Associate Degree Applicable*

**SDEV 015**  
**PUENTE: STRATEGIES FOR COLLEGE SUCCESS 1 UNIT**

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Helps students identify their academic strengths and limitations as a first step in long-term educational planning for transfer. In addition, students learn essential skills for creating success in college. This course is paired with ENGL 015 Preparation for College Writing (Puente Project). Enrollment is limited to students in the UC Puente Project.  
*Associate Degree Applicable*

**SDEV 101**  
**PUENTE: STRATEGIES FOR COLLEGE AND CAREER SUCCESS 1 UNIT**

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

Designed for students in the UC Puente Project, this course is designed to prepare students for an active role in their education and community. In addition, students learn essential skills for creating success in chosen careers. Includes a mentoring component which links students with community professionals in their major area of study. This course is paired with ENGL 101 Freshman Composition (Puente Project). Enrollment is limited to students in the UC Puente Project.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**SDEV 102**  
**COLLEGE TO CAREER 2 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

Designed for students seeking direction in setting academic and career goals. A bio-psycho-social perspective will be used to highlight the person-environment dynamics crucial to a well-rounded preparation for a fulfilling career. Major topics will include evaluation of personal interests, abilities and values, and the utilization of technological resources to identify career choices and labor market trends.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**TECHNICAL CALCULATIONS**  
See courses within the Department of  
**ELECTRICITY/ELECTRONICS**

## THEATRE ARTS

DIVISION: Humanities  
DIVISION DEAN: Marjorie Price, M.A., M.Ed.  
DEPARTMENT HEAD: Leticia Hector, M.A.  
Liberal Arts 239  
(909) 384-8618  
OTHER FACULTY: Denise Dale Jacobs, M.F.A.  
DIVISION SECRETARIES: Kelly Adcock  
(909) 384-8906  
Cheryl Benner  
(909) 384-8633  
DIVISION OFFICE: North Hall 236  
(909) 384-4445  
LIAISON COUNSELOR: Juan Zepeda, M.S.  
(909) 384-4404

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.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Speak clearly.
- Employ vocabulary of the subject studied.
- Demonstrate active listening skills.
- Find and interpret information.
- Give and receive constructive feedback.
- Demonstrate creative thought through original expression.
- Work effectively in group settings.

### **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.*

*CAN (California Articulation Number): DRAM 18*

**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): THART 110 or SPEECH 110 = DRAM 6*

**THART 114x4**  
**THEATRE PRACTICUM** 4 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 6 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. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): DRAM 16*

**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): DRAM 8*

**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.*  
*CAN (California Articulation Number): DRAM 22*

**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.*  
*CAN (California Articulation Number): DRAM 12*

**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. Note: It is not anticipated that this course will be offered during the current academic year. Please contact the Division Office for more information.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): DRAM 14*

**THART 222**  
**INDEPENDENT STUDY IN THEATRE** 1-3 UNITS  
**PREREQUISITE:** None.  
**INDEPENDENT STUDY:** 3-9 hours per week.  
 Assigned projects involving character analysis and performance experience, directorial and/or stage management experience, and experience in the state crafts (e.g., lighting, sound, costume, makeup, etc.) or directed study for selected students who are interested in furthering their knowledge of theatre on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; credit determined after transfer to UC.*

## WAREHOUSE

DIVISION: Applied Technology & Transportation  
DIVISION DEAN: Thomas Bauman, M.S., P.E.  
DIRECTOR: Kevin Anderson, M.B.A.  
DEPARTMENT SECRETARY: Amanda Moody  
(909) 382-4079  
DEPARTMENT OFFICE: 264 S. Leland Norton Way  
Suite A120, San Bernardino  
LIAISON COUNSELOR: Jennifer Mendoza, M.S.  
(909) 384-4404

Core competencies emphasized by courses in this department:

- Employ vocabulary of the subject studied.
- Accept responsibility for own actions.
- Exhibit personal, professional and academic honesty.
- Develop time management skills.
- Work effectively in group settings.

### GENERAL WAREHOUSING CERTIFICATE

This certificate is designed to provide students with the fundamentals for entry-level employment in the warehousing field, including overall warehousing and distribution operations, software systems, safety issues, and forklift and other industrial powered trucks. Training covers operation, inspection, and basic maintenance. Upon successful completion of the course, the student will receive certification in accordance with CalOSHA to operate forklifts. 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
WAREHS 020 Introduction to Warehouse Operations	4
WAREHS 021 Forklift Operation and Certification	1
<b>TOTAL UNITS:</b>	<b>5</b>

Recommended High School Preparation: General courses in English, math and computers are recommended.

### WAREHS 020 INTRODUCTION TO WAREHOUSE OPERATIONS 4 UNITS

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week and

**LABORATORY:** 3 hours per week.

This course is designed to introduce students to warehouse operations, the objectives of warehousing; software information systems used in warehousing, and warehouse safety. In the laboratory part of the course, students will be exposed to practical activities in a functioning warehouse. Upon completion of the course, students should be well prepared to enter the field of warehousing, distribution, or logistics.

*Associate Degree Applicable*

### WAREHS 021 FORKLIFT OPERATION AND CERTIFICATION 1 UNIT **PREREQUISITE:** None.

**LECTURE:** 0.5 hour per week and

**LABORATORY:** 1.5 hours per week.

his course provides the student with training in forklift and other industrial powered trucks typically used in the warehousing and distribution industries. Training covers operation, inspection, basic maintenance and safety. Training is provided in accordance with CalOSHA standards, and upon successful completion of the course, the student will receive certification in accordance with CalOSHA to operate forklifts.

*Associate Degree Applicable*

## WATER SUPPLY TECHNOLOGY

DIVISION: Applied Technology & Transportation  
DIVISION DEAN: Thomas Bauman, M.S., P.E.  
DEPARTMENT HEAD: William Clarke, Ed.D.  
Technical 108  
(909) 384-8504  
OTHER FACULTY: Achala Chatterjee, M.S.C.E., P.E.  
DIVISION SECRETARY: Patsy Martinez  
(909) 384-8902  
DIVISION OFFICE: Technical 108  
(909) 384-4451  
LIAISON COUNSELOR: Wendy Whitney, M.S.  
(909) 384-4404

The Water Supply Technology 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 wastewater treatment and are sequenced to prepare students for the state-licensing exam. The Water Supply Technology Certificate is not equivalent to the State License in Water Supply Technology.

Core competencies emphasized by courses in this department:

- Read and retain information.
- Find and interpret information.
- Set goals for educational, personal and professional development.

### WATER SUPPLY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Water Supply Technology, 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 TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the water supply and reclamation industry, including dealing with domestic water supply and wastewater treatment. [Note: the Water Supply Technology Certificate is not equivalent to the State License in Water Supply Technology.] 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.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
Eighteen (18) units from the following Water Supply Technology Courses	18
WST 140 Water Utilities Distribution I	(3)
WST 141 Water Utilities Distribution II	(3)
WST 142x2 Water Quality and Basic Domestic Water Treatment	(3)
WST 143 Advanced Domestic Water Treatment	(3)
WST 144 Cross Connection Control	(3)
WST 145 Backflow Prevention Devices	(3)
WST 146 Wastewater Treatment Operations I	(3)
WST 147 Wastewater Treatment Operations II	(3)
<b>TOTAL UNITS:</b>	<b>18</b>

**COURSES OFFERED BY THE DEPARTMENT OF WATER SUPPLY TECHNOLOGY:**

**WST 010x2**  
**TEST REVIEW FOR WATER DISTRIBUTION OPERATORS D1 – D2** **.50 UNIT**

**PREREQUISITE:** None.  
**LECTURE:** .50 hours per week.  
 Review information for the California Department of Health Services Operator examination D1 and D2. The review topics include expected range of knowledge required by the DHS for Water Distribution Operators at level D1 and D2 such as math formulas, distribution system operation, disinfection and safety. This course may be taken twice.  
*Associate Degree Applicable*

**WST 020x2**  
**TEST REVIEW FOR WATER TREATMENT T1 – T2** **.50 UNIT**

**PREREQUISITE:** None.  
**LECTURE:** .50 hours per week.  
 Review information for the California Department of Health Services Treatment Operator examination T1 and T2. The review topics include expected range of knowledge required by the DHS for Water Treatment Operators at level T1 and T2 such as math formulas, conventional treatment techniques, flocculation, sedimentation, filtration, and system pressures.  
*Associate Degree Applicable*

**WST 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 Department of Health Services (DHS) Grade I exam.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**WST 141**  
**WATER UTILITIES DISTRIBUTION II** **3 UNITS**

**PREREQUISITE:** WST 140.  
**LECTURE:** 3 hours per week.  
 Operation and maintenance of water distribution systems.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**WST 142x2**  
**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. This course may be taken twice.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**WST 143**  
**ADVANCED DOMESTIC WATER TREATMENT** **3 UNITS**

**PREREQUISITE:** WST 142x2.  
**LECTURE:** 3 hours per week.  
 Advanced study of water treatment methods and techniques used to supply water for domestic purposes. Prepares students for California Department of Health Certification as a Water Treatment Operator for Grade Level III and IV.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**WST 144**  
**CROSS-CONNECTION CONTROL** **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.*

**WST 145**  
**BACKFLOW PREVENTION DEVICES** **3 UNITS**

**PREREQUISITE:** WST 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.*

**WST 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.*

**WST 147  
WASTEWATER TREATMENT OPERATIONS II** **3 UNITS**

**PREREQUISITE: WST 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: Applied Technology & Transportation  
 DIVISION DEAN: Thomas Bauman, M.S., P.E.  
 DEPARTMENT HEAD: William Kastner, M.S.  
 Technical 108  
 (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: Wendy Whitney, M.S.  
 (909) 384-4404

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 (General Welding or Consolidated Welding) 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**

This certificate is designed to provide students with an understanding of the terminology, concepts, procedures and skills used in the welding field to equip them with the fundamental skills necessary for entry- and intermediate-level employment.

**Students must complete all of the REQUIRED COURSES plus ONE of the RESTRICTED ELECTIVES courses.**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
TECALC 950 Shop Calculations or higher level math course	3
WELD 123 Oxy-Acetylene Welding	3
WELD 145 Shielded Metal Arc Welding	3
WELD 146 Intermediate Arc Welding	3
WELD 060 Layout Fitter I	3
WELD 066A Los Angeles City Welding Cert	3
WELD 070x4 Tig Welding	1
WELD 077x4 Continuous Wire Welding	1
WELD 127 Strength of Materials Testing: Destructive	3
<b>TOTAL UNITS:</b>	<b>23</b>

<b>Select one of the following Restricted Electives Courses:</b>	<b>UNITS</b>
WELD 061 Layout Fitter II or WELD 065A Welding Inspection Visual or WELD 128 Strength of Materials Testing: Non-Destructive	3  (4)  (3)

**2. CONSOLIDATED WELDING CERTIFICATE**

This certificate is designed to provide students with comprehensive training in all welding areas including oxy-acetylene, SMAW, GMAW, FCAW and GTAW. Upon completing this certificate, students will be certified in accordance with the American Welding Society standards and have an understanding of the terminology, concepts and skills necessary to secure a job in the welding profession.

**Students must complete a minimum of 26 units in any combination of the following welding courses.**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
WELD 062 Consolidated Welding or WELD 063 Consolidated Welding or WELD 064x4 Consolidated Welding	2-13  2-13  2-13
WELD 127 Strength of Materials Testing: Destructive	3
<b>TOTAL UNITS:</b>	<b>29</b>

**3. FLUX CORE ARC WELDING (FCAW) CERTIFICATE**

This certificate is designed to provide students with training in the semi-automatic welding process. **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.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
WELD 145	Shielded Metal Arc Welding	3
WELD 060	Layout Fitter I	3
WELD 077x4	Continuous Wire Welding	1

<b>RESTRICTED ELECTIVE COURSES:</b>		<b>UNITS</b>
WELD 061	Layout Fitter II	3
or		
WELD 065A	Welding Inspection Visual	(4)
or		
WELD 128	Strength of Materials Testing: Non-Destructive	(3)

**TOTAL UNITS:** 10-11

#### 4. GAS METAL ARC WELDING (GMAW) CERTIFICATE

This certificate is designed to provide students with training in the MIG welding process. **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.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
WELD 123	Oxy-Acetylene Welding	3
WELD 145	Shielded Metal Arc Welding	3
WELD 077x4	Continuous Wire Welding	1

**TOTAL UNITS:** 7

**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

This certificate is designed to prepare students with training in the TIG or Heli-Arc welding processes. **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.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
WELD 123	Oxy-Acetylene Welding	3
WELD 145	Shielded Metal Arc Welding	3
WELD 070x4	Tig Welding	1

<b>RESTRICTED ELECTIVE COURSES:</b>		<b>UNITS</b>
WELD 065A	Welding Inspection Visual	4
or		
WELD 067A	Structural Steel Special Inspection (ICBO)	(2)
or		
WELD 128	Strength of Materials Testing: Non-Destructive	(3)

**TOTAL UNITS:** 9-11

#### 6. SHIELDED METAL ARC WELDING (SMAW) CERTIFICATE

This certificate is designed to prepare students with the training in SMAW or (STICK) welding process, electrode identification, welding symbols, and joint design. **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.**

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
WELD 123	Oxy-Acetylene Welding	3
WELD 145	Shielded Metal Arc Welding	3
WELD 146	Intermediate Arc Welding	3

**TOTAL UNITS:** 9

**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.

#### 7. WELDING INSPECTION TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for the AWS and/or ICBO Welding Inspector examination.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
WELD 065A	Welding Inspection Visual	4
WELC 067A	Structural Steel Special Inspection (ICBO)	2
WELD 127	Strength of Materials Testing: Destructive	3
WELD 128	Strength of Materials Testing: Non-Destructive	3
WELD 145	Shielded Metal Arc Welding	3

**TOTAL UNITS:** 15

#### COURSES OFFERED BY THE DEPARTMENT OF WELDING TECHNOLOGY:

**WELD 060  
LAYOUT FITTER I 3 UNITS**

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: WELD 145.**

**LECTURE: 2 hours per week and**

**LABORATORY: 3.5 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 060 or WELD 145.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3.5 hours per week.  
Designed to provide the intermediate to advance 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:** 1- 5 hours per week and  
**LABORATORY:** 3 - 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 145.  
**LECTURE:** 4 hours per week.  
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 PRIOR TO TESTING.**  
*Associate Degree Applicable*

**WELD 066A**  
**LOS ANGELES CITY WELDING CERTIFICATION** 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** WELD 145.  
**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 067A**  
**STRUCTURAL STEEL SPECIAL INSPECTION (ICBO)** 2 UNITS  
**PREREQUISITES:** WELD 145 and WELD 060 or WELD 061.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 3 hours per week.  
Designed to prepare students for the International Conference of Building Officials (ICBO) Inspector Certifications examinations. Provide training for employment in the quality control or construction inspection industry. Topics include a review of the technical aspects on inspection and quality control in the area of structural steel and welding preparation, materials applications, plan reading, and related codes.  
*Associate Degree Applicable*

**WELD 070x4**  
**TIG WELDING** 1 UNIT  
**PREREQUISITES:** WELD 123 and WELD 145.  
**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 shielding 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 123**  
**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.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**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:** 3 UNITS  
**NON-DESTRUCTIVE**

**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 145**  
**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.

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

**WELD 146**  
**INTERMEDIATE ARC WELDING** 3 UNITS  
**PREREQUISITE:** WELD 145.

**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.

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

**WELD 147**  
**INTERMEDIATE SHIELDED METAL ARC WELDING** 3 UNITS

**PREREQUISITE:** WELD 145.

**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.

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

**WELD 198**  
**WELDING 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 to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 198 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

*Associate Degree Applicable*  
*Course credit transfers to CSU for elective credit only.*

**WORD PROCESSING**

See courses in the department of  
COMPUTER INFORMATION TECHNOLOGY

**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.)

DIVISION: Business and Information Technology  
DIVISION DEAN: Margaret Ortiz, M.A.  
DEPARTMENT HEAD: Dan Angelo, M.H.R.O.D.  
Business 100  
(909) 384-8568  
DEPARTMENT SECRETARY: To Be Announced  
DEPARTMENT OFFICE: Business 100  
(909) 384-8685  
LIAISON COUNSELOR: André Wooten, M.A.  
(909) 384-4404

**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.

- 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.

San Bernardino Valley College offers two formats for Cooperative Work Experience:

- In *Parallel Format* students take a Cooperative Work Experience class concurrently with other college courses.
- In *Alternate Format* students alternate between taking a Cooperative Work Experience class one semester and other college courses the previous and/or following semesters.

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  
Computer Information Technology  
Computer Science  
Electronics  
Family & Consumer Science  
Human Services  
Inspection  
Library  
Machine Technology  
Nursing  
Physical Education  
Radio/Television/Film  
Refrigeration  
Restaurant Management  
Welding  
General Work Experience

**For information visit the Work Experience Office in Business 100 or call (909) 384-4407.**

## PART V – ADMINISTRATION AND FACULTY

### ADMINISTRATION

President: Denise Whittaker, M.A.  
Vice President, Administrative Services: Michael Perez, M.B.A.  
Vice President, Instruction: Linda Stevens, Ed.D.  
Interim Vice President, Student Services: Kay Ragan, Ed.D.  
Dean, Applied Technology & Transportation: Thomas Bauman, M.S., P.E.  
Dean, Business & Information Technology: Margaret Ortiz, M.A.  
Dean, Career College, CalWORKs & Workforce Development: Zelma Russ, Ed.D.  
Administrative Dean, Criminal Justice & Public Safety: Gloria Fisher, J.D.  
Dean, Counseling and Matriculation: Marco Cota, M.A.  
Dean, Institutional Advancement; Executive Director, Foundation: Gary Kelly, M.A.  
Dean, Extended Day/Vocational Education: Queen Hamilton, Ed.D.  
Dean, Health Science: Marilyn Johnson, B.S., M.N.  
Dean, Humanities: Marjorie Price, M.A., M.Ed.  
Dean, Learning Resources: Marie Mestas, M.L.S.  
Dean, Physical Education/Athletics: Corene Schwartz, Ed.D.  
Dean, Research, Planning & Development: Lorraine Troy Sheffield, Ed.D.  
Dean, Science & Math: Haragewin Kinde, Ed.D.  
Dean, Social Science & Human Development: Janice Noble, Ph.D.  
Dean, Student Development: To Be Announced  
Director, Admissions & Records: Helena Johnson, M.Ed.  
Director, Athletics: Rudolph Washington, M.A.  
Director, Child Development Center: Debra Ward, M.S.  
Director, Disabled Students Programs and Services: Rebecca Warren-Marlatt, M.A.

Director, Extended Opportunity Programs and Services: Frank Dunn, M.A.  
Director, Financial Aid: Nancy Davis, M.S.  
Director, KVCR TV/FM: Larry Cicalone, M.B.A.  
Director, Marketing and Public Relations: Paul Rubalcaba, B.A.  
Director, Student Health Services: Elaine Akers, P.H.N., M.S.N.  
Director, Student Life: Nikki Schaper, M.A.  
Director, Transportation: Kevin J. Anderson, M.B.A.  
Coordinator, Transfer & Career Services Center: Diana Rodriguez, M.B.A, M.A.  
Coordinator, Matriculation: Gilbert Maez, B.A., M.S.  
Coordinator, STAR Program: Kathy Kafela, M.D.  
Cafeteria Manager: Raul Martinez

### FACULTY

Adams, Kathryn. Associate Professor, Child Development. B.S., California State University, Fullerton; M.S., University of La Verne.  
Adler, Dawn. Associate Professor, Physical Education. B.S., M.S., University of Utah.  
Aguilar-Kitibutr, Ailsa V. Professor, Counselor. B.S., University of Santo Tomas; M.A., Ateneo University; M.S., Psy.D., University of La Verne.  
Akers, Elaine. Coordinator, Health Services. M.N., San Jose State University.  
Ablinger, Diana. Associate Professor, Speech. B.A., University of Illinois; M.A., California State University, Northridge.  
Alexander, Horace. Associate Professor, English. B.A., Andrews University, M.A., Andrews University; Ed.S., Ed.D. Loma Linda University.

Alfano-Wyatt, Marcia T. Associate Professor, Psychiatric Technology. B.A., Wayne State University, Detroit, Michigan; M.A., Pepperdine University, Irvine.

Al-Husseini, Maha. Assistant Professor, Computer Information Technology. B.A., Kuwait University.

Andersen, Mary Sue (Ader). Professor, Art. B.F.A., University of Arizona; M.F.A., Otis Art Institute.

Anderson, Kevin J. Director, Transportation. B.S.M.E., Gannon University; M.B.A., Pepperdine University.

Angelo, Daniel T. Assistant Professor, Work Experience. B.A., Chapman University, M.H.R.O.D., University of San Francisco.

Ashton, Judith. Professor, English. B.A., M.A., California State University, San Bernardino.

Assuma, Michael J. Assistant Professor, Business Administration. A.A., San Bernardino Valley College; B.S., Marketing, California Polytechnic University, Pomona; M.B.A., California State University, San Bernardino.

Avila, Diana G. Professor, Mathematics; B.A., California State, San Bernardino; M.S., University of California, Riverside; Ph.D., University of California, Riverside.

Bangasser, Susan. Professor, Chemistry. B.A., Northwestern University; Ph.D., University of Illinois Medical Center.

Barajas-Zapata, Lydia. Instructor, Modern Languages (Spanish). M.A., Purdue University.

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Batalo, Manuela. Instructor, Art. B.A., California State University, San Bernardino. M.A., California State University, Pomona.

Bauman, Thomas. Dean, Applied Technology and Transportation. B.S., California Polytechnic State; M.S., West Coast University.

Blecka, Lori Ann. Associate Professor, Mathematics. M.S., University of California, Riverside.

Blumenthal, Kenneth S. Assistant Professor, Physical Education. B.A., California State University, Long Beach; M.A., Azusa Pacific University.

Brennecke, Janet V. Pielke. Associate Professor, Sociology. B.I.S., George Mason University; M.A., California State University, Fullerton.

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Busselle, Carlos. Professor, Electricity/Electronics. A.S., San Bernardino Valley College; B.A., California State University, San Bernardino.

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Calote, Gary. Associate Professor, Art. B.A., M.A., California State University, San Jose.

Carreon-Bailey, Rebecca. Child Development School Readiness Grant Specialist. B.A., California State, University, San Bernardino.

Chapman, Sharon J. Assistant Professor, English. B.A., California Polytechnic University, Pomona; M.A., California State University, San Bernardino.

Chatfield, Walter F. Associate Professor, Economics. B.A., M.A., San Diego State University; Ph.D., West Virginia University, Morgantown.

Chatterjee, Achala. Instructor, Environmental Technology/ Water Supply Technology. B.S.C.E., M.S.C.E., Purdue University; P.E., California and Illinois.

Che, Yon. Instructor, Modern Languages (Spanish). B.A., M.A., University of California, Davis.

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Clauss, Dan. Instructor, Physical Education/Athletics; Assistant Football Coach. A.A., Grossmont College; B.S., Southeast Missouri State; M.Ed., Western Carolina University.

Cook, Carol A. Associate Professor, Physiology. B.S., M.S., Loma Linda University.

Cota, Marco. Dean, Counseling and Matriculation. A.A., College of the Desert; B.A., M.A., California State University, San Bernardino.

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Durrett, Michael E. Associate Professor, Restaurant Management/Real Estate. Associate of Occupational Studies (A.O.S.), Culinary Institute of America; B.S., M.B.A., California Polytechnic University, Pomona.

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Evans-Perry, Ginny. Librarian/Learning Resources. B.A., Chapman University; M.L.I.S., San Jose State University.

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Kelly, Gary H. Dean, Institute Advancement; Executive Director, Foundation. A.A., San Bernardino Valley College; A.S., Community College of the Air Force; B.S., Southern Illinois University, Carbondale; M.S., California State University, San Bernardino.

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Leedahl, Laura H. Professor, Nursing. B.S.N., Mt. Saint Mary College, Newburg, New York; M.S.N., California State University, Long Beach; Ed.D., LaSierra University.

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Mathews, Philip. Instructor, Physical Education/Head Men's Basketball Coach. B.A., M.Ed., University of California, Irvine.

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Mestas, Marie. Dean, Learning Resources. B.A., California State University, San Bernardino; M.L.S., University of California, Los Angeles.

Metu, Reginald. Assistant Professor, Alternate Media/Instructional Design Specialist. B.S., M.A., California Polytechnic University, Pomona; Ed.D., Alliant International University.

Michaelis, Kenneth A. Professor, Biology. B.A., Columbia Union College; M.A., Walla Walla College.

Millican, Edward. Associate Professor, Political Science. B.A., San Diego State; M.A., Yale University; Ph.D., University of California, Los Angeles.

Milligan, Marty. Associate Professor, Learning Disabilities Specialist. A.A., Fullerton College, Fullerton; B.A., California State University, Fullerton; M.A., Chapman University.

Moore, Allen. Associate Professor, Aeronautics. A.A., San Bernardino Valley College.

Moreno, Dolores. Associate Professor, English. B.A., M.A., University of California, Riverside.

Nelson, Willene. Associate Professor, Counselor, EOP&S. M.S., California State University, Fullerton.

Noble, Janice, Dean, Social Science and Human Development. A.S., W.R. Harper Collage; B.S., California State University, Fullerton; M.A., Pepperdine University; M.B.A., University of Redlands; Ph.D., Capella University.

Notarangelo, Joseph. Instructor, English. B.A., University of California, Los Angeles; M.A., California State University, San Bernardino.

Obra, Violeta. Instructor, Nursing. B.A., Makati Medical Center; M.S., C.N.S., P.C.C.N.P., Loma Linda University.

Olsen, John H., Jr. Associate Professor, Anatomy/Physiology. B.S., M.S., California State Polytechnic University, Pomona.

Olson, Gary A. Assistant Professor, Anthropology. B.A., Occidental College; M.A., University of California, Los Angeles.

Ortiz, Margaret. Dean, Business & Information Technology; B.S., California Polytechnic University, Pomona; M.A., Loma Linda University, Loma Linda.

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