

GEOGRAPHY

DIVISION: Science and Health Science
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The environmental science of geography examines both physical and cultural landscapes. Geography includes the study of all forces of nature and the consequences of those forces: the nature and interactions of the atmosphere and the land, plants and animals, the earth's waters, weather, climate, the earth's dynamic surface, landforms and soil, and the way people have inhabited and altered the earth by creating various forms of agriculture, language, religion, and cities.

Courses in geography fulfill the science requirement for the associate degree, prepare students for majoring in geography at a four-year institution, and supplement other studies for students interested in careers in environmental studies, education, engineering, and architecture. Students planning to transfer to a four-year institution and major in geography should consult with a counselor regarding the transfer process and lower division requirements.

GEOGRAPHY ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
GEOG 102 Cultural Geography	3
GEOG 106 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)
TOTAL UNITS:	20

COURSES OFFERED BY THE DEPARTMENT OF GEOGRAPHY:

GEOG 102 CULTURAL GEOGRAPHY 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact 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.

GEOG 106 GEOGRAPHIC PERSPECTIVES ON THE ENVIRONMENT 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact 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 contact 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.

GEOG 111 PHYSICAL GEOGRAPHY LABORATORY 1 UNIT

COREQUISITE: GEOG 110 (May be taken previously)

LABORATORY: 3 contact 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.

GEOG 114 WEATHER AND CLIMATE 4 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week and

LABORATORY: 3 contact 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 contact 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 contact 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 contact 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.

GEOG 285
HONORS IN PHYSICAL GEOGRAPHY LABORATORY **1 UNIT**

PREREQUISITE: None.
COREQUISITE: GEOG 110 (May be taken previously).
LABORATORY: 3 contact 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

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 Chemistry 113
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The Geology Department offers courses which examine the earth's history, structure, and economic resources. These courses meet the needs for (1) students planning to transfer to a four-year institution and prepare for a career in geology or related fields, (2) students fulfilling the undergraduate general education science requirement, and (3) students who wish to better understand the planet on which we live.

The first course in geology offers the following laboratory option: Students may enroll in GEOL 100, a four-unit course which includes a laboratory, or they may enroll in GEOL 101, a three-unit course without a laboratory. All remaining courses offered by the Geology Department require that students have completed either GEOL 100 or GEOL 101 or an equivalent course in geology.

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

GEOLOGY
ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
CHEM 150 General Chemistry I	5
CHEM 151 General Chemistry II	5
GEOL 100 Physical Geology	4
GEOL 201 Mineralogy	4
GEOL 200 Rocks and Rock Minerals	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
PHYSIC 150A Physics for the Life Sciences I	5
PHYSIC 150B Physics for the Life Sciences II	5

Eight units from the list of RECOMMENDED COURSES **8**
TOTAL UNITS: **48**

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 contact hours per week and
LABORATORY: 3 contact 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 101
INTRODUCTION TO PHYSICAL GEOLOGY 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact 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 contact 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 contact hours per week and

LABORATORY: 3 contact hours per week.

Geologic history of the earth including chronological development of major continental features, plate tectonics, and sea floor spreading, interpretation of earth history from rock and fossil records, and evolutionary development of plant and animal life. Field trips required.

Associate Degree Applicable

Course credit transfers to CSU and UC.

GEOL 122
ENVIRONMENTAL GEOLOGY 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact 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 contact 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 contact hours per week and

LABORATORY: 3 contact hours per week.

An introduction to the techniques of field identification of the principal rocks and rock-forming minerals through hand specimen examination. Discussions of the major classes of rocks and their origins. Field trips are an integral part of the class.

Associate Degree Applicable

*Course credit transfers to CSU and *UC.*

GEOL 201
MINERALOGY 4 UNITS

PREREQUISITE: CHEM 101.

LECTURE: 3 contact hours per week and

LABORATORY: 3 contact 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 stenographic projection.

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 contact 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 contact 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.

GEOL 250
GEOLOGY OF CALIFORNIA 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact 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 contact hours per week.

A study of the geology of selected National Parks and Monuments of the United States with emphasis on the geologic processes which formed them. Field trips are offered.

Associate Degree Applicable

Course credit transfers to CSU.

GEOL 260
INTRODUCTION TO FIELD GEOLOGY 2 UNITS
PREREQUISITE: *GEOL 100 or 101.*
LECTURE: 1 contact hour per week and
LABORATORY: 3 contact hours per week.
 Demonstration, discussion and practice of field investigations of geologic environments involving describing, mapping, and identifying geologic phenomena. Field studies are required.
Associate Degree Applicable
Course credit transfers to CSU and UC.

GEOL 270x2
GEOLOGY OF THE EASTERN SIERRA NEVADA 1 UNIT
PREREQUISITE: *Any GEOL course.*
LECTURE: .5 contact 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 HEALTH

HISTORY

DIVISION: Social Science, Human Development and Physical Education
DIVISION DEAN: Corene Schwartz, Ed.D.
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 Liberal Arts 133
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DIVISION OFFICE: Liberal Arts 114
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ADMINISTRATIVE SECRETARY: Anita Moore
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LIAISON COUNSELOR: Rutina Taylor, M.A.
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Courses in the History Department explore the past in a variety of ways. Through a critical evaluation of the causes and significance of events in the past, students of history learn about the individuals, ideas, actions, and events that have shaped our present. History teaches students to think critically and to communicate their ideas in a more sophisticated fashion. It promotes an understanding of cultures and societies from the past while it helps students consider their own identities in the world of today. While the study of history is valuable in its own right, it also serves as a useful preparation for careers in law, public service, journalism, business, medicine, and education.

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

COURSES OFFERED BY THE DEPARTMENT OF HISTORY:

HIST 100
UNITED STATES HISTORY TO 1877 3 UNITS
PREREQUISITE: *None.*
LECTURE: 3 contact 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.

HIST 101
UNITED STATES HISTORY: 1865 TO PRESENT 3 UNITS
PREREQUISITE: *None.*
LECTURE: 3 contact 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.

HIST 107
THE UNITED STATES AND THE NORTH AMERICAN INDIANS 3 UNITS
PREREQUISITE: *None.*
LECTURE: 3 contact 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 contact 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 137
RACIAL AND ETHNIC GROUPS IN UNITED STATES HISTORY 3 UNITS
PREREQUISITE: *None.*
LECTURE: 3 contact 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 contact 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 contact hours per week.
 An historical survey of Black Leadership in America since the 17th Century with emphasis on the changing nature of the African-American community, the Civil Rights struggle, Black Nationalism, and the rise of Black politics in our contemporary society.
Associate Degree Applicable
Course credit transfers to CSU and UC.

HIST 140
CHICANO HISTORY 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact 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 150
INTRODUCTION TO LATIN AMERICAN HISTORY 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact 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 170
WORLD CIVILIZATIONS TO 1500 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact 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.

HIST 171
WORLD CIVILIZATIONS SINCE 1492 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact hours per week.
 Survey of the modern world from 1500 to the present. The course emphasizes the unique characteristics of world cultures as they entered into a critical period of increasing interaction, a process that led to the shaping of the modern world. Specific themes include religious, economic and political revolution; the development of modern science; industrialism; imperialism; rise and fall of super powers: colonization and de-colonization, fascism, communism, world wars, and contemporary history.
Associate Degree Applicable
Course credit transfers to CSU and UC.

HIST 222
INDEPENDENT STUDY IN HISTORY 1-3 UNITS
PREREQUISITE: None.
INDEPENDENT STUDY: 3-9 contact 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 contact 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.

HUMAN SERVICES

DIVISION: Social Science, Human Development and Physical Education
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FACULTY CHAIR: James Robinson, M.A., C.A.T.S.
 Liberal Arts 139
 (909) 384-8583
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 (909) 384-8603
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 (909) 384-8514
LIAISON COUNSELOR: Rutina Taylor, M.A.
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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 may be applied toward Continuing Education Hours for Marriage and Family Therapists (MFT's) and Licensed Clinical Social Workers (LCSW's), Provider Number PCE 2005. Several courses also apply toward Continuing Education hours for Registered Nurses, Provider Number 01480.

**HUMAN SERVICES
ASSOCIATE OF ARTS DEGREE**

To graduate with an Associate Degree with one of the following Human Services certificate specializations, (1) Alcohol/Drug Studies, (2) Career Specialist, (3) Case Management in the Public Sector (4) Eating Disorders Studies, or (5) Human Services, students must complete all of the requirements for the appropriate certificate with a grade of "C" or better plus the general breadth requirements for the Associate Degree (minimum total of 60 units).

Another option for students who want to graduate with an Associate Degree in Human Services, without one of the above certificate specializations, is to complete 18 units from the following required courses for the Human Services major plus the general education breadth requirements for the Associate Degree (minimum total of 60 units).

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 100	General Psychology or	3
PSYCH 100H	General Psychology - Honors	3
SOC100	Introduction to Sociology or	3
SOC 100H	Introduction to Sociology - Honors	3
TOTAL UNITS:		18

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.

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 entry 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.

REQUIRED COURSES:	UNITS
HUMSV 179 Legal/Ethical Issues in Human Services	3
HUMSV 181 Alcohol/Drug Studies: Introduction	3
HUMSV 182 Alcohol/Drug: Program Modalities	3
HUMSV 186 Alcohol/Drugs in the Family	3
HUMSV 188 Alcohol/Drugs: Medical Aspects	3
HUMSV 190 Drugs: Use and Abuse	3

TAKE ONE OF THE FOLLOWING THREE COURSES:

HUMSV 170 Introduction to Human Services	3
or	
HUMSV 189 Alcohol/Drug Prevention and Intervention	(3)
or	
PSYCH 132 Counseling Techniques	(3)

REQUIRED FIELD WORK COURSES: **UNITS**
Prior to field work courses, students must complete HUMSV 181 plus nine other units in Human Services courses required for the certificate with a grade of C or better.

THE FOLLOWING THREE COURSES ARE TO BE TAKEN CONCURRENTLY:

HUMSV 183 Alcohol/Drug: Counseling I	3
HUMSV 197A Alcohol/Drug: Intern Seminar I	1
HUMSV 198A Alcohol/Drug: Field Work I	2

THE FOLLOWING THREE COURSES ARE TO BE TAKEN CONCURRENTLY:

HUMSV 184 Alcohol/Drug: Counseling II	3
HUMSV 197B Alcohol/Drug: Intern Seminar II	1
HUMSV 198B Alcohol/Drug: Field Work II	2

REQUIRED GENERAL EDUCATION COURSES: **UNITS**

ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	4)
PSYCH 100 General Psychology	3
SOC 100 Introduction to Sociology	3
SPEECH 100 Elements of Public Speaking	3

RECOMMENDED COURSE: **UNITS**
 HUMSV 205 AIDS: Practices, Processes, and Policy (2)
TOTAL UNITS: 46



2. CAREER SPECIALIST CERTIFICATE

This certificate is designed to provide students with career preparation for entry-level employment in community agencies in counseling.

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 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
TOTAL UNITS:	31

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.

REQUIRED COURSES:	UNITS
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
TOTAL UNITS:	31

4. EATING DISORDERS STUDIES CERTIFICATE

This certificate is designed to prepare students for entry-level employment in the field of eating disorders intervention, counseling, and treatment.

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
TOTAL UNITS:	40

5. HUMAN SERVICES CERTIFICATE

This certificate is designed to prepare students for entry-level employment in human services with a knowledge of intervention methodologies at the individual, group, and community levels

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	
TOTAL UNITS:			40

COURSES OFFERED BY THE DEPARTMENT OF HUMAN SERVICES:

**HUMSV 140
CASE MANAGEMENT IN PUBLIC SERVICE 3 UNITS**

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

Reviews eating disorders from a medical perspective including a review of the etiology and physiology of obesity, anorexia, compulsive eating, and bulimia. Reviews medical treatment and possible physical complications associated with specific eating disorders. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

Associate Degree Applicable
Course credit transfers to CSU.

HUMSV 179
LEGAL/ETHICAL ISSUES IN HUMAN SERVICES 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course is a study of the 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 and Culinary Arts
DIVISION DEAN:	Gary Kelly, M.S.
FACULTY CHAIR:	William Kastner, M.S. Technical 108 (909) 384-8290
ADMINISTRATIVE SECRETARY:	Cecile Smith
DIVISION OFFICE:	Technical 108 (909) 384-8902
LIAISON COUNSELOR:	Frank Dunn, M.A. (909) 384-4404

Courses in the Inspection Technology Department are designed to train construction inspectors and contractors who prepare construction for inspection. The training includes structural, mechanical, and technical aspects of construction. Building, plumbing, electrical, heating and air conditioning codes and related laws are included in the course offerings.

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.

**INSPECTION TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE**

This degree is designed to prepare students for entry-level employment in building inspection. California Code exams prepare students for employment in residential, commercial code enforcement. To graduate with a specialization in Inspection Technology, students must complete the following courses for the certificate plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:	UNITS
INSPEC 010B Fundamentals of Construction Inspection I: Soils	3
INSPEC 011B Fundamentals of Construction Inspection II: Concrete and Asphalt	3
INSPEC 012B Fundamentals of Construction Inspection III: Wood, Steel, Masonry	3
INSPEC 013D Advanced Construction Inspection: International Building Code (IBC)	3
INSPEC 014D Advanced Construction Inspection: National Electrical Code (NEC)	3
INSPEC 015D Advanced Construction Inspection: Uniform Plumbing Code (UPC)	3
INSPEC 016D Advanced Construction Inspection: Uniform Mechanical Code (UMC)	3
INSPEC 017D California State Energy Regulations for Residential Buildings	3
INSPEC 018D California State Energy Regulations for Non-residential Buildings	3
INSPEC 024D Community Relations for Civil Service Employees	3
INSPEC 025D Building Inspection for Civil Service Employees: Communication and Enforcement	3
INSPEC 026D Non-Structural Plan Review	3
TOTAL UNITS:	36

INSPECTION TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry-level employment in construction inspection, International Conference of Building Officials (ICBO) and International Code Councils (ICC) exams and licenses for 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 010B Fundamentals of Construction Inspection I: Soils	3
INSPEC 011B Fundamentals of Construction Inspection II: Concrete and Asphalt	3
INSPEC 012B Fundamentals of Construction Inspection III: Wood, Steel, Masonry	3

INSPEC 013D Advanced Construction Inspection: International Building Code (IBC)	3
INSPEC 014D Advanced Construction Inspection: National Electrical Code (NEC)	3
INSPEC 015D Advanced Construction Inspection: Uniform Plumbing Code (UPC)	3
INSPEC 016D Advanced Construction Inspection: Uniform Mechanical Code (UMC)	3
INSPEC 017D California State Energy Regulations for Residential Buildings	3
INSPEC 018D California State Energy Regulations for Non-residential Buildings	3
INSPEC 024D Community Relations for Civil Service Employees	3
INSPEC 025D Building Inspection for Civil Service Employees: Communication and Enforcement	3
INSPEC 026D Non-Structural Plan Review	3
TOTAL UNITS:	36

COURSES OFFERED BY THE DEPARTMENT OF INSPECTION TECHNOLOGY:

**INSPEC 010B
FUNDAMENTALS OF CONSTRUCTION INSPECTION I:
SOILS 3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course provides a basic study of soils engineering, soils construction methods, soils identification, soils terminology and nomenclature for inspectors.

Associate Degree Applicable

**INSPEC 011B
FUNDAMENTALS OF CONSTRUCTION INSPECTION II:
CONCRETE AND ASPHALT 3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: INSPEC 010B.

LECTURE: 3 contact hours per week.

This course provides for inspectors 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 012B
FUNDAMENTALS OF CONSTRUCTION
INSPECTION III: WOOD, STEEL, MASONRY 3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: INSPEC 011B.

LECTURE: 3 contact hours per week.

This course provides for inspectors a basic study of structures, including wood, steel, and masonry construction, building occupancies, construction and separations, acoustics and sound control.

Associate Degree Applicable

INSPEC 013D
ADVANCED CONSTRUCTION INSPECTION:
INTERNATIONAL BUILDING CODE (IBC) **3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: INSPEC 012B.

LECTURE: 3 contact hours per week.

This course provides for inspectors a study of the International Building Code (IBC) including application, interpretation, and use of the code.

Associate Degree Applicable

INSPEC 014D
ADVANCED CONSTRUCTION INSPECTION:
NATIONAL ELECTRICAL CODE (NEC) **3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: INSPEC 012B.

LECTURE: 3 contact hours per week.

This course provides an interpretation and a study of applications for the National Electrical Code.

Associate Degree Applicable

INSPEC 015D
ADVANCED CONSTRUCTION INSPECTION:
UNIFORM PLUMBING CODE (UPC) **3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: INSPEC 012B.

LECTURE: 3 contact hours per week.

This course is a study, interpretation and application of the Uniform Plumbing Code (UPC).

Associate Degree Applicable

INSPEC 016D
ADVANCED CONSTRUCTION INSPECTION:
UNIFORM MECHANICAL CODE (UMC) **3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: INSPEC 012B.

LECTURE: 3 contact hours per week.

This course is a study of requirements for the design, construction, installation and maintenance of heating, ventilating, cooling, refrigeration systems, incinerators and other heat-producing appliances required by the Uniform Mechanical Code (UMC).

Associate Degree Applicable

INSPEC 017D
CALIFORNIA STATE ENERGY REGULATIONS FOR
RESIDENTIAL BUILDINGS **3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course studies basic compliance with California Title 24 Energy Efficiency Standards for residential buildings. It includes prescriptive and performance methods such as alternative packages and computer models.

Associate Degree Applicable

INSPEC 018D
CALIFORNIA STATE ENERGY REGULATIONS FOR
NON-RESIDENTIAL BUILDINGS **3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course studies basic compliance with California Title 24 Energy Efficiency Standards for non-residential buildings. It includes prescriptive and performance methods such as alternative packages and computer models.

Associate Degree Applicable

INSPEC 024D
COMMUNITY RELATIONS FOR CIVIL SERVICE
EMPLOYEES **3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course provides an introduction to community relations for civil service employees.

Associate Degree Applicable

INSPEC 025D
BUILDING INSPECTION FOR CIVIL SERVICE
EMPLOYEES: COMMUNICATION AND
ENFORCEMENT **3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course provides the development of oral and written communication skills for code enforcement personnel. Topics include the proper methods of dealing with different types of encounters that an inspector may have with do-it-yourself homeowners, contractors, developers, etc. and the legal aspects of code administration and enforcement.

Associate Degree Applicable

INSPEC 026D
NON-STRUCTURAL PLAN REVIEW **3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: INSPEC 013D.

LECTURE: 3 contact hours per week.

This course provides training in the application of the International 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 contact 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

Division: Instruction Office
Division Dean: Kay Ragan, Ed.D.
Interim Vice President,
Instruction
Administrative Assistants: Laura Gowen
Nicole Williams
Division Office: Administration/
Student Services 200
(909) 384-8993
(909) 384-8239
LIAISON COUNSELOR: Cindy Parish, M.S.
(909) 384-4404

LIBERAL ARTS ASSOCIATE OF ARTS DEGREE

The Associate Degree in Liberal Arts is designed for students who wish a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". An area of emphasis is ideal for students planning to transfer to the California State University (CSU) or University of California (UC). Students can satisfy required general education requirements, plus focus on transferable course work that relates to majors at CSU or UC. Students are advised to consult with a counselor for specific information regarding choice of major and transfer university. Students may obtain an Associate of Arts Degree in Liberal Arts by completing a minimum of 60 semester units as outlined below.

It is recommended that students complete either the IGETC or the CSUGE for the general education pattern related to your educational goal. Students are also strongly advised to consult with a counselor relative to required courses for the selected option.

For either the IGETC or CSUGE option, 39-48 units of general education are required.

- Complete 18 units in one "**Area of Emphasis**" from those outlined below. For depth of study, a minimum of two courses in one discipline is required. (Note: Where appropriate, courses in the "Area of Emphasis" may also be counted for Associate Degree Option #1 or #2.)
- For ALL OPTIONS, complete necessary SBVC graduation and proficiency requirements (Refer to page 30 in the SBVC catalog).
- All classes listed below transfer to CSU. Courses in **BOLD** are transferable to **UC**. Refer to www.assist.org for transfer details.
- Courses that include a symbol x in the number such as MUS 141x4 indicate the course may be taken four times for credit. Students may apply each course with a symbol x only one time toward graduation requirements.

I. AREAS OF EMPHASES

A. Biological and Physical Sciences

These courses emphasize the natural sciences which examine the physical universe, its life forms and natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of world civilization.

Anthropology (ANTHRO)
106, 106H

Astronomy (ASTRON)
120, 123, 125

Biology (BIOL)
100, 104, 109, 109H, 123, 201, 202, 204, 250, 251, 260, 261, 270

Business Calculations (BUSCAL)
208

Chemistry (CHEM)
101, 104, 110, 150, 150H, 151, 151H, 212, 212H, 213, 213H

Economics (ECON)
208

Geography (GEOG)
110, 111, 114, 285

Geology (GEOL)
100, 101, 111, 112, 122, 200, 250, 251

Mathematics (MATH)
102, 103, 108, 115, 151, 250, 251, 252, 265, 266

Oceanography (OCEAN)
100, 101, 111

Physical Science (PS)
101

Physics (PHYSIC)
101, 150A, 150B, 200, 201

B. Social and Behavioral Sciences

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

Anthropology (ANTHRO)
100, 102, 106, 106H, 107, 109, 110

Child Development (CD)
105, 105H, 126

Economics (ECON)
100, 200, 200H, 201

Geography (GEOG)
102, 106, 120

History (HIST)
100, 101, 107, 110, 137, 138, 139, 140, 150, 170, 171

Political Science (POLIT)
100, 110, 110H, 204

Psychology (PSYCH)
100, 100H, 102, 103, 110, 111, 112, 118

Radio/Television/Film (RTVF)
RTVF 100

Religious Studies (RELIG)
110, 135

Sociology (SOC)
100, 100H, 110, 130, 141, 145, 150, 285

Speech (SPEECH)
135, 174, 176

C. Humanities and Fine Arts

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people throughout the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

American Sign Language (ASL)
109, 110, 111, 112

Anthropology (ANTHRO)
107, 109, 110

Architecture (ARCH)
145, 146

Art (ART)
100, 102, 103, 105, 107, 108, 110, 111, 120, 124x4, 126x4, 132x4, 145, 148, 158x4, 161, 164x4, 175x4, 180, 212x4, 240x4, 270x4, 285

Dance (DANCE)
200, 203

English (ENGL)
151, 153, 155, 161, 163, 165, 175, 232, 260, 261, 270, 271, 275, 280, 281

French (FRENCH)
101, 102

History (HIST)
100, 101, 107, 137, 138, 139, 140, 150, 170, 171

Music (MUS)
100, 101, 101L, 102, 102L, 104, 105, 106, 107, 117x4, 121, 122, 130, 131, 133, 134, 136, 141x4, 150x4, 152x4, 154x4, 156x4, 158x4, 201, 201L, 202, 202L, 285

Philosophy (PHIL)
101, 101H, 105, 112, 180

Physical Science (PS)
PS 112

Radio/Television/Film (RTVF)
RTVF 101, 132, 134

Religious Studies (RELIG)
100, 100H, 101, 110, 135, 150, 175, 176, 180

Spanish (SPAN)
101, 102, 103, 103H, 104, 157, 158

Theatre Arts (THART)
100, 114x4, 120, 121, 131, 132, 135, 136, 139, 147, 160x4, 165, 166

TOTAL UNITS: 60

LIBRARY TECHNOLOGY

DIVISION: Library, Learning Resources and Communication Media
DIVISION DEAN: Marie Mestas, M.L.S.
FACULTY CHAIR: Patricia Wall, M.L.I.S.
Library 131
(909) 384-8577
OTHER FACULTY: Celia McKinley-Huston, Ph.D.
Ginny Evans-Perry, M.L.I.S.
ADMINISTRATIVE 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.

**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)
ENGL 055 or 155 Children's Literature (or any other college-level literature course)	(3)

RECOMMENDED COURSES:	UNITS
LIB 110 Information Literacy	1

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.

LIBRARY TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry-level employment in a library, assisting librarians in the acquisition, preparation, organization, and circulation of materials and/or in 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.

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
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 contact hour per week and
LABORATORY: 1.5 contact 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 contact 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 contact 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 contact 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 contact 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 contact hours per week and
LABORATORY: 1.5 contact 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 contact hours per week and
LABORATORY: 1.5 contact 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 contact hour and
LABORATORY: 1.5 contact 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 contact 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 and Culinary Arts
 DIVISION DEAN: Gary Kelly, M.S.
 FACULTY CHAIR: William Clarke, Ed.D.
 Technical 108
 (909) 384-8504
 ADMINISTRATIVE SECRETARY: Cecile Smith
 DIVISION OFFICE: Technical 108
 (909) 384-8902
 LIAISON COUNSELOR: Frank Dunn, M.A.
 (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.

MACHINIST TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:		UNITS
MACH 021B	Machine Shop I	4
MACH 022B	Machine Shop II	4
	Engineering Blueprint Reading, Geometric Dimensioning, and Tolerancing	3
MACH 090B	Machine Shop Theory	2
MACH 120B	Machine Shop Theory	2
MACH 123A	Machine Shop III	4
MACH 124A	Machine Shop IV	4
RECOMMENDED COURSE:		UNITS
MACH 010x2	Test Review for National Industry Metal Skills (NIMS) Certification	2 - 4
TOTAL UNITS:		21



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.

MACHINIST TECHNOLOGY CERTIFICATES

The following is a list of seven 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
(5) Mechanical Hydraulics/Pneumatics	27	N/A
(6) Basic Operation Computerized Numerical Control	16	N/A
(7) Basic Machine Operator	12	N/A

Note:

- Basic Operation Computerized Numerical Control (CNC) certificate is not applicable toward an 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
TOTAL UNITS for the Core Requirements:	25

1. MACHINE TECHNOLOGY CERTIFICATE

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.

REQUIRED 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
RECOMMENDED COURSE:	UNITS
MACH 010x2 Test Review for National Industry Metal Skills (NIMS) Certification	2 - 4
TOTAL UNITS:	25

2. MACHINIST STANDARD CERTIFICATE

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.

REQUIRED COURSES:	UNITS
Machine Technology Core Requirements	25
MACH 070B Computer Numerical Control Machining I	3
MACH 129B Manufacturing Processes	3
TOTAL UNITS:	31

3. TOOL AND DIE CERTIFICATE

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 used daily - from clothing and furniture to heavy equipment and parts for aircraft.

REQUIRED COURSES:	UNITS
Machine Technology Core Requirements	25
MACH 160A Tool and Die	4
MACH 061B Jig and Fixture Making	4
MACH 129B Manufacturing Processes	3
TOTAL UNITS:	36

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.

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
TOTAL UNITS:	43

5. MECHANICAL HYDRAULICS/PNEUMATICS CERTIFICATE

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.

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 045 Shielded Metal Arc Welding	3
TOTAL UNITS:	27

6. BASIC OPERATION COMPUTERIZED NUMERICAL CONTROL (CNC) CERTIFICATE

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
TOTAL UNITS:	16

7. BASIC MACHINE OPERATOR CERTIFICATE

This certificate is designed to prepare students with basic entry-level machine operator skills, safety knowledge, theory, and quality control skills in manufacturing processes. Students obtaining this certificate will qualify for the first level certification in National Industry Metal Skills (NIMS).

REQUIRED COURSES:	UNITS
MACH 021B Machine Shop I	4
MACH 075X2 Introduction to Computer Aided Drafting Technologies	3
MACH 090B Engineering Blueprint Reading, Geometric Dimensioning, and Tolerancing	3
MACH 120B Machine Shop Theory	2
TOTAL UNITS:	12

COURSES OFFERED BY THE DEPARTMENT OF MACHINIST TECHNOLOGY:

MACH 010x2 TEST REVIEW FOR NATIONAL INDUSTRY METAL SKILLS (NIMS) CERTIFICATION

2 UNITS

PREREQUISITE: None.

LECTURE: 2 contact hours per week.

This course is a review of the expected range of knowledge (ROK) required to obtain the NIMS Certification. Topics include NIMS mathematics, bench and layout, turning between centers, chucking, milling, surface grinding, drill press, and computerized numerical control (CNC).

Associate Degree Applicable

MACH 021B MACHINE SHOP I

4 UNITS

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: MACH 120A.

LECTURE: 2 contact hours per week and

LABORATORY: 6 contact 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 contact hours per week and

LABORATORY: 6 contact 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 contact hours per week and

LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 6 contact 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 contact 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 contact hours per week and
LABORATORY: 3 contact 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.
Associate Degree Applicable

MACH 092A
FLUID POWER SYSTEMS I 2 UNITS
PREREQUISITE: None.

LECTURE: 1 contact hour per week and
LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 3 contact 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
PREQUISITE: None.
LECTURE: 2 contact 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 contact hour per week.
This course focuses on an introduction to piping and piping installation, tubing, hoses, and valves.
Associate Degree Applicable

MACH 096A
CENTRAL LUBRICATION 1 UNIT
LECTURE: 1 contact hour per week.
PREREQUISITE: None.
This course focuses on an introduction to central lubrication operations, lubrication concepts, simple series/progressive lubrication, troubleshooting and maintenance.
Associate Degree Applicable

MACH 097A
MECHANICAL SYSTEMS 2 UNITS
PREREQUISITE: None.
LECTURE: 1 contact hour per week and
LABORATORY: 3 contact 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.
Associate Degree Applicable

MACH 120B
MACHINE SHOP THEORY 2 UNITS
PREREQUISITE: None.
LECTURE: 2 contact 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 contact hours per week and
LABORATORY: 6 contact 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 contact hours per week and
LABORATORY: 6 contact 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 contact 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 contact hours per week and
LABORATORY: 3 contact 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.

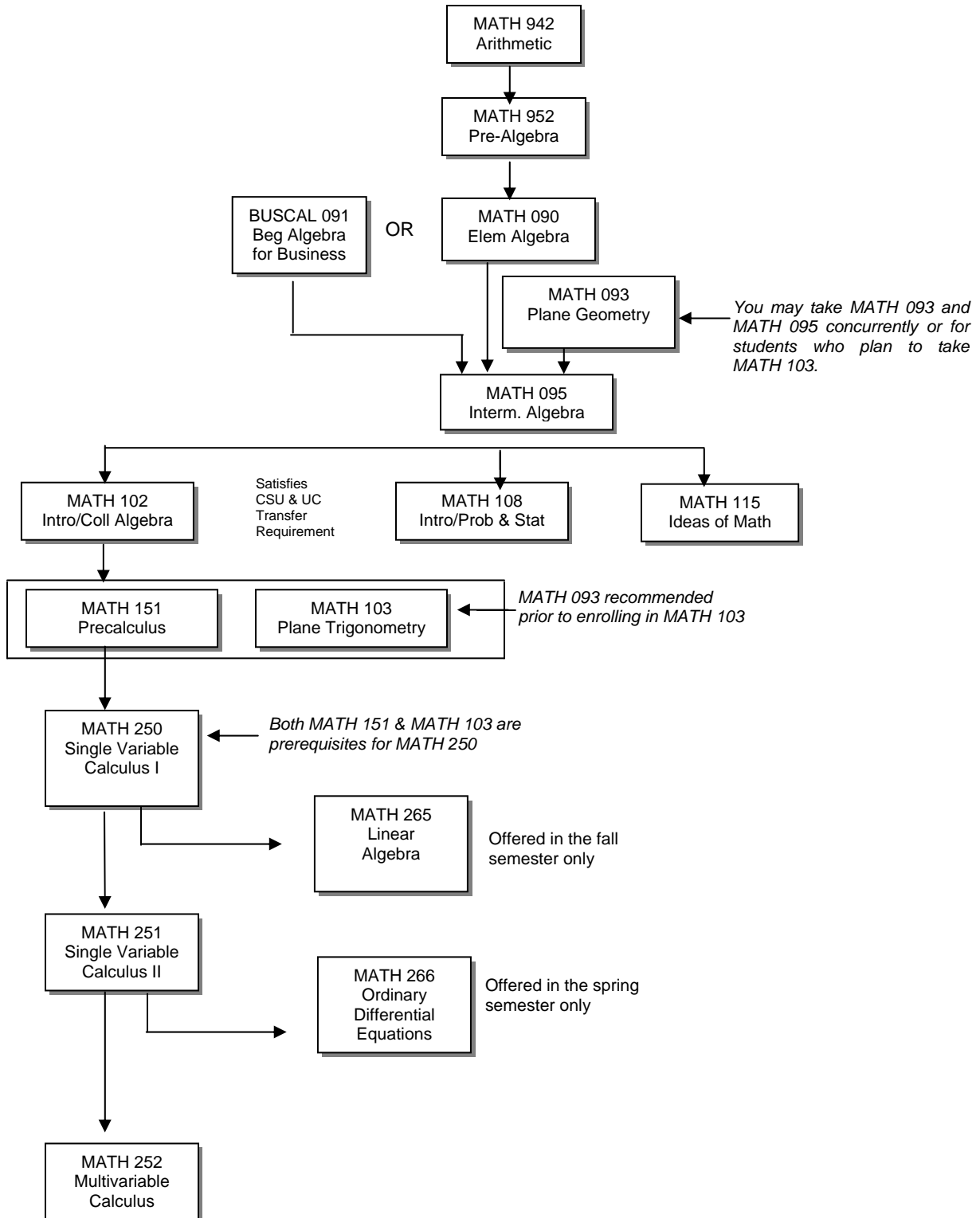
MACH 198
MACHINIST TECHNOLOGY WORK EXPERIENCE 1-4 UNITS
PREREQUISITE: None.
Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 contact hours per week to earn units using the following formula: 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:	Mathematics, Business and Computer Technology
DIVISION DEAN:	Haragewen Kinde, Ed.D.
FACULTY CHAIR:	Jeremiah Gilbert, M.A. Physical Science 248 (909) 387-1604
OTHER FACULTY:	Vicente Alvarez, M.S. Victoria Anemelu, Ph.D. Lori Ann Blecka, M.S. Stephanie Briggs, Ed.S. Kristen Dillard, M.A. Yvonne Marie Ellis, M.S. Ann Gibbons, M.A. Moustafa Kanawati, M.A. Abeir Kasouha, M.A. Keith Lee, M.S. Michael Mayne, M.S. Zadock Reid, Ph.D. David Smith, M.A. Teri Strong, Ph.D.
ADMINISTRATIVE SECRETARY:	Vivian Marquez Business 100 (909) 384-8520
ADMINISTRATIVE SECRETARY: DIVISION OFFICE:	Chris Williams Business 101 (909) 384-8908
LIAISON COUNSELOR:	Jennifer Mendoza, 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.

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 RECOMMENDED COURSES	3
TOTAL UNITS:	20

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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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.

LABORATORY: 13.5 contact 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 Pass/No Pass 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 contact hours per week.

Covers the basic concepts typically introduced in high school algebra, including operations on polynomials, exponents, solving linear and quadratic equations, linear inequalities, word problems, factoring, and rational expressions.

Associate Degree Applicable

MATH 093
PLANE GEOMETRY **4 UNITS**
PREREQUISITE: MATH 090 or eligibility for MATH 095 as determined through the SBVC assessment process.

LECTURE: 4 contact hours per week.

A review of high school geometry, including mathematical logic, geometric constructions, congruences, similarities, and other properties of basic closed plane figures.

Associate Degree Applicable

MATH 095
INTERMEDIATE ALGEBRA **4 UNITS**
PREREQUISITE: MATH 090 or eligibility for MATH 095 as determined through the SBVC assessment process OR BUSCAL 091.

LECTURE: 4 contact hours per week.

Builds on the skills of solving equations, manipulating polynomials, factoring, and algebraic fractions. This course includes simplifying complex fractions, finding real solutions to quadratic and rational equations, an introduction to linear inequalities, rational exponents and radicals, graphing equations of straight lines, solving linear systems of equations and application problems throughout the different topics.

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 contact hours per week.

This course is designed for students with a strong foundation in algebra. It 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.

Associate Degree Applicable

*Course credit transfers to CSU and *UC.*

MATH 103
PLANE TRIGONOMETRY **4 UNITS**
PREREQUISITE: MATH 102 or eligibility for MATH 103 as determined through the SBVC assessment process.

LECTURE: 4 contact 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.

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 contact 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.*

MATH 115
IDEAS OF MATHEMATICS **3 UNITS**
PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the SBVC assessment process.

LECTURE: 3 contact 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.

MATH 151
PRECALCULUS **4 UNITS**
PREREQUISITE: MATH 102 or eligibility for MATH 151 as determined through the SBVC assessment process.

LECTURE: 4 contact 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.*

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 contact 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 contact 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 contact 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.

MATH 251
SINGLE VARIABLE CALCULUS II **4 UNITS**
PREREQUISITE: MATH 250.

LECTURE: 4 contact 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.

MATH 252**MULTIVARIABLE CALCULUS****5 UNITS****PREREQUISITE: MATH 251.****LECTURE: 5 contact 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.***MATH 265****LINEAR ALGEBRA****3 UNITS****PREREQUISITE: MATH 250 or eligibility as determined through the SBVC assessment process.****LECTURE: 3 contact 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.***MATH 266****ORDINARY DIFFERENTIAL EQUATIONS****3 UNITS****PREREQUISITE: MATH 251.****DEPARTMENTAL ADVISORY: MATH 252.****LECTURE: 3 contact 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.***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 and The Arts
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Music is one of the most rewarding of all human endeavors, and the faculty and students in the Department of Music share a deep love for their art and a common desire to achieve excellence in it. The curriculum provides basic preparation for careers in music or further study, and is designed to provide a balanced education in the many facets of musical experience. It is the goal of the Music Department to help students develop their musical and intellectual potential to the highest possible level.

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

MUSIC**ASSOCIATE OF ARTS DEGREE**

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

REQUIRED COURSES:		UNITS
MUS 101	Music Theory I: Fundamentals	3
MUS 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:

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 contact 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 contact 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.
LABORATORY: 3 contact 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 contact 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.
LABORATORY: 3 contact 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 contact 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 contact 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 contact 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 contact hours per week.
A survey of the traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Sahara Africa. Live and filmed performances introduce students to the instrumental and vocal techniques, musical structures and performance contexts within selected cultures of these areas. Includes the impact of western influences.
Associate Degree Applicable
Course credit transfers to CSU and UC.

MUS 117x4
GUITAR INSTRUCTION 1 UNIT
PREREQUISITE: None.
LABORATORY: 3 contact 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 contact 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 contact 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 contact hours per week and

LABORATORY: 3 contact 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 contact hours per week and

LABORATORY: 3 contact 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 contact 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 contact hours per week and

LABORATORY: 2 contact 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 contact hours per week and

LABORATORY: 2 contact 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 contact hours per week and

LABORATORY: 2 contact 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 contact hours per week and

LABORATORY: 2 contact 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 contact hours per week and

LABORATORY: 2 contact 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 contact 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 contact 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 contact hours per week.
 In this course students will study and perform 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. Neither experience nor audition is necessary.
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 contact 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 contact 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 contact 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 contact 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.
LABORATORY: 3 contact 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 contact 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.*
LABORATORY: *3 contact 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 contact 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 contact 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 contact 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

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 June Hill, M.S.
 Laura Leedahl, Ed.D.
 Gail Mack, M.S.N.
 Tamara Maurizi, M.S.N.
 Marion Meines, M.S.N.
 Violeta Obra, M.S.
 Geoff Schroder, M.S.N.
 Yolanda Simental, M.S.N.
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NURSING ASSOCIATE OF SCIENCE DEGREE
 This degree program is designed to prepare students to become Registered Nurses who provide nursing care to assist patients in attaining their maximum level of wellness. Graduates are eligible to take the national licensing examination. The program is accredited by the California State Board of Registered Nursing and the National League for Nursing Accrediting Commission, 61 Broadway - 33rd Floor, New York, NY 10006.

Students are admitted in the Fall and Spring semesters. Students must complete program prerequisites, support courses, required courses, and apply and be accepted to the program. To enroll in the program, students must pass a background check and meet the health requirements. California law allows for denial of the RN license based on any conviction or legal action related to nursing practice. For further information: www.rn.ca.gov. Licensed Vocational Nurses may also take courses leading to Registered Nurse licensure. See options below.

PREREQUISITES FOR THE NURSING PROGRAM

- A. High school completion or equivalent (transcript, diploma, G.E.D. or the California State High School Proficiency Exam, or college degree)
- B. Freshman Composition, ENGL 101 with a grade of C or higher
- C. Intermediate Algebra, MATH 095 or higher level with a grade of C or higher
- D. Science courses listed below must be completed with a grade of C or higher and a minimum G.P.A. of 2.75 in the four courses:
 1. Human Anatomy and Physiology, BIOL 250 & 251 or BIOL 260 & 261
 2. Microbiology, BIOL 270
 3. General Psychology, PSYCH 100 or PSYCH 100H

Note: BIOL 261 (or BIOL 250 & 251) and BIOL 270 must be taken within 5 years of application to the program; BIOL 251 has a prerequisite of BIOL 250; BIOL 261 has a prerequisite of BIOL 260 and CHEM 101; BIOL 270 has a prerequisite of BIOL 250 or 260 or 261 and CHEM 101, CHEM 101 has a prerequisite of MATH 090.

SUPPORT COURSES FOR THE NURSING PROGRAM

Complete courses below by the end of the program with a grade of C or higher.

- A. Elements of Public Speaking, SPEECH 100 or 100H or Interpersonal Communication, SPEECH 111
- B. Introduction to Sociology, SOC 100 or 100H or Cultural Anthropology, ANTHRO 102

APPLICATION TO THE NURSING PROGRAM

Applications to the nursing program may only be submitted when all program prerequisites have been completed. Applications must be received or postmarked 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. Late applications will only be considered if space is available. Submit the following to the Health Science Division Office, HLS 101:

- A. Application form - available in the Health Science Division or on-line.
- B. Official college transcripts from all colleges or universities attended except for SBVC or Crafton Hills College. Transcripts must be issued within the last 6 months and document that the program prerequisites have been completed. If transcripts

are from a foreign country, they must be evaluated for equivalency - see Admission Clerk.

- C. High School completion document.

ACCEPTANCE PROCEDURE

Applications are evaluated according to program prerequisites. Applicants who meet all program prerequisites will be considered for acceptance depending on space availability. If there are more students with requirements met than spaces available, students will be randomly ranked and accepted or placed on the Wait List. Applicants will be notified in writing of their application status.

LVN to RN PROGRAM

California Licensed Vocational Nurses may apply to the regular nursing program or select the LVN to RN Option:

A. LVN to RN Degree Option:

1. Prerequisites. Same as the RN program, plus one year full-time work experience as an LVN, and California LVN license
2. By the end of the program, complete Support Courses and SBVC general education breadth requirements for the Associate of Science Degree.
3. Required courses: 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 NURS 200, 202, 210, 211, 212, and 217).
4. Apply by December 1 for February entry. Applicants must have all prerequisites completed or in progress when the application is submitted. Submit to the Health Science Division Office, HLS 101: LVN to RN application, official transcript of vocational nursing program and all colleges attended except SBVC and Crafton Hills College, document verifying High School completion, copy of LVN license, and resume summarizing work experience as an LVN (employer, type of patient care unit, month/year starting and ending dates).

To graduate with an Associate of Science degree with a major in nursing, complete each of the following courses with a grade of C or higher and the general education breadth requirements.

REQUIRED NURSING COURSES:		UNITS
NURS 100	Introduction to the Associate Degree Nursing Program	1
NURS 102	Fundamentals of Nursing	4.5
NURS 104	Medical-Surgical Nursing I	5
NURS 108	Pharmacology for Nurses	1
NURS 110	Medical-Surgical Nursing II	5.5
NURS 112	Maternity Nursing	5
NURS 200	Medical-Surgical Nursing III	5.5
NURS 202	Pediatric Nursing	4.75
NURS 210	Nursing Care of Critically III	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
TOTAL UNITS:		42.25

COURSES OFFERED BY THE DEPARTMENT OF NURSING:

**NURS 100
INTRODUCTION TO THE ASSOCIATE DEGREE
NURSING PROGRAM 1 UNIT**

PREREQUISITE: None.

LECTURE: 1 contact hour per week.

This introductory course focuses on the core concepts of the nursing curriculum: conceptual framework, anxiety/stress, defense mechanisms, crisis interventions and nursing ethics. It 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 2 UNITS**

PREREQUISITE: None.

COREQUISITES: NURS 102 or NURS 104.

**LECTURE: 1 contact hour per week and
LABORATORY: 3 contact hours per week.**

This course is designed to facilitate development of critical thinking and the application of first level medical-surgical nursing theory. Included is the 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 a PASS/NO PASS 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
PREREQUISITE: None.
COREQUISITE: NURS 100.
LECTURE: 2.5 contact hours per week and
LABORATORY: 4.5 contact hours per week.
This fundamentals of nursing course is an introduction to the nursing care of adult and older adult clients with basic alterations in the physiologic 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 contact hour per week and
LABORATORY: 1.5 contact hours per week.
This course is designed to facilitate development of critical thinking and the application of second level medical-surgical and maternity nursing theory. Included is the analysis of clinical situations, practice of selected second level nursing skills, mathematical nursing problems, and use of the nursing process. Graded on a PASS/NO PASS 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 as elective credit only.

NURS 104
MEDICAL-SURGICAL NURSING I 5 UNITS
PREREQUISITE: NURS 102.
COREQUISITE: NURS 108.
LECTURE: 2.75 contact hours per week and
LABORATORY: 6.75 contact hours per week.
A first level medical-surgical nursing course that 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 is used 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.
COREQUISITE: NURS 104.
LECTURE: 1 contact hour per week.
This course covers the fundamental principles of pharmacology that govern the action of drugs on the human body. There is an overview of major drug classifications and use in relation to the physiological and developmental variables. The clinical use of drug therapy will be approached as a method of assisting clients to 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 109
VOCATIONAL TO PROFESSIONAL NURSE TRANSITION 2 UNITS
PREREQUISITE: None.
LECTURE: 1.5 contact hours per week and
LABORATORY: 1.5 contact hours per week.
This course prepares Licensed Vocational Nurses to transition into the Registered Nursing program. Includes role transition content, nursing process, standards of practice, and critical thinking in nursing. In the degree option challenge examinations covering first and 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 contact hours per week and
LABORATORY: 6.75 contact hours per week.
This second level medical-surgical nursing course focuses on the physiological, psychological, sociocultural, and developmental variables as they relate to selected alterations in oxygenation, digestion/bowel elimination, metabolism, and cerebral/peripheral innervation. Application of the nursing process is used 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 contact hours per week and
LABORATORY: 6.75 contact hours per week.
Maternity nursing focuses on the physiological, psychological, sociocultural and developmental variables of the childbearing family. **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 contact hour per week.

Nursing Care Plan Enrichment is a supplementary course designed to assist students to increase their understanding and improve their ability to construct client-focused nursing care plans using the case analysis method. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Associate Degree Applicable

Course credit transfers to CSU 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 contact 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 100 and NURS 108 and NURS 110 and NURS 112.

LECTURE: 3.25 contact hours per week and LABORATORY: 6.75 contact hours per week.

This third level medical-surgical nursing course focuses 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 is used 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.

COREQUISITE: NURS 200 or NURS 202.

LECTURE: 0.5 contact hour per week and LABORATORY: 1.5 contact hours per week.

This course is 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 PASS/NO PASS 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 100 and NURS 108 and NURS 110 and NURS 112.

LECTURE: 2.75 contact hours per week and LABORATORY: 6 contact 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 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 203
APPLICATION OF CRITICAL THINKING TO FOURTH LEVEL NURSING PRACTICE 1 UNIT
PREREQUISITE: None.

COREQUISITES: NURS 210 and NURS 212.

LECTURE: 0.5 contact hour per week and LABORATORY: 1.5 contact hours per week.

This course is 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 PASS/NO PASS 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 contact hours per week and LABORATORY: 3 contact hours per week.

This course is an advanced medical-surgical nursing course with a focus on the application of the nursing process to critically ill adult patients with single or multiple subsystem failure. **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 contact hour per week and LABORATORY: 8.25 contact hours per week.

Fourth level medical-surgical nursing focuses on the physiological, psychological, sociocultural, and developmental variables that affect clients. Application of the nursing process is used to manage the nursing care 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 NCLEX (National Council Licensure Examination) 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 contact hours per week and LABORATORY: 3.75 contact hours per week.

This is an introduction to psychiatric nursing with a focus on neurobiological theory, suicide, substance abuse, and crisis interventions. Application of the nursing process is used to assist clients with major alterations in the psychological variable to attain and maintain an 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

NURS 217
ADVANCED ETHICAL AND LEGAL ASPECTS OF NURSING 1 UNIT
PREREQUISITES: NURS 200 and NURS 202.

LECTURE: 1 contact hour per week.

This course explores ethical, legal and professional aspects of 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 Health Science
DIVISION DEAN: Susan Bangasser, Ph.D.
FACULTY CHAIR: Todd Heibel, Ph.D.
Chemistry 113
(909) 384-8638
ADMINISTRATIVE SECRETARY: Rose Garcia
DIVISION OFFICE: Chemistry 121
(909) 384-8645
ADMINISTRATIVE SECRETARY: Dorothy N. Fierro
DIVISION OFFICE: Health and Life Science 101
(909) 384-8550
LIAISON COUNSELOR: Jeanne Marquis, M.A.
(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 contact hours per week and LABORATORY: 3 contact 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 contact 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 contact 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: Library, Learning Resources and
Communication Media
DIVISION DEAN: Marie Mestas, M.L.S.
FACULTY CHAIR: Patricia Wall, M.L.I.S.
Library 131
(909) 384-8577
ADMINISTRATIVE SECRETARY: Terry Conboy
DIVISION OFFICE: Library 210
(909) 384-8684
LIAISON COUNSELOR: Patty Jones, 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.

PARALEGAL STUDIES ASSOCIATE OF ARTS DEGREE

REQUIRED COURSES:	UNITS
PARLGL 100 Law Office Management for the Paralegal	3
PARLGL 110 Legal Research Methods: Federal & California	3
PARLGL 111 Legal Writing and Analysis	3
PARLGL 200 Civil Litigation Procedures	3
PARLGL 220 Legal Ethics	3
PARLGL 230 Torts	3
BUSAD 210 Business Law I	3
BUSAD 211 Business Law II	3
CIT 020 Word Processing: Microsoft Word	3

Select three courses from the list of **RECOMMENDED COURSES:** **7-11**

RECOMMENDED COURSES:	UNITS
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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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: Science and Health Science
 DIVISION DEAN: Susan Bangasser, Ph.D.
 ADMINISTRATIVE SECRETARY: Dorothy N. Fierro
 DIVISION OFFICE: Health and Life Science 101
 (909) 384-4450
 ADMINISTRATIVE SECRETARY: Rose Garcia
 DIVISION OFFICE: Chemistry 121
 (909) 384-8645
 LIAISON COUNSELOR: Ailsa Aguilar-Kitibutr, Psy.D.
 (909) 384-4404

The Pharmacy Technology Program is designed to prepare students for entry level employment as a pharmacy technician, providing medications and other healthcare products to patients. Under the supervision of a Pharmacist, students learn to fill prescriptions, establish and maintain patient profiles, prepare insurance claim forms, take inventory, and stock medications. A background check may be required for clinical experience. The California Board of Pharmacy may deny the Pharmacy Technician license based on convictions substantially related to Pharmacy Technician practice. 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 may also earn an Associate of Science Degree in Pharmacy Technology.

**PHARMACY TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE**

To earn an Associate Degree with a specialization in Pharmacy Technology, students must complete the certificate required courses plus the general breadth requirements (minimum total = 60 units)

REQUIRED COURSES:	UNITS
<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
BIOL 050 Introductory Anatomy and Physiology	4
or	
BIOL 250 Human Anatomy and Physiology I	4
and	
BIOL 251 Human Anatomy and Physiology II	4
or	
BIOL 260 Human Anatomy	4
and	
BIOL 261 Human Physiology	4
TOTAL UNITS:	20 - 24

PHARMACY TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry level employment as a pharmacy technician, providing medications and other healthcare products to patients. Under the supervision of a Pharmacist, students learn to fill prescriptions, establish and maintain patient profiles, prepare insurance claim forms, take inventory, and stock medications. A background check may be required for clinical experience. The California Board of Pharmacy may deny the Pharmacy Technician license based on convictions substantially related to Pharmacy Technician practice. 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
<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
MATH 952 ^{or} higher	Prealgebra	4
ENGL 015	Preparation for College Writing or	4
ENGL 101	Freshman Composition	4
TOTAL UNITS:		24

COURSES OFFERED BY THE DEPARTMENT OF PHARMACY TECHNOLOGY:

PHT 020 INTRODUCTION TO PHARMACY TECHNOLOGY 2 UNITS

PREREQUISITE: None.

LECTURE: 2 contact hours per week.

Introduction to the role of the Pharmacy Technician in the delivery of pharmacy services in acute care and community pharmacy settings. Emphasizes pharmaceutical terminology, legal-ethical issues, pharmacy standards and resources.

Associate Degree Applicable

PHT 030 PHARMACOLOGY 3 UNITS

PREREQUISITE: None.

LECTURE: 2 contact hours per week and

LABORATORY: 3 contact 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 contact hours per week.

An application of mathematical skills to the calculation of medication dosages, intravenous solutions, and pharmacy operations.

Associate Degree Applicable

PHT 041 PHARMACY SYSTEMS 3 UNITS

PREREQUISITES: PHT 030 and PHT 031.

LECTURE: 2 contact hours per week and

LABORATORY: 3 contact hours per week.

This course covers the application of advanced distribution and methods for dispensing medications within a laboratory setting. Emphasizes advanced concepts of pharmacy inventory control, data input, and repackaging systems.

Associate Degree Applicable

PHT 042 PHARMACY INTERN SEMINAR 1 UNIT

PREREQUISITE/COREQUISITE: PHT 041.

COREQUISITE: PHT 043.

LECTURE: 1 contact hour per week.

Emphasizes the application of pharmacy technology principles and skills in a clinical setting.

Associate Degree Applicable

PHT 043 PHARMACY CLINICAL EXPERIENCE 4 UNITS

PREREQUISITES: PHT 020 and PHT 030 and PHT 031.

PREREQUISITE/COREQUISITE: PHT 041

COREQUISITE: PHT 042.

LABORATORY: 12 contact hours per week.

Application of prescription processing, inventory management and dispensing of medications in a pharmacy under the direct supervision of a pharmacist.

Emphasizes use of a pharmacy data base, customer service, communication and professional ethics.

Associate Degree Applicable

PHILOSOPHY / RELIGIOUS STUDIES

DIVISION:	Social Science, Human Development and Physical Education
DIVISION DEAN:	Corene Schwartz, Ed.D.
FACULTY CHAIR:	Julius Jackson, Ph.D. Liberal Arts 119 (909) 384-8595
OTHER FACULTY:	Leonard López, J.D.
ADMINISTRATIVE SECRETARY:	Karen Deck
DIVISION OFFICE:	Liberal Arts 114 (909) 384-8603
ADMINISTRATIVE SECRETARY:	Anita Moore
DIVISION OFFICE:	Liberal Arts 111 (909) 384-8514
LIAISON COUNSELOR:	Jeanne Marquis, M.A. (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 baccalaureate institution and major in philosophy or religious studies should consult a counselor regarding the transfer process and lower division requirements.

COURSES OFFERED BY THE DEPARTMENT OF PHILOSOPHY / RELIGIOUS STUDIES:

PHIL 101
INTRODUCTION TO PHILOSOPHY 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course is a general introduction to the major problems in philosophy, with attention directed to both classical and modern philosophy as a basis for discussion of issues such as epistemology, metaphysics, ethics, and aesthetics.

Associate Degree Applicable

Course credit transfers to CSU and UC.

PHIL 101H
INTRODUCTION TO PHILOSOPHY – HONORS 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course is a general introduction to the major problems of philosophy, with attention directed to classical and modern philosophy as a basis for discussion of issues such as epistemology, metaphysics, ethics, and aesthetics. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.

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 contact 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 contact hours per week.

Introduction to the techniques of critical thought, including language analysis, inductive and deductive logic, symbolic logic, and the development of the scientific method.

Associate Degree Applicable

Course credit transfers to CSU and UC.

PHIL 105
INTRODUCTION TO ETHICS 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course is an introduction to ethics focusing on the analysis of the basic ideas and principles underlying moral conduct. Theories such as utilitarianism, deontology, virtue ethics, and many others will form the basis of the course. Specific ethical problems arising in disciplines such as business, health care, administration of justice, and politics, as well as specific ethical problems confronting individuals, will also be addressed in this course.

Associate Degree Applicable

Course credit transfers to CSU and UC.

PHIL 112
PHILOSOPHY IN LITERATURE 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course addresses ethical and metaphysical themes as presented in literature from the classical to the modern period. Philosophical problems such as freedom and determinism, the nature of virtue, the meaning of death, and the individual's relationship to the state and the structure of reality are explored through the encounter with novels, plays, short stories, and film.

Associate Degree Applicable

Course credit transfers to CSU and UC.

PHIL 180
DEATH AND DYING 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course is a study of dying, death, and bereavement. Medical, ethical, legal, philosophical, and religious considerations will be explored (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 contact hours per week.

This course is an introductory study of religion, with emphasis on religious experience, the origins and function of religion, and the various modes of religious expression. Necessarily broad in scope, this course will draw on Eastern, Western, ancient, and modern religious phenomena to help students understand various religious components, such as myth, ritual, scripture, art, doctrine, and mysticism.

Associate Degree Applicable

*Course credit transfers to CSU and *UC.*

RELIG 100H
INTRODUCTION TO RELIGIOUS STUDIES- HONORS 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course is an introductory study of religion, with emphasis on religious experience, the origins and function of religion, and the various modes of religious expression. Necessarily broad in scope, this course will draw on Eastern, Western, ancient, and modern religious phenomena to help students understand various religious components, such as myth, ritual, scripture, art, doctrine, and mysticism. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.

Associate Degree Applicable

*Course credit transfers to CSU and *UC.*

RELIG 101
INTRODUCTION TO WORLD RELIGIONS 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course is an introduction to the major religious 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 contact 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 contact hours per week.

This course is an introduction to the diverse expression of religion in the United States. Although limited by the history and geography of one country, the course necessarily draws from religions around the globe to help students understand how religion has grown and developed in the U.S. So, this course deals with a wide variety of expressions of religion, including the Puritans, slave religion, the religious reform movements, the Catholic, Protestant, Jewish, and Muslim communities, the African American religious experience, Eastern religions in America, and contemporary syncretistic religious movements.

Associate Degree Applicable

Course credit transfers to CSU and UC.

RELIG 150
INTRODUCTION TO MYTHOLOGY 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course is an introduction to myth and its function in culture through an examination of creation stories, end-of-the world stories, hero stories, and trickster stories. Although focusing on the narrative expression of religion, this course necessarily draws from many traditions, including Native American, Greek, Roman, European, Islamic, Chinese, Hindu, and Japanese traditions of myth. In addition, this class will examine modern American myths.

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 contact 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 contact hours per week.

This course is 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 contact hours per week.

This course is a study of dying, death, and bereavement. Medical, ethical, legal, philosophical, and religious considerations will be explored (also offered as PHIL 180).

Associate Degree Applicable

Course credit transfers to CSU and UC.

PHOTOGRAPHY

See courses within the ART Department

PHYSICAL EDUCATION, ATHLETICS AND HEALTH

DIVISION: Social Science, Human
Development and Physical
Education

DIVISION DEAN: Corene Schwartz, Ed.D.
ATHLETIC DIRECTOR: David Rubio, M.A.
FACULTY CHAIR: Susan Crebbin, M.S.
OTHER FACULTY: Dawn Adler, M.S.
Erwin Banola, M.S.
Ken Blumenthal, M.A.
Quincy Brewer, M.S.
Kevin Emerson, M.A.
Kristin Hauge, M.A.
Marie Hollis, M.A.
Patrick Meech, M.A.
Michael Powell, M.S.
Patricia Rossman, M.A.

ADMINISTRATIVE SECRETARY: Anita Moore
DIVISION OFFICE: Liberal Arts 111
(909) 384-8514

ADMINISTRATIVE SECRETARY: Karen Deck
DIVISION OFFICE: Liberal Arts 114
(909) 384-8603

LIAISON COUNSELOR: André Wooten, M.A.
(909) 384-4404

Courses in the Physical Education and Health 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.

COURSES OFFERED BY THE DEPARTMENT OF PHYSICAL EDUCATION AND HEALTH:

HEALTH EDUCATION

HEALTH 101
HEALTH EDUCATION **3 UNITS**
PREREQUISITE: None.
LECTURE: 3 contact hours per week.
This course is an exploration of health topics and their impact on an individual's health status. Awareness and assessment of current lifestyle behaviors and choices, identification of risk factors, and implementation of prevention strategies are emphasized.
Associate Degree Applicable
Course credit transfers to CSU and UC.

HEALTH 103
INTRODUCTION TO HOLISTIC HEALTH **3 UNITS**
PREREQUISITE: None.

LECTURE: 3 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact hour per week and
LABORATORY: 3 contact 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.

Associate Degree Applicable

Course credit transfers to CSU and UC.

PE 231
FIRST AID AND CPR 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact 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: PE 231.

LECTURE: 2 contact hours per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 3 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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.
LABORATORY: 3 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 Health Science
 DIVISION DEAN: Susan Bangasser, Ph.D.
 FACULTY CHAIR: John Stanskas, Ph.D.
 Chemistry 114
 (909) 384-8268
 ADMINISTRATIVE SECRETARY: Rose Garcia
 DIVISION OFFICE: Chemistry 121
 (909) 384-8645
 ADMINISTRATIVE SECRETARY: Dorothy N. Fierro
 DIVISION OFFICE: Health and Life Science 101
 (909) 384-8550
 LIAISON COUNSELOR: Jennifer Mendoza, 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 contact hours per week.

This course is an introduction to Physical Science Fundamental concepts of chemistry, physics, astronomy, geology, and oceanography as they apply to everyday life.

Associate Degree Applicable

*Course credit transfers to CSU and *UC.*

PS 112
INTRODUCTION TO THE DEVELOPMENT OF MODERN SCIENCE **3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: ENGL 015.

LECTURE: 3 contact hours per week.

A survey of the rise of modern science from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century and today. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined.

Associate Degree Applicable

Course credit transfers to CSU and UC.

PHYSICS / ASTRONOMY

DIVISION: Science and Health Science
 DIVISION DEAN: Susan Bangasser, Ph.D.
 FACULTY CHAIR: Michael Lysak, Ph.D.
 Physical Science 212
 (909) 384-8529
 ADMINISTRATIVE SECRETARY: Rose Garcia
 DIVISION OFFICE: Chemistry 121
 (909) 384-8645
 ADMINISTRATIVE SECRETARY: Dorothy N. Fierro
 DIVISION OFFICE: Health and Life Science 101
 (909) 384-8550
 LIAISON COUNSELOR: Jennifer Mendoza, 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.

Students majoring in physics will be rewarded on a 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 “will” the earth and sweep outward past the moon to the planets of the solar system and our sun, one of the billions of stars in our galaxy. On our journey through the universe, we explore an exciting realm populated by black holes, quasars, red giants, white dwarfs, and more.

Astronomy is taught in a modern planetarium which accurately simulates the nighttime sky, showing the positions and motions of the stars and planets. The real sky can be viewed through the sixteen-inch reflector telescope in the N. A. Richardson Astronomical Observatory.

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

PHYSICS ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
PHYSIC 200 Physics I	6
PHYSIC 201 Physics II	6
PHYSIC 210 Modern Physics	4
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
MATH 252 Multivariable Calculus	5
TOTAL UNITS:	29

RECOMMENDED COURSES:	UNITS
CHEM 150 General Chemistry I	5
CHEM 151 General Chemistry II	5

ASTRONOMY ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:	UNITS
ASTRON 123 Introduction to Astronomy	4
or	
ASTRON 120 Introduction to Astronomy	(3)
and	
ASTRON 125 Astronomy Laboratory	(1)
MATH 250 Single Variable Calculus I	4
MATH 251 Single Variable Calculus II	4
MATH 252 Multivariable Calculus	5
PHYSIC 200 Physics I	6
TOTAL UNITS:	23

COURSES OFFERED BY THE DEPARTMENT OF PHYSICS/ASTRONOMY:

**PHYSIC 010
FOUNDATIONAL SKILLS FOR PHYSICS MAJORS
.25 UNIT**

PREREQUISITE: None.
COREQUISITE: PHYSIC 150A, 150B, 200, 201, or 210.
LABORATORY: 13.5 contact 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 Pass/No Pass only.

Associate Degree Applicable

**PHYSIC 101
BASIC PHYSICS
4 UNITS**

PREREQUISITE: MATH 090.
DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101.

LECTURE: 3 contact hours per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 6 contact 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.*

**PHYSIC 150B
GENERAL PHYSICS FOR THE LIFE SCIENCES II
5 UNITS**

PREREQUISITE: PHYSIC 150A.
LECTURE: 3 contact hours per week and
LABORATORY: 6 contact 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.*

**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 contact hours per week and
LABORATORY: 5 contact 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.*

**PHYSIC 201
PHYSICS II
6 UNITS**

PREREQUISITES: PHYSIC 200.
PREREQUISITE/COREQUISITE: MATH 251.

LECTURE: 4 contact hours per week and
LABORATORY: 5 contact 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.*

**PHYSIC 210
MODERN PHYSICS
4 UNITS**

PREREQUISITES: PHYSIC 201 or PHYSIC 150B and MATH 251.

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

**PHYSIC 222
SPECIAL PROBLEMS IN PHYSICS I
1 UNIT**

PREREQUISITES: PHYSIC 101 and ENGL 101.
INDEPENDENT STUDY: 3 contact 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 contact 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 contact 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 contact 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 contact 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 contact hours per week and*
LABORATORY: *3 contact 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 contact 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 contact 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 contact 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 223
SPECIAL PROBLEMS IN ASTRONOMY II 2 UNITS
PREREQUISITE: *None.*
INDEPENDENT STUDY: *6 contact 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 contact 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.

PHYSIOLOGY

See courses within the Department of BIOLOGY

POLICE SCIENCE

(also see CRIMINAL JUSTICE)

DIVISION: Criminal Justice
ADMINISTRATIVE DEAN: Gloria Fisher, J.D.
ADMINISTRATIVE SECRETARY: To Be Announced
CAMPUS OFFICE: Planetarium, 2nd Floor
(909) 384-4431
GLEN HELEN OFFICE: Sheriff's Training Center
(909) 473-2695
LIAISON COUNSELOR: Frank Dunn, 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.

COURSES OFFERED BY THE DEPARTMENT OF POLICE SCIENCE:

Police Science courses are not offered every semester. Please refer to the college class schedule for class offerings.

POLICE 002 BASIC LAW ENFORCEMENT ACADEMY

27.75 UNITS

COREREQUISITES: POLICE 100, POLICE 101, POLICE 102 and POLICE 103.

**LECTURE: 312 contact hours per semester and
LABORATORY: 392 contact 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 contact hours per semester and
LABORATORY: 6 contact 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 contact hours per semester and
LABORATORY: 6 contact 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 contact hours per semester and
LABORATORY: 6 contact 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 contact 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 017 MOUNTED PATROL UPDATE

.50 UNIT

PREREQUISITE: POLICE 015.

**LECTURE: 4 contact hours per semester and
LABORATORY: 12 contact 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.

Associate Degree Applicable

POLICE 020 GANG AWARENESS

1.25 UNITS

**PREREQUISITES: POLICE 002, 100, 101, 102 and 103
or CRMJUS 059.**

**LECTURE: 20 contact hours per semester and
LABORATORY: 4 contact 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 contact 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
PREREQUISITES: POLICE 002, 100, 101, 102 and 103
or CRMJUS 059.

LECTURE: 8 contact 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 028
BREATHALYZER TRAINING .25 UNIT
PREREQUISITE: None.

LECTURE: 3 contact hours per semester and
LABORATORY: 1 contact 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 contact hours per semester and
LABORATORY: 4 contact 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 contact 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 contact hours per semester and
LABORATORY: 4 contact 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 040
BASIC BICYCLE POLICE COURSE 1 UNIT
PREREQUISITES: POLICE 002, 100, 101, 102 and 103
or CRMJUS 058.

DEPARTMENTAL ADVISORY: Students must be in good physical condition and be proficient bicyclers.

LECTURE: 12 contact hours per semester and
LABORATORY: 20 contact 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 contact hours per semester and
LABORATORY: 25.5 contact 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
PREREQUISITES: POLICE 002, 100, 101, 102 and 103.

LECTURE: 20 contact hours per semester and
LABORATORY: 20 contact 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
PREREQUISITES: POLICE 002, 100, 101, 102 and 103.

LECTURE: 40 contact hours per semester and
LABORATORY: 40 contact 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 contact 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 contact 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 054
SUBJECT CONTACTS .25 UNIT
PREREQUISITES: POLICE 002, 100, 101, 102 and 103.

LECTURE: 5 contact hours per semester and
LABORATORY: 3 contact 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 contact hours per semester.

LABORATORY: 4-60 contact 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.**

Associate Degree Applicable

POLICE 057
BASIC LAW ENFORCEMENT REPORT WRITING
2 UNITS

PREREQUISITE: None.

LECTURE: 21 contact hours per semester and

LABORATORY: 35 contact 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 contact 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 contact 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 064
IDENTIFICATION, COLLECTION AND PRESERVATION
OF EVIDENCE .50 UNIT
PREREQUISITE: CRMJUS 058.

LECTURE: 8 contact 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 contact 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 069
TRAFFIC RECONSTRUCTION INVESTIGATION
4.00 UNITS

PREREQUISITE: POLICE 074.

LECTURE: 56 contact hours per semester and

LABORATORY: 24 contact 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 contact 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

**PREREQUISITES: POLICE 002, 100, 101, 102 and 103.
LECTURE: 30 contact hours per semester and
LABORATORY: 10 contact 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 contact hours per semester and
LABORATORY: 18 contact 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 contact hours per semester and
LABORATORY: 24 contact 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 contact 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 078
OFFICER SAFETY/FIELD TACTICS**

2 UNITS

**PREREQUISITES: POLICE 002, 100, 101, 102 and 103.
LECTURE: 32 contact hours per semester and
LABORATORY: 8 contact 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

**PREREQUISITES: POLICE 002, 100, 101, 102 and 103.
LECTURE: 20 contact hours per semester and
LABORATORY: 60 contact 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

**PREREQUISITES: POLICE 002, 100, 101, 102 and 103.
LECTURE: 32 contact hours per semester and
LABORATORY: 8 contact 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 082
PROBLEM-ORIENTED POLICING**

.25 UNIT

**PREREQUISITE: CRMJUS 058.
LECTURE: 4.5 contact hours per semester and
LABORATORY: 3.5 contact 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 contact 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 086
DOMESTIC VIOLENCE**

.50 UNIT

**PREREQUISITE: CRMJUS 058.
LECTURE: 8 contact 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 contact hours per semester and
LABORATORY: 8 contact 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
PREREQUISITES: POLICE 002, 100, 101, 102 and 103.

LECTURE: 16 contact hours per semester and
LABORATORY: 9 contact 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

PREREQUISITES: POLICE 002, 100, 101, 102 and 103.
LECTURE: 8 contact 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
PREREQUISITES: POLICE 002, 100, 101, 102 and 103.

DEPARTMENTAL ADVISORY: POLICE 090.

LECTURE: 4 contact hours per semester and
LABORATORY: 4 contact 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
PREREQUISITES: POLICE 002, 100, 101, 102 and 103.

LECTURE: 12 contact hours per semester and
LABORATORY: 4 contact 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
PREREQUISITES: POLICE 002, 100, 101, 102 and 103.

LECTURE: 4 contact hours per semester and
LABORATORY: 2 contact 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
PREREQUISITES: POLICE 002, 100, 101, 102 and 103.

LECTURE: 56 contact hours per semester and
LABORATORY: 3 contact 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 contact 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 contact 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 contact 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**

PREREQUISITE: None.

COREQUISITES: POLICE 002, POLICE 100, POLICE 101 and POLICE 102.

LECTURE: 48 contact hours per semester.

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 contact hours per semester and/or
LABORATORY: 8-144 contact hours per semester.**

Seminars on selected studies in Police Science designed to address current issues and help peace officers with everyday problems, on topics such as law enforcement for school police, law enforcement bicycle patrol, verbal judo for law enforcement officers, and use of force issues.

Not applicable to Associate Degree

POLITICAL SCIENCE

DIVISION: Social Science, Human Development and Physical Education
DIVISION DEAN: Corene Schwartz, Ed.D.
FACULTY CHAIR: Edward Millican, Ph.D.
Liberal Arts 131
(909) 394-8587
ADMINISTRATIVE SECRETARY: Karen Deck
DIVISION OFFICE: Liberal Arts 114
(909) 384-8603
ADMINISTRATIVE SECRETARY: Anita Moore
DIVISION OFFICE: Liberal Arts 111
(909) 384-8514
LIAISON COUNSELOR: Rutina Taylor, 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.

COURSES OFFERED BY THE DEPARTMENT OF POLITICAL SCIENCE:

**POLIT 100
AMERICAN POLITICS 3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact 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.*

**POLIT 110
INTRODUCTION TO POLITICAL THEORY 3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact 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 Contact 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 contact hour per week and

LABORATORY: 6 contact 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 contact hour per week and

LABORATORY: 6 contact 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 204
INTRODUCTION TO WORLD POLITICS **3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: *POLIT 100 or HIST 171.*

LECTURE: 3 contact hours per week.

This introductory course in world politics (international relations) surveys the principal actors, issues and processes involved in international relations. It includes paradigms and approaches in the study of world politics; foreign policy; issues of war and peace; international organizations; international law; globalization; international political economy, including global financial and trade institutions; human rights; and the global environment with respect to sustainable development.

Associate Degree Applicable
Course credit transfers to CSU and UC.

POLIT 222
SPECIAL PROBLEMS IN POLITICAL SCIENCE I **1 UNIT**

PREREQUISITE: None.

INDEPENDENT STUDY: 3 contact 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 contact 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 contact 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 contact 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: Science and Health Science
DIVISION DEAN: Susan Bangasser, Ph.D.
FACULTY CHAIR: Dennis Jackson, M.S.N.
(909) 384-8934
OTHER FACULTY: Marcia Alfano-Wyatt, M.A.
Marianne Klingstrand, M.A.
Neomi Sabio, A.S.
ADMINISTRATIVE SECRETARY: Dorothy N. Fierro
DIVISION OFFICE: Health and Life Science 101
(909) 384-4550
ADMINISTRATIVE SECRETARY: Rose Garcia
DIVISION OFFICE: Chemistry 121
(909) 384-8645
LIAISON COUNSELOR: Ailsa Aguilar-Kitibutr, Psy.D.
(909) 384-4404

The Psychiatric Technology program is a one-year certificate program that prepares students to monitor, provide care, and participate in the treatment of mentally and developmentally disabled clients. Learning activities are conducted on the San Bernardino Valley College campus and in a variety of community agencies. The curriculum prepares students to take the California Psychiatric Technician license examination. Students may also elect to earn an Associate degree. The Psychiatric Technology program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians.

Students must complete program prerequisites, apply, and be accepted into the Psychiatric Technology Program. A booklet explaining details of application is available in the Health Science Division and online. Information meetings are conducted periodically. To apply, submit the following when all program prerequisites are completed or in-progress: application form, official transcripts from all colleges attended except SBVC or Crafton Hills College, proof of high school completion, college assessment scores, enrollment print-out of any in-progress prerequisite courses, and proof of reading proficiency. Application and supporting documents must be submitted by February 1 to be considered for Fall semester entrance or September 1 for Spring semester entrance. Late applications will only be considered if space is available.

A background check is required for enrollment in the Program. The California Board of Vocational Nursing and Psychiatric Technicians may deny a license based on any conviction or action substantially related to Psychiatric Technician practice. Students may earn a certificate or an Associate of Science degree in Psychiatric Technology.

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 will exceed the minimum total of 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

TOTAL UNITS: 46

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.

PSYCHIATRIC TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for employment as a Psychiatric Technician, providing care and participating in the treatment of mentally and developmentally disabled clients. Learning activities are conducted on the college campus and a variety of community agencies. The curriculum prepares students to take the California Psychiatric Technician license examination. The Psychiatric Technology program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians.

Students must complete program prerequisites, apply, and be accepted into the Psychiatric Technology program. To enroll in the program, students must pass a background check and meet health requirements. The California Board of Vocational Nursing and Psychiatric Technicians may deny a license based on any conviction or action substantially related to Psychiatric Technician practice.

PREREQUISITES FOR THE PSYCHIATRIC TECHNOLOGY PROGRAM

- High School completion (official transcript or Diploma or G.E.D., AA Degree, BS Degree, or foreign graduate that has been evaluated by AERC (American Educational Research Corporation) Agency)
- Reading Proficiency: complete READ 015 with a grade of C or higher, or eligibility for READ 100 or higher as determined by the SBVC assessment test, or previous college degree
- Mathematics Proficiency: complete MATH 952 or higher with a grade of C or higher, or eligibility for MATH 090 or higher as determined by the SBVC assessment test

D. Complete the following courses with a grade of C or higher:

- Anatomy and Physiology, BIOL 050
- Preparation for College Writing, ENGL 015 or Freshman Composition ENG 101 or ENGL 101H
- General Psychology, PSYCH 100 or PSYCH 100H
- Note: BIOL 050 and PSYCH 100 must be completed within 5 years of application to the program. Foreign transcripts must be evaluated for equivalency by an agency. See program Director/Department Chair.

APPLICATION TO THE PSYCHIATRIC TECHNOLOGY PROGRAM

Applications and supporting documents must be submitted by February 1 to be considered for Fall semester entrance or September 1 for Spring semester entrance. Late applications will only be considered if space is available. Submit the following when all program prerequisites are completed or in-progress:

- Application form (available in the Health Science Division Office, HLS 101, or on-line)
- Official transcripts from all colleges attended except SBVC and Crafton Hills College
- Document showing High School completion (high school diploma or transcript or G.E.D.)
- College Assessment scores
- Enrollment print-out of any in-progress prerequisite courses
- Proof of reading proficiency

ACCEPTANCE PROCEDURE

Applications are evaluated according to program prerequisites. Applicants who meet all program prerequisites will be considered for acceptance, depending on space availability and date of application. Applicants will be notified in writing of their application status.

REQUIRED COURSES:	UNITS
PSYTCH 084 Introduction to Psychiatric Technology	17
PSYTCH 085 Psychiatric Technology: Nursing Science	12
PSYTCH 086 Psychiatric Technology: Behavioral Science	17
TOTAL UNITS:	46

COURSES OFFERED BY THE DEPARTMENT OF PSYCHIATRIC TECHNOLOGY:

**PSYTCH 084
INTRODUCTION TO PSYCHIATRIC TECHNOLOGY
17 UNITS**

PREREQUISITE: None.

LECTURE: 10 contact hours per week and
LABORATORY: 21 contact hours per week.

An introduction to psychiatric technology emphasizing basic therapeutic communication, pharmacology, growth and development, developmental disabilities, behavior modification, nutrition, and nursing care. Application of basic nursing skills to the care of clients with developmental disabilities. **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 contact hours per week and
LABORATORY: 15 contact hours per week.

Study of basic nursing science concepts and skills with emphasis on nursing care for pediatric, adult and geriatric clients with medical and surgical disorders. Application of theory to the care of physically ill clients in acute and long-term care agencies. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED THE PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE PSYCHIATRIC TECHNOLOGY PROGRAM.**

Associate Degree Applicable

**PSYTCH 086
INTRODUCTION TO PSYCHIATRIC TECHNOLOGY:
BEHAVIORAL SCIENCE
17 UNITS**

PREREQUISITE: PSYTCH 084.

LECTURE: 10 contact hours per week and
LABORATORY: 21 contact hours per week.

Study of psychiatric mental disorders with emphasis on causes, clinical manifestations, diagnosis, interventions and treatments. Application of mental health theory to the basic nursing care of clients in acute, long-term care, and state mental health institutional settings. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE PSYCHIATRIC TECHNOLOGY PROGRAM.**

Associate Degree Applicable



PSYCHOLOGY

DIVISION: Social Science, Human Development and Physical Education
DIVISION DEAN: Corene Schwartz, Ed.D.
FACULTY CHAIR: Susan Shodahl, Ph.D.
Liberal Arts 150
(909) 387-1633
OTHER FACULTY: Sandra Moore, Ph.D.
ADMINISTRATIVE SECRETARY: Karen Deck
DIVISION OFFICE: Liberal Arts 114
(909) 384-8603
ADMINISTRATIVE SECRETARY: Anita Moore
DIVISION OFFICE: Liberal Arts 111
(909) 384-8514
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.

COURSES OFFERED BY THE DEPARTMENT OF PSYCHOLOGY:

**PSYCH 052
PRACTICAL PSYCHOLOGY
3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

In this course, students will study the principles of psychology as applied to everyday living, communication with others and effective behavior. Strategies for self-improvement will be discussed.

Associate Degree Applicable

**PSYCH 100
GENERAL PSYCHOLOGY
3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course surveys the nature of human behavior and examines 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.

**PSYCH 100H
GENERAL PSYCHOLOGY – HONORS
3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course surveys the nature of human behavior and examines 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. **This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.**

Associate Degree Applicable

Course credit transfers to CSU and UC.

PSYCH 102
PERSONAL AND SOCIAL ADJUSTMENT 3 UNITS
PREREQUISITE: PSYCH 100 or PSYCH 100H.
LECTURE: 3 contact hours per week.

This course is the study of personal growth and adjustment issues from a variety of theoretical perspectives and includes a review of the characteristics of healthy and unhealthy behavior patterns. Topics include 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 105
STATISTICS FOR THE BEHAVIORAL SCIENCES 3 UNITS

PREREQUISITE: MATH 095.
DEPARTMENTAL ADVISORY: PSYCH 100 or PSYCH 100H.

LECTURE: 3 contact hours per week.

This class focuses on 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 and UC

PSYCH 110
ABNORMAL PSYCHOLOGY 3 UNITS
PREREQUISITE: PSYCH 100 or PSYCH 100H.

LECTURE: 3 contact hours per week.

This class is a 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 or PSYCH 100H.

LECTURE: 3 contact hours per week.

This course is a survey of lifespan developmental psychology from conception through aging. The focus is on five areas: (1) physical development, (2) social development, (3) cognitive development, (4) personality development, and (5) 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 or PSYCH 100H.
LECTURE: 3 contact hours per week.

This course is a survey of the psychological growth of the normal individual from conception through adolescence with emphasis on stages of development. Particular emphasis is given to physical development, intellectual development, social and emotional development during the first two decades of life. Other topics include good and bad parenting styles and the potential problems encountered by children and adolescents.

Associate Degree Applicable

*Course credit transfers to CSU and *UC.*

PSYCH 118
HUMAN SEXUAL BEHAVIOR 3 UNITS
PREREQUISITE: PSYCH 100 or PSYCH 100H.
LECTURE: 3 contact hours per week.

This course is a study of selected factors in human sexual behavior. Emphasis is on the 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 contact 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
INDEPENDENT STUDY IN PSYCHOLOGY 1-3 UNITS

PREREQUISITE: PSYCH 100 or PSYCH 100H.

INDEPENDENT STUDY: 3-9 contact hours per week.

Students with previous course work in Psychology 100 or Psychology 100H may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of psychology. Prior to registration, a written 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: Library, Learning Resources and
Communication Media
DIVISION DEAN: Marie Mestas, M.L.S.
FACULTY CHAIR: Patricia Wall, M.L.I.S.
Library 131
(909) 384-8577
OTHER FACULTY: Diane Dusick, Ph.D.
ADMINISTRATIVE SECRETARY: Terry Conboy
(909) 384-8684
DIVISION OFFICE: Library 210
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.

RTVF (FILM) ASSOCIATE OF ARTS DEGREE

To graduate with an Associate of Arts degree with a specialization in the Film concentration, students must: 1) complete the following core course, 2) complete the Film concentration, and 3) complete the general education breadth requirements for the associate degree for a total of 60 units.

REQUIRED (CORE) COURSE:	UNITS
RTVF 100 Introduction to Electronic Media or	3
SPEECH 135 Mass Media and Society	3

REQUIRED COURSES: FILM CONCENTRATION	UNITS
RTVF 101 Introduction to Cinema	3
RTVF 106 Media Writing	3
RTVF 131 Digital Video Editing	3
RTVF 240 Motion Picture Production	3

ADDITIONALLY, CHOOSE TWO (2) COURSES FROM THE FOLLOWING:	UNITS
RTVF 132 Lighting for Stage and Screen	3
RTVF 133 Video Field Production	3
RTVF 134 Acting and Directing for Television and Film	3
TOTAL UNITS:	21

RTVF (TELEVISION) ASSOCIATE OF ARTS DEGREE

To graduate with an associate of arts degree with a specialization in the Television Concentration, students must: 1) complete the following core course, 2) complete the Television concentration, and 3) complete the general education breadth requirements for the associate degree for a total of 60 units.

REQUIRED (CORE) COURSES:	UNITS
RTVF 100 Introduction to Electronic Media or	3
SPEECH 135 Mass Media and Society	3

REQUIRED COURSES: TELEVISION CONCENTRATION	UNITS
RTVF 130 Introduction to Studio Production	3
RTVF 131 Digital Video Editing	3
RTVF 133 Video Field Production	3

CHOOSE ONE (1) COURSE FROM THE FOLLOWING:	UNITS
RTVF 104 Basic Writing for Broadcasting or	3
RTVF 106 Media Writing	3

CHOOSE ONE (1) COURSE FROM THE FOLLOWING:	UNITS
RTVF 132 Lighting for Stage and Screen or	3
RTVF 230 Intermediate Studio Production	3

CHOOSE ONE (1) COURSE FROM THE FOLLOWING:	UNITS
RTVF 134 Acting and Directing for Television and Film or	3
RTVF 221 Broadcast Station Management or	3
RTVF 231 Advanced Video Production	3
TOTAL UNITS:	21

RTVF (RADIO) ASSOCIATE OF ARTS DEGREE

To graduate with an Associate of Arts degree with a specialization in the Radio concentration, students must: 1) complete the following core courses, 2) complete the Radio concentration, and 3) complete the general breadth requirements for the Associate Degree for a total of 60 units.

REQUIRED (CORE) COURSES:	UNITS
RTVF 100 Introduction to Electronic Media or	3
SPEECH 135 Mass Media and Society	3

REQUIRED COURSES: RADIO CONCENTRATION	UNITS
RTVF 102 Announcing and Performing in Electronic Media	3
RTVF 104 Basic Writing for Broadcasting	3
RTVF 120 Introduction to Audio Production	3
RTVF 121 Digital Audio Post Production	3
RTVF 220 Intermediate Radio Station Operations	3
RTVF 221 Broadcast Station Management	3
TOTAL UNITS:	21

RTVF ASSOCIATE OF ARTS DEGREE

To graduate with an associate of arts degree with a specialization in the general RTVF Concentration, students must: 1) complete the following core course, 2) complete the general RTVF Concentration, and 3) complete the general education breadth requirements for the associate degree for a total of 60 units.

REQUIRED (CORE) COURSES:		UNITS
RTVF 100	Introduction to Electronic Media or	3
SPEECH 135	Mass Media and Society	3

REQUIRED COURSES: RTVF CONCENTRATION		UNITS
RTVF 120	Introduction to Audio Production	3

REQUIRED COURSES: RTVF CONCENTRATION (CHOOSE ONE (1) COURSE)		UNITS
RTVF 104	Basic Writing for Broadcasting or	3
RTVF 106	Media Writing	3

REQUIRED COURSES: RTVF CONCENTRATION (CHOOSE ONE (1) COURSE)		UNITS
RTVF 102	Announcing and Performing in Electronic Media or	3
RTVF 134	Acting and Directing for Television and Film	3

SELECT TWO (2) COURSES FROM THE FOLLOWING:		UNITS
RTVF 101	Introduction to Cinema	3
RTVF 130	Introduction to Studio Production	3
RTVF 131	Digital Video Editing	3
RTVF 132	Lighting for Stage and Screen	3
RTVF 240	Motion Picture Production	3

SELECT ONE (1) FROM THE FOLLOWING:		UNITS
RTVF 220	Intermediate Radio Station Operations or	3
RTVF 221	Radio Station Management	3
TOTAL UNITS:		21

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.

RTVF (FILM) CERTIFICATE

To complete a Film certificate, students must: 1) complete the following core course, and 2) complete the Film concentration for a total of 21 units.

REQUIRED (CORE) COURSES:		UNITS
RTVF 100	Introduction to Electronic Media or	3
SPEECH 135	Mass Media and Society	3

FILM CONCENTRATION:		UNITS
RTVF 101	Introduction to Cinema	3
RTVF 106	Media Writing	3
RTVF 131	Digital Video Editing	3
RTVF 240	Motion Picture Production	3

ADDITIONALLY, CHOOSE TWO (2) FROM THE FOLLOWING:

RTVF 132	Lighting for Stage and Screen or	3
RTVF 133	Video Field Production or	3
RTVF 134	Acting and Directing for Television and Film	3

TOTAL UNITS: 21

RTVF (TELEVISION) CERTIFICATE

To complete a Television certificate, students must: 1) complete the following core course, and 2) complete the Television concentration for a total of 21 units.

REQUIRED (CORE) COURSES:		UNITS
RTVF100	Introduction to Electronic Media or	3
SPEECH135	Mass Media and Society	3

TELEVISION CONCENTRATION:		UNITS
RTVF130	Introduction to Studio Production	3
RTVF131	Digital Video Editing	3
RTVF133	Video Field Production	3

CHOOSE ONE (1) COURSE FROM THE FOLLOWING:		UNITS
RTVF104	Basic Writing for Broadcasting or	3
RTVF106	Writing for Television & Film	3

CHOOSE ONE (1) COURSE FROM THE FOLLOWING:		UNITS
RTVF132	Lighting for Stage and Screen or	3
RTVF230	Intermediate Studio Production	3

CHOOSE ONE (1) COURSE FROM THE FOLLOWING:		UNITS
RTVF134	Acting and Directing for Television and Film or	3
RTVF221	Broadcast Station Management or	3
RTVF231	Advanced Video Production	3
TOTAL UNITS:		21



RTVF (RADIO) CERTIFICATE

To complete a Radio certificate, students must: 1) complete the following core course, and 2) complete the Radio concentration for a total of 21 units.

REQUIRED (CORE) COURSES:		UNITS
RTVF100	Introduction to Electronic Media or	3
SPEECH135	Mass Media and Society	3

RADIO CONCENTRATION:		UNITS
RTVF102	Announcing and Performing in Electronic Media	3
RTVF104	Basic Writing for Broadcasting	3
RTVF120	Introduction to Audio Production	3
RTVF121	Digital Audio Post Production	3
RTVF220	Intermediate Radio Station Operations	3
RTVF221	Broadcast Station Management	3
TOTAL UNITS:		21

RTVF CERTIFICATE

To complete a certificate, students must: 1) complete the following core course, and 2) complete either Radio, Television, Film, or the general RTVF concentration for a total of 21 units.

REQUIRED (CORE) COURSES:		UNITS
RTVF100	Introduction to Electronic Media or	3
SPEECH135	Mass Media and Society	3

REQUIRED COURSE: RTVF CONCENTRATION	UNITS
RTVF120 Introduction to Audio Production	3

REQUIRED COURSES: RTVF CONCENTRATION (CHOOSE ONE (1) COURSE)		UNITS
RTVF104 Basic Writing for Broadcasting or	3	
RTVF106 Media Writing	3	

REQUIRED COURSES: RTVF CONCENTRATION (CHOOSE ONE (1) COURSE)		UNITS
RTVF102 Announcing and Performing in Electronic Media or	3	
RTVF134 Acting and Directing for Television and Film	3	

SELECT TWO (2) COURSES FROM THE FOLLOWING:		UNITS
RTVF101 Introduction to Cinema	3	
RTVF130 Introduction to Studio Production	3	
RTVF131 Digital Video Editing	3	
RTVF132 Lighting for Stage and Screen	3	
RTVF240 Motion Picture Production	3	

SELECT ONE (1) FROM THE FOLLOWING:		UNITS
RTVF220 Intermediate Radio Station Operations	3	
RTVF221 Broadcast Station Management	3	
TOTAL UNITS:	21	

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.

REQUIRED COURSES:		UNITS
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

Plus six units selected from the following:		6
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)
TOTAL UNITS:		21

COURSES OFFERED WITHIN THE DEPARTMENT OF RADIO, TELEVISION AND FILM:

RTVF 100	UNITS
INTRODUCTION TO ELECTRONIC MEDIA	3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course provides a survey of electronic media, including radio, television, film and multimedia. The impact of the media on culture and society is studied, including a look at media history, economics, technological development, programming, ratings, legal aspects and social aspects of broadcasting. An international perspective is given on all aspects of media studied.

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

RTVF 101	UNITS
INTRODUCTION TO CINEMA	3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

An introductory course on the aesthetics, history, literature, creative techniques, depiction of social cultures, history, and values in film.

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

RTVF 102
ANNOUNCING AND PERFORMING IN
ELECTRONIC MEDIA **3 UNITS**
PREREQUISITE: None.
LECTURE: 2 contact hours per week and
LABORATORY: 3 contact hours per week.

This course will give instruction and practice in performing and announcing. Topics include interpretation of copy, news casting, music continuity, interviewing, and the operation of audio equipment while performing. Students will practice commercial material and improvisational announcing.

Associate Degree Applicable
Course credit transfers to CSU

RTVF 104
BASIC WRITING FOR BROADCASTING **3 UNITS**
PREREQUISITE: ENGL 914.
LECTURE: 3 contact hours per week.

This course provides instruction and practice in writing and editing news for radio and television, including rewriting from wire copy, newspapers, and documents. Topics include how to write for speaking, writing objectively, journalism ethics, and legal issues such as libel and right to privacy.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 106
MEDIA WRITING **3 UNITS**
PREREQUISITE: ENGL 914
LECTURE: 3 contact hours per week.

Introduction to the techniques of narrative and documentary writing and scripting. Course includes the analysis and writing of radio, television, and film materials as well as storytelling and screenwriting.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 120
INTRODUCTION TO AUDIO PRODUCTION **3 UNITS**

PREREQUISITE: None.
LECTURE: 2 contact hour per week and
LABORATORY: 3 contact hours per week.

This course introduces the theory and practice of audio techniques in radio, television, film, and multimedia. Topics include acoustics, audio signal flow, use of sound and production equipment, and the aesthetic aspects of sound mixing.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 121
DIGITAL AUDIO POST PRODUCTION **3 UNITS**
PREREQUISITE: RTVF 120.
LECTURE: 2 contact hour per week and
LABORATORY: 3 contact hours per week.

This post production course provides specialized training in digital audio work stations and synchronization with the visual image for radio, television, film, and multimedia. Topics include the use of audio post production techniques and the skills necessary to compete in the entertainment, communications, and multimedia industries.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 130
INTRODUCTION TO STUDIO PRODUCTION **3 UNITS**
PREREQUISITE: None.
LECTURE: 2 contact hour per week and
LABORATORY: 3 contact hours per week.

This introductory course covers the organization of the television studio, control room, production language, and studio personnel. Topics include: sound recording and mixing, shooting composition and aesthetics, camera operation, studio lighting, microphones and audio techniques, basic television graphics, and an introduction to the video switcher.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 131
DIGITAL VIDEO EDITING **3 UNITS**
PREREQUISITE: None.
LECTURE: 2 contact hour per week and
LABORATORY: 3 contact hours per week.

This course includes theory and practice in digital video editing techniques including: hardware and software requirements, capturing/digitizing, sound mixing and editing, titles and effects, saving, importing and exporting.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 132
LIGHTING FOR STAGE AND SCREEN **3 UNITS**

PREREQUISITE: None.
LECTURE: 2 contact hours per week and
LABORATORY: 3 contact hours per week.

This course is an introduction to the equipment and techniques of lighting design involving hands-on training and computer technology. This course is also offered as THART 132.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 133
VIDEO FIELD PRODUCTION **3 UNITS**
PREREQUISITE: None.
LECTURE: 2 contact hours per week and
LABORATORY: 3 contact hours per week.

An introductory course in the theory, terminology, and operation of video production. Includes topics in composition, camera operation, portable lighting, video recorder, audio control, and editing. The aesthetics and fundamentals of scripting, producing, and directing on location, as well as multimedia and postproduction are also reviewed.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 134
ACTING AND DIRECTING FOR TELEVISION AND FILM
3 UNITS

PREREQUISITE: None.
LECTURE: 2 contact hours per week and
LABORATORY: 3 contact hours per week.

This course provides instruction and practice in acting and directing for television and film, including voice, poise, and character development.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 198
RADIO, TELEVISION, AND FILM OCCUPATIONAL
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 contact 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 STATION OPERATIONS
3 UNITS

PREREQUISITE: RTVF 120.
DEPARTMENTAL ADVISORY: RTVF 121.
LECTURE: 2 contact hour per week and
LABORATORY: 3 contact hours per week.

This is the second class in a two-course sequence, with emphasis on individual and group production of short and long-form radio projects. Projects include remote broadcasts, promotional spots, features, music programming, and news; as well as project development, management and implementation. All student projects will air on the student radio-station KJRP, with some selected projects also airing on our PBS station, KVCR.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 221
BROADCAST STATION MANAGEMENT
3 UNITS
PREREQUISITE: RTVF 120 or RTVF 130
or RTVF 133.

LECTURE: 2 contact hour per week and
LABORATORY: 3 contact hours per week.

This course deals with radio and television station management functions, models, and operations. Students will program and manage the student radio and television stations 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 and television stations, 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 contact hours per week.

Students with previous course work in RTVF may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of RTVF. Prior to registration, a written 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: 2 contact hour per week and
LABORATORY: 3 contact hours per week.

This is the second level course in techniques of planning, producing, writing, and directing television programs; with an emphasis on polishing technical skills, creativity, and teamwork. Explores advanced video switching techniques, video recording and editing formats, program rundowns, timing, and advanced director's cues.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 231
ADVANCED VIDEO PRODUCTION
3 UNITS
PREREQUISITES: RTVF 131 and RTVF 230.

LECTURE: 1 contact hour per week and
LABORATORY: 6 contact 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 productions, individually and in teams.

Associate Degree Applicable
Course credit transfers to CSU.

RTVF 240
MOTION PICTURE PRODUCTION
3 UNITS
PREREQUISITE: RTVF 131 or RTVF 133.

LECTURE: 2 contact hour per week and
LABORATORY: 3 contact hours per week.

This course covers basic cinematography for motion pictures and television. Includes operation, function, and creative use of the tools of motion picture production, composition of shots, editing, sound recording and mixing, editing, animation, special effects, and scriptwriting.

Associate Degree Applicable
Course credit transfers to CSU.

RAILROAD OPERATIONS

DIVISION: Applied Technology,
Transportation and Culinary Arts
 DIVISION DEAN: Gary Kelly, M.S.
 FACULTY CHAIR: William Clarke, Ed.D.
 Technical 108
 (909) 384-8504
 DEPARTMENT SECRETARY: Amanda Moody
 (909) 382-4079
 DEPARTMENT OFFICE: 264 S. Leland Norton Way
 Suite A120, San Bernardino
 LIAISON COUNSELOR: Frank Dunn, M.A.
 (909) 384-4404

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.

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.

REQUIRED COURSES:	UNITS
RAIL 050 Railroad History	3
RAIL 051 Railroad Technical Careers	3
RAIL 052 Railroad Operations	3
RAIL 053 Railroad Safety, Quality & Environment	3
TOTAL UNITS:	12

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 contact 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 contact 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 contact 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

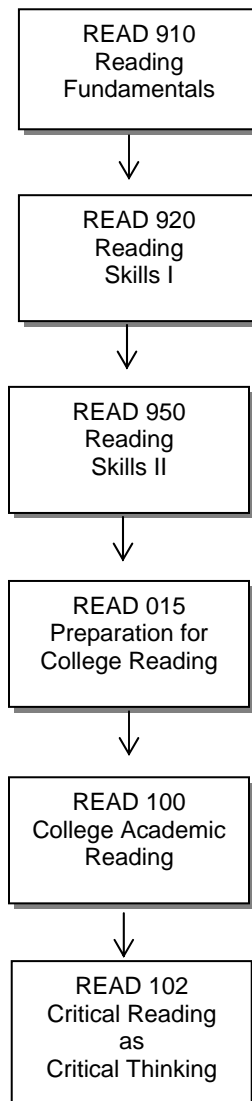
In order to graduate with an associate degree, you must complete
READ 015 with a grade of C or better or assess into READ 100

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 and The Arts
DIVISION DEAN: Kathryn Weiss, Ed.D.
FACULTY CHAIR: Helen M. Garcia, Ph.D.
Liberal Arts 215
(909) 384-8627

OTHER FACULTY: Carolyn Allen-Roper, M.A.
Kimberly Anderson-Jefferson, M.A.
Magdalena Jacobo, M.A.

ADMINISTRATIVE SECRETARY: Linda Tymchek
DIVISION OFFICE: Liberal Arts 217
(909) 384-8633

LIAISON COUNSELOR: Laura Gomez, M.A.
(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 course. 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 are college-level reading and study skills.

COURSES OFFERED BY THE DEPARTMENT OF READING AND STUDY SKILLS:

READ 910
READING FUNDAMENTALS 4 UNITS
PREREQUISITE: None.

LECTURE: 3 contact hours per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 3 contact 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 contact hours per week and
LABORATORY: 3 contact 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 contact 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 for elective credit only.

READ 102
CRITICAL READING AS CRITICAL THINKING 3 UNITS

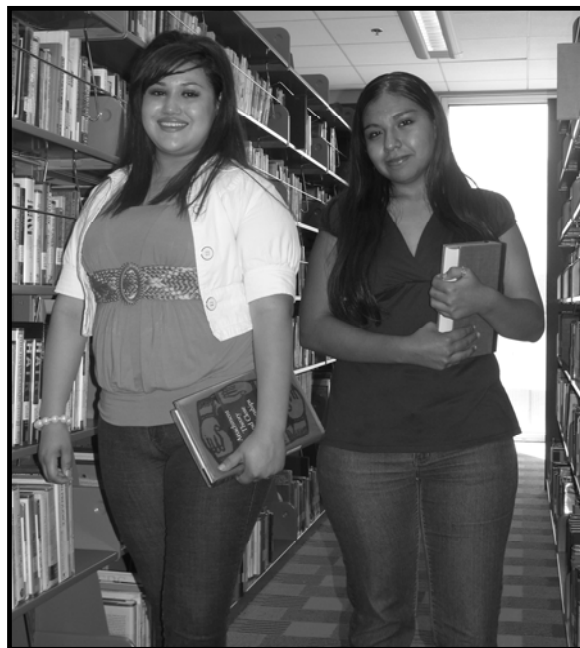
PREREQUISITE: READ 100 or ENGL 101.

LECTURE: 3 contact 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:	Mathematics, Business and Computer Technology
DIVISION DEAN:	Haragewen Kinde, Ed.D.
FACULTY CHAIR:	Michael Assumma, M.B.A. Business 100G (909) 384-8923
OTHER FACULTY:	Michael Durrett, M.B.A.
ADMINISTRATIVE SECRETARY:	Chris Williams
DIVISION OFFICE:	Business 101 (909) 384-8908
ADMINISTRATIVE SECRETARY:	Vivian Marquez
DIVISION OFFICE:	Business 100 (909) 384-8520
LIAISON COUNSELOR:	Patty Jones, M.A. (909) 384-4404

There are a variety of reasons why people study real estate. Some wish to become real estate agents, and some people study 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 preparation for pre-qualification for the real estate sales or brokers examinations.

REAL ESTATE/ESCROW ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES:	UNITS
ESCROW 101 Escrow Procedures I	3
REALST 100 Real Estate Principles	3
REALST 210 Real Estate Finance	3
REALST 215 Legal Aspects of Real Estate	3
REALST 230 Real Estate Economics	3
or	
ECON 100 Introduction to Economics	(3)
Six units from one of the following areas of concentration	6
TOTAL UNITS:	21

1. REAL ESTATE CONCENTRATION

REALST 200 Real Estate Practice	3
REALST 205 Real Estate Appraisal: Residential	3

2. ESCROW CONCENTRATION

ESCROW 102 Escrow Procedures II	3
ESCROW 103 Escrow Procedures III	3

RECOMMENDED COURSES FOR BOTH CONCENTRATIONS:

ACCT 200 Principles of Accounting I	4
BUSAD 100 Introduction to Business	3
BUSAD 210 Business Law	3
BUSAD 106 Principles of Selling	3
BUSCAL 050 Quantitative Methods in Business	3
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.

REQUIRED COURSES:	UNITS
ESCROW 101 Escrow Procedures I	3
ESCROW 102 Escrow Procedures II	3
ESCROW 103 Escrow Procedures III	3
REALST 100 Real Estate Principles	3
REALST 210 Real Estate Finance	3
REALST 215 Legal Aspects of Real Estate	3
Six units from the list of RECOMMENDED COURSES	6
TOTAL UNITS:	24

RECOMMENDED COURSES:	UNITS
ACCT 100 Introduction to Accounting I or	4
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.

REQUIRED COURSES:	UNITS
REALST 100 Real Estate Principles	3
REALST 200 Real Estate Practice	3
REALST 205 Real Estate Appraisal: Residential	3
REALST 210 Real Estate Finance	3
REALST 215 Legal Aspects of Real Estate	3
REALST 230 Real Estate Economics	3
or	
ACCT 100 Introduction to Accounting I	(4)
Six units from the list of RECOMMENDED COURSES	6
TOTAL UNITS:	24-25

RECOMMENDED COURSES:	UNITS
ACCT 100 Introduction to Accounting I 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 contact 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. The California Real Estate Commission requires this course in order to take the State of California Real Estate Salesperson License exam.

*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 contact 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 contact 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 contact hours per week and
LABORATORY: 2 contact 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.**

LECTURE: 3 contact hours per week.

This course includes the day-to-day operations in real estate, overview of brokerage procedures and the various roles of the employee. The California Real Estate Commission requires this course in order to take the State of California Real Estate Salesperson and Broker License exams.

*Associate Degree Applicable
Course credit transfers to CSU for elective credit only.*

**REALST 205
REAL ESTATE APPRAISAL: RESIDENTIAL 3 UNITS
PREREQUISITE: REALST 100.**

LECTURE: 3 contact hours per week.

This course addresses purpose of appraisals, appraisal process and the different methods, approaches and techniques used to determine the value of various types of property. Successful completion of this course meets elective qualification for salesperson or broker licensing approval.

*Associate Degree Applicable
Course credit transfers to CSU for elective credit only.*

**REALST 210
REAL ESTATE FINANCE 3 UNITS
PREREQUISITE: REALST 100.**

LECTURE: 3 contact hours per week.

This courses addresses the 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. Successful completion of this course meets elective qualification for salesperson or broker licensing approval.

*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 contact hours per week.

An in-depth study of real property financing, risk analysis, negotiations, land development, construction financing, feasibility, analytical financing tools and other topics necessary to develop skills needed for real estate decision-making.

*Associate Degree Applicable
Course credit transfers to CSU for elective credit only.*

**REALST 215
LEGAL ASPECTS OF REAL ESTATE 3 UNITS
PREREQUISITE: None.**

DEPARTMENTAL ADVISORY: REALST 100.

LECTURE: 3 contact hours per week.

This course is the study of real estate law with emphasis on applications in real estate brokerage and related fields. Successful completion of this course meets elective qualification for salesperson or broker licensing approval.

*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 contact 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 contact 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 contact 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 contact 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 contact 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 contact 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 contact hours per week.
Case studies of unusual and difficult types of escrows with emphasis on escrows in which conflicts or disputes arise.
Associate Degree Applicable
Course credit transfers to CSU for elective credit only.

REFRIGERATION AND AIR CONDITIONING

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Transportation and Culinary Arts
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Carlos Busselle, B.A.
(909) 384-8502
OTHER FACULTY: Ralph Dennington, B.S.
ADMINISTRATIVE SECRETARY: Cecile Smith
DIVISION OFFICE: Technical 108
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LIAISON COUNSELOR: Frank Dunn, M.A.
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The Refrigeration and Air Conditioning Department prepares students for employment in the field of refrigeration and air conditioning. The employment opportunities 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. 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 may lead to an Associate of Science degree or a vocational certificate in Refrigeration and Air Conditioning.

REFRIGERATION AND AIR CONDITIONING ASSOCIATE OF SCIENCE DEGREE

REQUIRED COURSES:	UNITS
REFRIG 001X3 Refrigeration I	4
REFRIG 002X3 Refrigeration II	4
REFRIG 003X3 Refrigeration III	4
REFRIG 004X3 Refrigeration Electricity I	4
REFRIG 005X3 Refrigeration Electricity II	4
REFRIG 006X3 Air Conditioning and Heating	4
TECALC 087 Technical Calculations	4
WELD 023 Oxy-Acetylene Welding	3
Environmental Protection Agency (EPA) Universal Certification (608)	

RECOMMENDED COURSE:
Students are encouraged to take this course to augment their knowledge of air conditioning and heating:

AUTO 056 Automotive Heating and Air Conditioning	4
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TOTAL UNITS: 31

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.

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.

REQUIRED COURSES:	UNITS
REFRIG 001X3 Refrigeration I	4
REFRIG 002X3 Refrigeration II	4
REFRIG 003X3 Refrigeration III	4
REFRIG 004X3 Refrigeration Electricity I	4
REFRIG 005X3 Refrigeration Electricity II	4
REFRIG 006X3 Air Conditioning and Heating	4
TECALC 087 Technical Calculations	4
WELD 023 Oxy-Acetylene Welding	3
Environmental Protection Agency (EPA) Universal Certification (608)	0

RECOMMENDED COURSE:

Students are encouraged to take this course to augment their knowledge of air conditioning and heating:

AUTO 056 Automotive Heating and Air Conditioning	4
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TOTAL UNITS: 31

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 001x3
REFRIGERATION I 4 UNITS**
PREREQUISITE: None.

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

This course covers basic principles of refrigeration, refrigerants, refrigeration components and tools; repair and testing of refrigeration units; and basic brazing and soldering. This course may be taken three times. (Formerly REFRIG 101x3)

Associate Degree Applicable

**REFRIG 002x3
REFRIGERATION II 4 UNITS**
PREREQUISITE: REFRIG 001x3.

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

This course covers principles of refrigeration compression systems, operations and controls, refrigeration and freezer construction, piping and parts layout. Included in the lab work is troubleshooting and servicing domestic refrigeration units. This course may be taken three times. (Formerly REFRIG 102x3)

Associate Degree Applicable

**REFRIG 003x3
REFRIGERATION III 4 UNITS**

PREREQUISITE: REFRIG 001x3.

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

This course covers theory of compressor construction and operation, principles of all types of refrigerant controls and multi-stage control devices pertaining to commercial and industrial refrigeration including practical lab work. This course may be taken three times. (Formerly REFRIG 103x3)

Associate Degree Applicable

**REFRIG 004x3
REFRIGERATION ELECTRICITY I 4 UNITS**

PREREQUISITE: None.

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

This course covers fundamentals of direct and alternating current circuits, test equipment, electric motors of all types, wiring and control devices used in modern refrigeration equipment including practical lab work with electrical refrigeration trainers and projects. This course may be taken three times. (Formerly REFRIG 104x3)

Associate Degree Applicable

**REFRIG 005x3
REFRIGERATION ELECTRICITY II 4 UNITS**

PREREQUISITE: REFRIG 004x3.

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

This course covers solid state control systems with emphasis on schematic reading and electrical troubleshooting pertaining to refrigeration equipment including practical lab work with electrical refrigeration trainers and projects. This course may be taken three times. (Formerly REFRIG 105x3)

Associate Degree Applicable

**REFRIG 006x3
AIR CONDITIONING AND HEATING 4 UNITS**

PREREQUISITE: REFRIG 001x3.

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

This course covers theory of multiple-stage systems and multiple-control devices with emphasis on condensing and evaporation equipment, heavy duty piping layout, forced-air heating, ventilation, and air conditioning including lab work with refrigeration trainers and projects. This course may be taken three times. (Formerly REFRIG 106x3)

Associate Degree Applicable

**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 contact 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 050C
REFRIGERATION AND AIR CONDITIONING I **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience.

LECTURE: 3 contact hours per week.

This is one of three courses of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of the principles of refrigeration. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

REFRIG 051C
REFRIGERATION AND AIR CONDITIONING II **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience

LECTURE: 3 contact hours per week.

This is one of three courses of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of compressors, condensers, and accessories. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

REFRIG 052C
REFRIGERATION AND AIR CONDITIONING III **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience

LECTURE: 3 contact hours per week.

This is one of three courses of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of air conditioning. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

REFRIG 055C
REFRIGERATION HEATING I **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience

LECTURE: 3 contact hours per week.

This is one of three courses of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of heating systems. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

REFRIG 056C
REFRIGERATION HEATING II **3 UNITS**
PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience

LECTURE: 3 contact hours per week.

This is one of three courses of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of heat sources and distribution. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

REFRIG 057C
REFRIGERATION HEATING III **3 UNITS**
PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience

LECTURE: 3 contact hours per week.

This is one of three courses of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of heating controls, filtering, and cleaning equipment. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

REFRIG 060c
REFRIGERATION AND A/C ELECTRICITY I **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience

LECTURE: 3 contact hours per week.

This is one of three courses of a three-semester national training course offered in conjunction with the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of fundamentals of electricity. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

REFRIG 061C
REFRIGERATION AND A/C ELECTRICITY II **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience

LECTURE: 3 contact hours per week.

This is one of the three, semester long, national training courses offered in conjunction with the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) 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 062C
REFRIGERATION AND A/C ELECTRICITY III **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience

LECTURE: 3 contact hours per week.
This is one of three courses of a three-semester national training course offered in conjunction with the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) 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 065C
HEAT-PUMP THEORY **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience.

LECTURE: 3 contact hours per week.
This is one-semester national training course offered in conjunction with the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) 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.
Associate Degree Applicable

REFRIG 066C
CONTROLS I **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience.

LECTURE: 3 contact hours per week.
This is one of three courses of a three-semester national training course offered in conjunction with the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) 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 067C
CONTROLS II **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience.

LECTURE: 3 contact hours per week.
This is one of three courses of a three-semester national training course offered in conjunction with the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) 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 068C
CONTROLS III **3 UNITS**

PREREQUISITE: None.
DEPARTMENTAL ADVISORY: HVAC Refrigeration
Work Experience.

LECTURE: 3 contact hours per week.
This is one of three courses of a three-semester national training course offered in conjunction with the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) 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/CULINARY ARTS and

RESTAURANT MANAGEMENT/CULINARY ARTS WORK EXPERIENCE

See courses within the Department of
CULINARY ARTS

SIGN LANGUAGE

See AMERICAN SIGN LANGUAGE

SOCIOLOGY

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Development and Physical
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ADMINISTRATIVE SECRETARY: Karen Deck
DIVISION OFFICE: Liberal Arts 114
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ADMINISTRATIVE SECRETARY: Anita Moore
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LIAISON COUNSELOR: Rutina Taylor, M.A.
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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 contact 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 contact 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 contact hours per week.
This course is an analysis of issues of concern in American society with an emphasis on social institutions and other areas such as crime, racism, sexism, aging, substance abuse, divorce, social inequality, poverty and social change.
Associate Degree Applicable
Course credit transfers to CSU and UC.



SOC 130
MARRIAGE AND THE FAMILY 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact 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 contact 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 contact 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 contact 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 contact 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

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LIAISON COUNSELOR: Laura Gomez, M.A.
(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.

SPANISH COURSES OFFERED BY THE DEPARTMENT OF MODERN LANGUAGES:

SPAN 015
CONVERSATIONAL SPANISH I 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact hours per week.

In this course students will learn to develop conversational listening, comprehension and speaking skills in the Spanish language. The course is designed for students who wish to learn to communicate orally in Spanish for purposes of personal use or business.

Associate Degree Applicable

SPAN 016
CONVERSATIONAL SPANISH II 3 UNITS
PREREQUISITE: SPAN 015.

LECTURE: 3 contact hours per week.

In this course students will develop 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 contact hours per week.

In this course students will develop 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 countries. This course corresponds to the first two years of high school study.

Associate Degree Applicable

Course credit transfers to CSU and UC.

SPAN 102
COLLEGE SPANISH II 5 UNITS

PREREQUISITE: SPAN 101.

LECTURE: 5 contact hours per week.

In this course students continue to develop conversational, reading and writing skills in Spanish with emphasis on past tense verbs, grammar, vocabulary expansion and the culture of Spanish speaking countries.

Associate Degree Applicable

Course credit transfers to CSU and UC.

SPAN 103
COLLEGE SPANISH III 4 UNITS

PREREQUISITE: SPAN 102.

LECTURE: 4 contact hours per week.

In this intermediate level course students develop complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. This course expands vocabulary in the Spanish language and awareness of Hispanic culture.

Associate Degree Applicable

*Course credit transfers to CSU and *UC.*

SPAN 103H
COLLEGE SPANISH III - HONORS 4 UNITS

PREREQUISITE: SPAN 102.

LECTURE: 4 contact hours per week.

In this intermediate level course students develop complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. This course expands vocabulary in the Spanish language and awareness of Hispanic culture. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.

Associate Degree Applicable

*Course credit transfers to CSU and *UC.*

SPAN 104
COLLEGE SPANISH IV 4 UNITS

PREREQUISITE: SPAN 103 or SPAN 103H or SPAN 158.

LECTURE: 4 contact hours per week.

This course develops language skills through reading, discussion, analysis, and writing about culturally representative works from Spain and Latin America. Emphasis is on composition and literature as an expression of culture.

Associate Degree Applicable

Course credit transfers to CSU and UC.

SPAN 157
SPANISH FOR NATIVE SPANISH SPEAKERS I 5 UNITS

PREREQUISITE: None.

LECTURE: 5 contact hours per week.

This is the first of two courses intended for native or heritage Spanish speakers whose formal training in the language has been incomplete. This course develops spelling, conversational, reading and writing skills with special emphasis on past tense verbs, grammar, vocabulary expansion and the culture of Spanish speaking regions. The course is conducted in Spanish and focuses on grammatical topics equivalent to those covered in Spanish 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 contact 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.*

SPEECH

DIVISION: Humanities and The Arts
INTERIM DIVISION DEAN: Kathryn Weiss, Ed.D.
FACULTY CHAIR: Leticia Hector, M.A.

Liberal Arts 239
(909) 384-8618

OTHER FACULTY: Diane Alblinger, M.A.
Jay Danley, M.A., J.D.

ADMINISTRATIVE SECRETARY: Linda Tymchek
DIVISION OFFICE: Liberal Arts 217
(909) 384-8633

LIAISON COUNSELOR: Mary Beth Barrios, 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.

COURSES OFFERED BY THE DEPARTMENT OF SPEECH:

SPEECH 910
PREPARATION FOR PUBLIC SPEAKING 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact 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 contact 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.*

SPEECH 100H
ELEMENTS OF PUBLIC SPEAKING - HONORS 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact 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 contact hours per week.

Techniques of voice production for both public speaking and the stage. Includes theory and practice in developing vocal skills for performance such as breathing, pitch, rate, articulation, volume, and quality. This course is also offered as THART 110.

Associate Degree Applicable

Course credit transfers to CSU and UC.

SPEECH 111
INTERPERSONAL COMMUNICATION 3 UNITS
PREREQUISITE: None.

LECTURE: 3 contact 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.

SPEECH 120
ORAL INTERPRETATION 3 UNITS
PREREQUISITE: SPEECH 100.

LECTURE: 3 contact 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 contact 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.

SPEECH 130
INTRODUCTION TO COMMUNICATION **3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

Theory-based introduction to basic concepts in human communication. Provides overview of the field of communication by addressing public, rhetoric, interpersonal, intercultural, group, organizational, mass and mediated communication. Individual and group presentations help students identify and analyze communication patterns and their effects as well as develop strategies for becoming better communicators.

Associate Degree Applicable

Course credit transfers to CSU and UC.

SPEECH 135
MASS MEDIA AND SOCIETY **3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact 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.

SPEECH 140
SMALL GROUP COMMUNICATION **3 UNITS**

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course explores discussion principles, communication skills, conflict management, participation practices, and leadership within small groups in a variety of contexts. Group formation, verbal and non-verbal communication, listening, and decision making procedures are also examined. Emphasis is on group participation, group discussion, and group projects/presentations.

Associate Degree Applicable

Course credit transfers to CSU and UC.

SPEECH 174
INTERCULTURAL COMMUNICATION **3 UNITS**

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: ENGL 015 or eligibility
for ENGL 101 as determined through the SBVC
assessment process.

LECTURE: 3 contact 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 contact 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 contact 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 contact 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

DEPARTMENT: Counseling and Matriculation
DEAN: Marco Cota, M.A.
DEPARTMENT OFFICE: Administration/
Student Services 103
(909) 384-8969
ADMINISTRATIVE SECRETARY: Catalina Trasporte
LIAISON COUNSELOR: Cindy Parish, M.S.
(909) 384-4404

The Student Development (SDEV) curriculum includes courses for students with disabilities, UC Puente 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 DIVISION OF STUDENT SERVICES:

SDEV 900 ASSESSMENT OF LEARNING DISABILITIES .50 UNIT

PREREQUISITE: None.

LECTURE: .5 contact 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 a Pass/No Pass 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 contact hour per week and

LABORATORY: 3 contact 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 contact 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 contact 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 Pass/No Pass basis only.

Not applicable to Associate Degree.

SDEV 906 SUPPORTIVE LEARNING IN READING 2 UNITS PREREQUISITE: None.

LABORATORY: 6 contact 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 Pass/No Pass basis only.

Not applicable to Associate Degree.

SDEV 907 VOCATIONAL PLANNING AND PRE-EMPLOYMENT SKILLS 3 UNITS PREREQUISITE: None.

LECTURE: 2 contact hours per week and

LABORATORY: 3 contact 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 contact 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 Pass/No Pass basis only.
Associate Degree Applicable

SDEV 015
PUENTE: STRATEGIES FOR COLLEGE SUCCESS 1 UNIT

PREREQUISITE: None.

LECTURE: 1 contact 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 contact 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 contact 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.

SDEV 103
CAREER EXPLORATION AND LIFE PLANNING 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

This course is an in-depth study in career and life planning designed for students seeking direction in setting life, 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 and developmental achievements.
Associate Degree Applicable
Course credit transfers to CSU.

TECHNICAL CALCULATIONS
See courses within the Department of
ELECTRICITY/ELECTRONICS

THEATRE ARTS

DIVISION: Humanities and The Arts
DIVISION DEAN: Kathryn Weiss, Ed.D.
FACULTY CHAIR: Matie Scully, M.M.
Planetarium 02
(909) 384-8545
OTHER FACULTY: Denise Dale Jacobs, M.F.A.
ADMINISTRATIVE SECRETARY: Linda Tymchek
DIVISION OFFICE: Liberal Arts 217
(909) 384-8633
LIAISON COUNSELOR: Laura Gomez, M.A.
(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.

COURSES OFFERED BY THE DEPARTMENT OF THEATRE ARTS:

THART 100
INTRODUCTION TO THE THEATRE 3 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week.

An introduction to theatre from behind-the-scenes to on-stage. In this course students discover the nature of theatre as an art form, how productions are designed and directed, what actors think about in developing roles, where theatre has come from, the directions it has taken, and what its future might be.
Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 110
BEGINNING VOICE AND DICTION 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact hours per week.
Techniques of voice production for both public speaking and the stage. Includes theory and practice in developing vocal skills for performance such as breathing, pitch, rate, articulation, volume, and quality. This course is also offered as SPEECH 110.
Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 114x4
THEATRE PRACTICUM 4 UNITS
PREREQUISITE: None.
LECTURE: 2 contact hours per week and
LABORATORY: 6 contact 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.

THART 120
ACTING FUNDAMENTALS I 3 UNITS
PREREQUISITE: None.
LECTURE: 2 contact hours per week and
LABORATORY: 3 contact 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.

THART 121
ACTING FUNDAMENTALS II 3 UNITS
PREREQUISITE: THART 120.
LECTURE: 2 contact hours per week and
LABORATORY: 3 contact hours per week.
A continuation of THART 120. Includes further practice in relaxation and concentration techniques; the development of character through script analysis with emphasis on physicalization; scene work; and the preparation of monologues.
Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 131
SOUND FOR STAGE AND SCREEN 3 UNITS
PREREQUISITE: None.
LECTURE: 2 contact hours per week and
LABORATORY: 3 contact hours per week.
This course is an introductory course in the equipment and techniques used in theatrical and studio sound design, utilizing hands-on and computer training methods.
Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 132
LIGHTING FOR STAGE AND SCREEN 3 UNITS
PREREQUISITE: None.
LECTURE: 2 contact hours per week and
LABORATORY: 3 contact hours per week.
This course is an introduction to the equipment and techniques of lighting design involving hands-on training and computer technology. This course is also offered as RTVF 132.
Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 135
DIRECTING FUNDAMENTALS I 3 UNITS
PREREQUISITE: THART 120 or equivalent.
LECTURE: 2 contact hours per week and
LABORATORY: 2 contact 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 136
FUNDAMENTALS OF STAGE DESIGN 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact hours per week.
This course is an introductory study in the principles and elements of design with relation to theatrical sets, lights, and costume design. Two and three dimensional models will be constructed.
Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 139
FUNDAMENTALS OF COSTUME DESIGN 3 UNITS
PREREQUISITE: None.
LECTURE: 2 contact hours per week and
LABORATORY: 3 contact hours per week.
This is an introductory course on the principles and elements of costume design, including research, materials and fabrics, measuring, and basic construction.
Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 147
BEGINNING THEATRE MOVEMENT 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact hours per week.
This course is an introduction to the beginning theory and fundamentals of stage movement, including but not limited to pantomime, Commedia dell'Arte and masks, and fencing and stage combat.
Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 160x4
THEATRE CRAFTS **3 UNITS**
PREREQUISITE: None.

LABORATORY: 9 contact hours per week.
 Study of technical practices in the theatre, including identification and use of tools and hardware; the construction and painting of props and scenery; rigging; the recognition, maintenance, hanging and focusing of lighting instruments; the design of sound systems and effects; the construction and preparation of costumes and make-up; the development of publicity for public performances; stage management; and the understanding and practice of safety in the theatre. This course may be taken four times.

Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 165
STAGE MAKEUP **3 UNITS**
PREREQUISITE: None.

LECTURE: 2 contact hours per week and
LABORATORY: 3 contact hours per week.
 Extensive exploration of the theory, design, and application of makeup for the theatre. Students gain experience in applying makeup to both students in the class and students in the college's theatrical productions.

Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 166
IMPROVISATIONAL ACTING **3 UNITS**
PREREQUISITE: None.

LECTURE: 3 contact hours per week.
 This is a course of instruction in the art of improvisational acting to include theatrical presentation, elements of comedy, history of the form, modern audition and rehearsal techniques, dramatic structure, utilization of contributions of other cast members, and interaction with the a multi-cultural audience are included.

Associate Degree Applicable
Course credit transfers to CSU and UC.

THART 222
INDEPENDENT STUDY IN THEATRE **1-3 UNITS**
PREREQUISITE: None.

INDEPENDENT STUDY: 3-9 contact 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 contact 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 and Culinary Arts
DIVISION DEAN: Gary Kelly, M.S.
FACULTY CHAIR: William Clarke, Ed.D.
 Technical 108
 (909) 384-8504
DEPARTMENT SECRETARY: Amanda Moody
 (909) 382-4079
DEPARTMENT OFFICE: 264 S. Leland Norton Way
 Suite A120, San Bernardino
LIAISON COUNSELOR: Frank Dunn, M.A.
 (909) 384-4404

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.

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.

REQUIRED COURSES:	UNITS
WAREHS 020 Introduction to Warehouse Operations	4
WAREHS 021 Forklift Operation and Certification	1
TOTAL UNITS:	5

Recommended High School Preparation: General courses in English, math and computers are recommended.

COURSES OFFERED BY THE DEPARTMENT OF WAREHOUSE:

WAREHS 020 INTRODUCTION TO WAREHOUSE OPERATIONS 4 UNITS

PREREQUISITE: None.

LECTURE: 3 contact hours per week and
LABORATORY: 3 contact 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 contact hour per week and
LABORATORY: 1.5 contact hours per week.

This 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: Science and Health Science
DIVISION DEAN: Susan Bangasser, Ph.D.
FACULTY CHAIR: John Stanskas, Ph.D.
Chemistry 114
(909) 384-8268
OTHER FACULTY: Achala Chatterjee, M.S.C.E., P.E.
ADMINISTRATIVE SECRETARY: Rose Garcia
DIVISION OFFICE: Chemistry 121
(909) 384-8645
ADMINISTRATIVE SECRETARY: Dorothy N. Fierro
DIVISION OFFICE: Health and Life Science 101
(909) 384-8550
LIAISON COUNSELOR: Jeanne Marquis, M.A.
(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.

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).

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.

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.]

REQUIRED COURSES:	UNITS
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)
TOTAL UNITS:	18

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 contact hours per week.

This course is a review of the expected Range of Knowledge (ROK) required to obtain the California Department of Health Services (DHS) Distribution Operator Licenses at grades D1 and D2. The review topics include distribution system operations, disinfection, related mathematics, and safety. Graded on Pass/No Pass basis only.

Associate Degree Applicable

WST 020x2 TEST REVIEW FOR WATER TREATMENT T1 – T2 .50 UNIT PREREQUISITE: None.

LECTURE: .50 contact hours per week.

This course is a review of the expected Range of Knowledge (ROK) required to obtain the California Department of Health Services (DHS) Water Treatment Operator Licenses at grades T1 and T2. The review topics include conventional treatment techniques, flocculation, sedimentation, filtration, system pressures, and related math. This course may be taken twice. Graded on Pass/No Pass basis only.

Associate Degree Applicable

WST 050
WATER TECHNOLOGY MATHEMATICS 3 UNITS
PREREQUISITE: None.
DEPARTMENTAL ADVISORY: MATH 942 or Math 942 A, B, and C with a grade of C or better or eligibility for Math 952 as determined through the SBVC assessment process.
LECTURE: 3 contact hours per week.
Basic mathematical calculations used in the operation and evaluation of conventional water and wastewater treatment processes. It includes wastewater collection, treatment and disposal. Course material parallels problems found on the State Certification examination.
Associate Degree Applicable

WST 098
WATER SUPPLY 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 098 or 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.

WST 140
WATER UTILITIES DISTRIBUTION I 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact 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 as elective credit only.

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

WST 142x2
WATER QUALITY AND BASIC DOMESTIC WATER TREATMENT 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact 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 as elective credit only.

WST 143
ADVANCED DOMESTIC WATER TREATMENT 3 UNITS
PREREQUISITE: WST 142x2.
LECTURE: 3 contact 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 as elective credit only.

WST 144
CROSS-CONNECTION CONTROL 3 UNITS
PREREQUISITE: None.
DEPARTMENTAL ADVISORY: WST 145, or hold AWWA Backflow Prevention Certificate or equivalent certificate issued by a government agency.
LECTURE: 3 contact hours per week.
A study of the administrative and technical procedures required to establish a cross-connection control program, including a review of applicable local, state and federal regulations. The course includes the identification and study of backflow devices required to mitigate hazards of actual or potential connection between potable water supply and any source of contamination. It also prepares students to become certified as cross-connection control program specialists.
Associate Degree Applicable
Course credit transfers to CSU.

WST 145
BACKFLOW PREVENTION DEVICES 3 UNITS
PREREQUISITE: None.
LECTURE: 2.50 contact hours per week and **LABORATORY:** 1.50 contact hours per week.
The course provides instruction in theory, testing, and maintenance of backflow prevention assemblies. It prepares journeyman plumbers and utility operators to take American Water Work Association backflow prevention certification test.
Associate Degree Applicable
Course credit transfers to CSU.

WST 146
WASTEWATER TREATMENT OPERATIONS I 3 UNITS
PREREQUISITE: None.
LECTURE: 3 contact 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 contact 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 and Culinary Arts
DIVISION DEAN: Gary Kelly, M.S.
FACULTY CHAIR: William Kastner, M.S.
Technical 108
(909) 384-8290
OTHER FACULTY: Jesse Galaviz, A.S.
ADMINISTRATIVE SECRETARY: Cecile Smith
DIVISION OFFICE: Technical 108
(909) 384-8902
LIAISON COUNSELOR: Frank Dunn, M.A.
(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 \$100 and the light gauge (13-plate test) is \$175. These fees entitle applicants to a maximum of 8 hours lab practice prior to test. Retest fee is \$75 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.

**GENERAL WELDING
ASSOCIATE OF SCIENCE DEGREE**

To graduate with a specialization in Welding Technology, students must complete all requirements for GENERAL WELDING CERTIFICATE plus the general breadth requirements for the Associate of Science Degree (minimum total of 60 units).

Students must complete ALL of the REQUIRED COURSES plus ONE of the RESTRICTED ELECTIVE COURSES.

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	or 4
	Higher level math course	3 - 4
WELD 023	Oxy-Acetylene Welding	3
WELD 027	Strength of Materials Testing: Destructive	3
WELD 045	Shielded Metal Arc Welding	3
WELD 046	Intermediate Arc Welding	3
WELD 060	Layout Fitter I	3
WELD 066B	Los Angeles City Welding Certification	3
WELD 070X4	TIG Welding	1
WELD 077X4	Continuous Wire Welding	1

RESTRICTED ELECTIVE COURSES:	UNITS	
WELD 028	Strength of Materials Testing: Non-Destructive or	3
WELD 061	Layout Fitter II or	3
WELD 065B	Welding Inspection Visual	4
TOTAL UNITS:	26 - 28	

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 ELECTIVE COURSES.

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	or 4
	Higher level math course	3 - 4
WELD 023	Oxy-Acetylene Welding	3
WELD 027	Strength of Materials Testing: Destructive	3
WELD 045	Shielded Metal Arc Welding	3
WELD 046	Intermediate Arc Welding	3
WELD 060	Layout Fitter I	3
WELD 066B	Los Angeles City Welding Certification	3
WELD 070X4	TIG Welding	1
WELD 077X4	Continuous Wire Welding	1

RESTRICTED ELECTIVE COURSES:	UNITS	
WELD 028	Strength of Materials Testing: Non-Destructive or	3
WELD 061	Layout Fitter II or	3
WELD 065B	Welding Inspection Visual	4
TOTAL UNITS:	26 - 28	

2. CONSOLIDATED WELDING CERTIFICATE

This certificate is designed to provide students with comprehensive training in all welding areas including oxy-acetylene, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW) and Gas Tungsten Arc Welding (GTAW). Upon completing this certificate, students will be certified in accordance with the American Welding Society (AWS) 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 REQUIRED COURSES plus ONE of the RESTRICTED ELECTIVE COURSES.

REQUIRED COURSES:		UNITS
WELD 062	Consolidated Welding	2 - 13
or		
WELD 063	Consolidated Welding	2 - 13
or		
WELD 064X4	Consolidated Welding	2 - 13

RESTRICTED ELECTIVE COURSES:		UNITS
WELD 027	Strength of Materials Testing: Destructive	3
or		
WELD 028	Strength of Materials Testing: Non-Destructive	3
TOTAL UNITS:		29

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.

REQUIRED COURSES:		UNITS
WELD 045	Shielded Metal Arc Welding	3
WELD 060	Layout Fitter I	3
WELD 077X4	Continuous Wire Welding	1

RESTRICTED ELECTIVE COURSES:		UNITS
WELD 027	Strength of Materials Testing: Destructive	3
or		
WELD 028	Strength of Materials Testing: Non-Destructive	3
or		
WELD 061	Layout Fitter II	3
or		
WELD 065B	Welding Inspection Visual	4
TOTAL UNITS:		10 - 11

4. GAS METAL ARC WELDING (GMAW) CERTIFICATE

This certificate is designed to provide students with training in the Metal Inert Gas (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.

REQUIRED COURSES:		UNITS
WELD 023	Oxy-Acetylene Welding	3
WELD 045	Shielded Metal Arc Welding	3
WELD 077X4	Continuous Wire Welding	1
TOTAL UNITS:		7

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 Tungsten Inert Gas (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.

REQUIRED COURSES:		UNITS
WELD 023	Oxy-Acetylene Welding	3
WELD 045	Shielded Metal Arc Welding	3
WELD 070X4	TIG Welding	1

RESTRICTED ELECTIVE COURSES:		UNITS
WELD 027	Strength of Materials Testing: Destructive	3
or		
WELD 028	Strength of Materials Testing: Non-Destructive	3
or		
WELD 065B	Welding Inspection Visual	4
or		
WELD 067B	Structural Steel Special Inspection (ICBO)	2
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.

REQUIRED COURSES:		UNITS
WELD 023	Oxy-Acetylene Welding	3
WELD 045	Shielded Metal Arc Welding	3
WELD 046	Intermediate Arc Welding	3
TOTAL UNITS:		9

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 American Welding Society (AWS) and/or International Conference of Building Officials (ICBO) Welding Inspector examination. 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
WELD 027 Strength of Materials Testing: Destructive	3
WELD 028 Strength of Materials Testing: Non-Destructive	3
WELD 045 Shielded Metal Arc Welding	3
WELD 065B Welding Inspection Visual	4
WELD 067B Structural Steel Special Inspection (ICBO)	2
TOTAL UNITS:	15

COURSES OFFERED BY THE DEPARTMENT OF WELDING TECHNOLOGY:

WELD 023
OXY-ACETYLENE WELDING 3 UNITS
PREREQUISITE: None.

LECTURE: 1 contact hour per week and
LABORATORY: 6 contact hours per week.

Intensive training in oxy-acetylene welding, which includes plate and sheet metal welding, brazing and soldering, fundamentals of welding equipment and related subjects with a strong emphasis on safety.

Associate Degree Applicable

WELD 027
STRENGTH OF MATERIALS TESTING: DESTRUCTIVE 3 UNITS

PREREQUISITE: None.

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

This course provides instruction in destructive testing techniques, using equipment such as tensile testing machines, hardness testers and impact testers. Topic includes the molecular structure of metal and how it varies under testing.

Applicable to Associate Degree

WELD 028
STRENGTH OF MATERIALS TESTING: NON-DESTRUCTIVE 3 UNITS

PREREQUISITE: None.

DEPARTMENTAL ADVISORY: WELD 027.

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

This course provides instruction in non-destructive testing techniques such as dye, penetrants, eddy current, magnetic particles, and ultra-sonic tests.

Applicable to Associate Degree

WELD 045
SHIELDED METAL ARC WELDING 3 UNITS
PREREQUISITE: None.

LECTURE: 1 contact hour per week and
LABORATORY: 6 contact 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

WELD 046
INTERMEDIATE ARC WELDING 3 UNITS
PREREQUISITE: WELD 045.

LECTURE: 1 contact hour per week and
LABORATORY: 6 contact hours per week.

Continuation of training and development skills for arc welding on plate, pipe, and sheet metal. Continuing theory of welding, electrode usage, weld symbols, and American Welding Society code information.

Associate Degree Applicable

WELD 047
INTERMEDIATE SHIELDED METAL ARC WELDING 3 UNITS

PREREQUISITE: WELD 045.

LECTURE: 1 contact hour per week and
LABORATORY: 6 contact 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

WELD 060
LAYOUT FITTER I 3 UNITS
PREREQUISITE: None.

DEPARTMENTAL ADVISORY: WELD 045.

LECTURE: 2 contact hours per week and
LABORATORY: 3.5 contact hours per week.

This course is 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 045.

LECTURE: 2 contact hours per week and
LABORATORY: 3.5 contact hours per week.

Designed to provide the intermediate to advanced welding student with the skills needed by craftsmen in the fabrication industry. Topics include properties of structural steel; fitting up; railing and balusters; steel stair buildings and stringers.

Associate Degree Applicable

WELD 062
CONSOLIDATED WELDING 2-13 UNITS
PREREQUISITE: None.
LECTURE: 1 - 5 contact hours per week and
LABORATORY: 3 - 24 contact hours per week.
This course covers oxy-acetylene welding and cutting, brazing and arc welding in all positions. It includes welding theory, electrode identification, metals, blue-print reading, technical math, and a strong emphasis on safety.
Associate Degree Applicable

WELD 063
CONSOLIDATED WELDING 2-13 UNITS
PREREQUISITE: None.
LECTURE: 1 - 5 contact hours per week and
LABORATORY: 3 - 24 contact hours per week.
This course covers arc welding including Metal Inert Gas (MIG), flux core welding in all positions, and Tungsten Inert Gas (TIG) welding on various types of metals. It includes 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 contact hours per week and
LABORATORY: 3 - 24 contact hours per week.
This course is 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, Metal Inert Gas (MIG) and Tungsten Inert Gas (TIG) welding, welding theory, technical math, blueprint reading, metals, and electrode identification with special emphasis on safety. This course may be taken four times.
Associate Degree Applicable

WELD 065B
WELDING INSPECTION VISUAL 4 UNITS
PREREQUISITE: None.
DEPARTMENTAL ADVISORY: WELD 045.
LECTURE: 4 contact hours per week.
This course is designed to prepare students for the certified welding inspector examination offered by the American Welding Society (AWS). Focus on welding process, welding procedures, code specifications and standards covering topics in materials and their limitations of weld testing, as well as record keeping and report preparations. **FIVE YEARS OR MORE EXPERIENCE IN WELDING OR RELATED CONSTRUCTION FIELD IS REQUIRED PRIOR TO TESTING FOR THE INSPECTION LICENSE.**
Associate Degree Applicable

WELD 066B
LOS ANGELES CITY WELDING CERTIFICATION 3 UNITS
PREREQUISITE: None.
DEPARTMENTAL ADVISORY: WELD 045.
LECTURE: 3 contact 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 a focus on the codes used in the structural steel industry.
Associate Degree Applicable

WELD 067B
STRUCTURAL STEEL SPECIAL INSPECTION (ICBO) 2 UNITS
PREREQUISITES: None.
DEPARTMENTAL ADVISORY: WELD 045 or WELD 060 or WELD 061.

LECTURE: 1 contact hour per week and
LABORATORY: 3 contact hours per week.
This course is designed to prepare students for the International Conference of Building Officials (ICBO) Inspector Certifications examinations and to 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 and report writing.
Associate Degree Applicable

WELD 070x4
TIG WELDING 1 UNIT
PREREQUISITE: None.
DEPARTMENTAL ADVISORY: WELD 023 or WELD 045.

LABORATORY: 3 contact hours per week.
This course is a practical application of welding techniques used in the Gas Tungsten Arc Welding (GTAW) 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: None.
DEPARTMENTAL ADVISORY: WELD 045.
LABORATORY: 3 contact hours per week.
This course covers techniques and methods of continuous wire welding with and without gas shields in all positions and on various thicknesses of metals. This course may be taken four times.
Associate Degree Applicable

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 contact 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 098 or 198 for specific information.)

DIVISION: Applied Technology,
Transportation and Culinary Arts
DIVISION DEAN: Gary Kelly, M.S.
ADMINISTRATIVE SECRETARY: Cecile Smith
DIVISION OFFICE: Technical 108
(909) 384-8902
LIAISON COUNSELOR: André Wooten, M.A.
(909) 384-4404

WKEXP 099
GENERAL WORK EXPERIENCE **1-3 UNITS**
PREREQUISITE: None.

WORK EXPERIENCE: 5-15 contact 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	Inspection
Aeronautics	Library
Art	Machine Technology
Automotive	Nursing
Business Administration	Physical Education
Child Development	Radio/Television/Film
Computer Information Technology	Refrigeration
Computer Science	Restaurant Mgt. (see <i>Culinary Arts</i>)
Electronics	Welding
Family & Consumer Science	General Work Experience
Human Services	
Inspection	

For information visit the Work Experience Office in Technical 108 or call (909) 384-4451.

ADMINISTRATION and FACULTY

ADMINISTRATION

President: Debra Daniels, Ed.D.
Vice President, Student Services: Damon A. Bell, M.Ed.
Vice President, Administrative Services: James Hansen, M.B.A.
Interim Vice President, Instruction: Kay Ragan, Ed.D.
Dean, Applied Technology, Transportation and Culinary Arts:
Gary Kelly, M.S.
Dean, Career College, CalWORKs & Workforce Development:
Zelma Russ, Ed.D.
Administrative Dean, Criminal Justice: Gloria Fisher, J.D.
Dean, Counseling and Matriculation: Marco Cota, M.A.
Dean, Humanities and The Arts: Kathryn Weiss, Ed.D.
Dean, Library, Learning Resources and Communication Media:
Marie Mestas, M.L.S.
Dean, Mathematics, Business and Computer Technology:
Haragewen Kinde, Ed.D.
Dean, Research, Planning & Development: Lorraine Troy
Sheffield, Ed.D.
Dean, Science and Health Science: Susan Bangasser, Ph.D.
Dean, Social Science, Human Development and Physical
Education: Corene Schwartz, Ed.D.
Dean, Student Development: Rebecca Warren-Marlatt, M.A.
Associate Dean, Enrollment Management: Daniel T.
Angelo, M.H.R.O.D.
Director, Athletics: David Rubio, M.A.
Interim District Director, Bookstore: Gloriann Chavez, A.A.
Director, Child Development Center: Melissa Thompson, M.P.A.
Director, Community Relations and Resource Development:
Donna Hoffmann, B.A.
Director, Disabled Students Programs and Services:
Kathleen Pryor, M.A.
Director, Extended Opportunity Programs and Services:
Herbert English, M.A.
Director, Facilities, Operations & Maintenance: William Rankin
Director, Financial Aid: Nancy Davis, M.S.
Director, Marketing & Public Relations: Craig Petinak, B.A.
Director, Student Life: To Be Announced
Coordinator, Matriculation: Gilbert Maez, M.S.
Coordinator, Student Health Services: Elaine Akers,
P.H.N., M.S.N.
Coordinator, Transfer & Career Services Center:
Kathy Kafela, M.S.
Coordinator, STAR Program: Deanne Rabon, M.A.
Cafeteria Manager: Tracy Morrison

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,
Athletics and Health. 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. Assistant Professor, Coordinator, Health
Services. M.S.N., San Jose State University.
Alblinger, 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. Associate Professor, Computer Information
Technology. B.A., Kuwait University; M.A., Central Michigan
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2009-2010 ACADEMIC CALENDAR

FALL SEMESTER 2009

August 17	First Day of Fall Semester Instruction
September 7	Labor Day – Holiday
October 1	Deadline - Last Day to apply for Fall 2009 graduation
November 11	Veteran's Day – Holiday
November 26-28	Thanksgiving Recess
December 11	Last Day of Instruction, Day and Evening
December 14-19	Final Examinations
December 25 – January 8	Winter Recess

SPRING SEMESTER 2010

January 11	First Day of Spring Semester Instruction
January 18	Martin Luther King Day – Holiday
February 12	Lincoln's Birthday – Holiday
February 15	Washington's Birthday – Holiday
March 1	Deadline - Last Day to apply for Spring 2010 graduation
March 15-20	Spring Recess
May 12	Last Day of Instruction, Day and Evening
May 13-19	Final Examinations
May 21	Commencement

SUMMER SESSION 2010

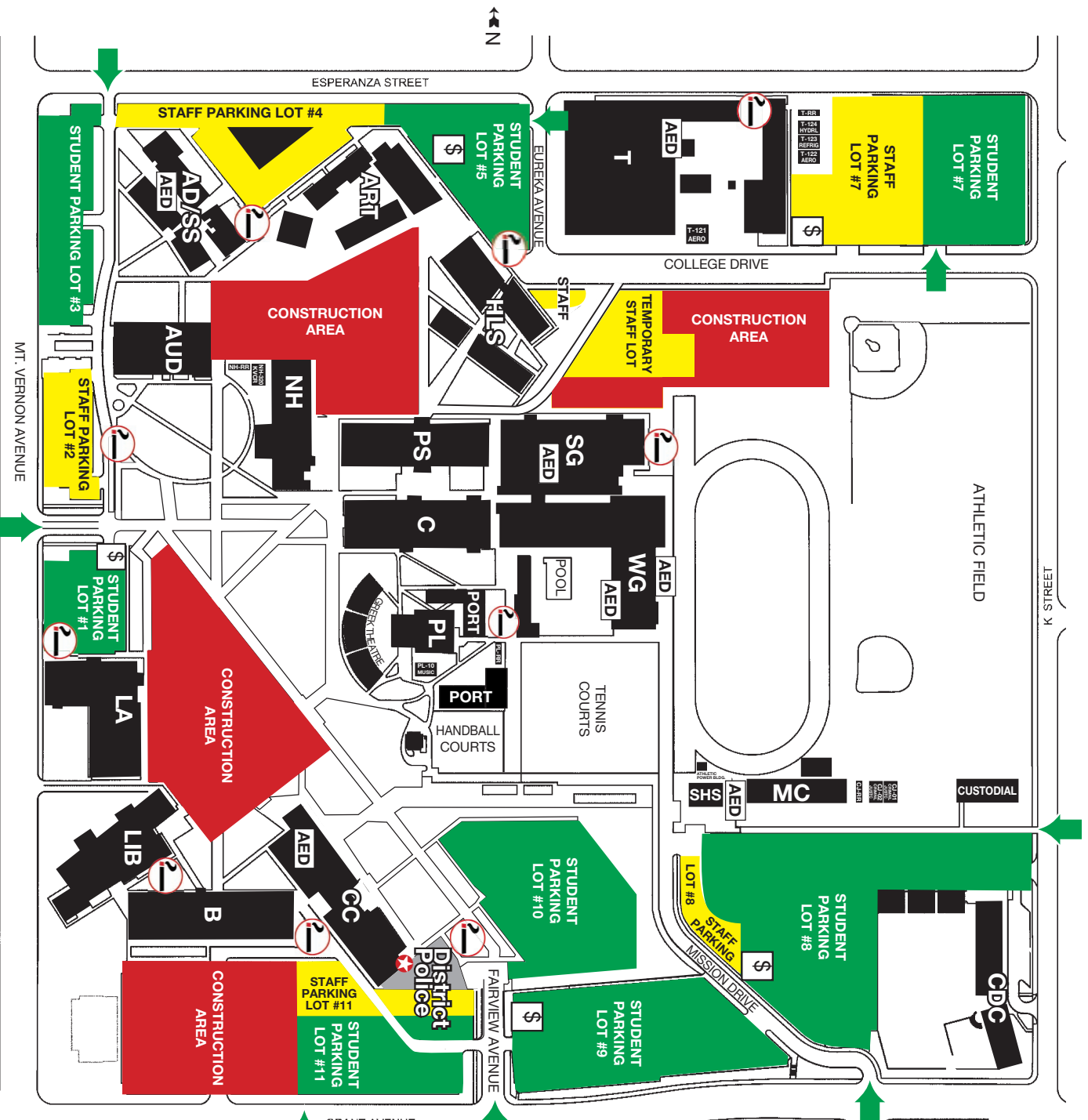
Start dates will be available during the Spring 2010 semester.

Check the fall, spring or summer Class Schedule as well as www.valleycollege.edu for specific dates in that semester, such as the period of registration.



San Bernardino Valley College

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



SBVC TEMPORARY ADDITIONAL PARKING AT PRO-SWAP MEET

BAKERS

Note: AD rooms are located in AD/SS. Check our website: www.valleycollege.edu for any temporary changes in the map.

FALL 2009

Building Symbols	
AD/SS	Administration/ Student Services
ART	Art Center
AUD	Auditorium
B	Business Building
C	Chemistry Building
CC	Campus Center
CDC	Child Development Center
HLS	Health & Life Science Building
LA	Liberal Arts Building
LIB	Library
MC	Middle College
NH	North Hall Building
PL	Planetarium
PORT	Portables
PS	Physical Science Building
SG	Snyder Gym
SHS	Student Health Services
T	Technical Building
WG	Women's Gym

- INDICATES CONSTRUCTION AREAS
- ➔ ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- ➔ AED AUTOMATED EXTERNAL DEFIBRILLATOR
- \$ INDICATES PARKING PERMIT DISPENSER
- 2 INDICATES APPROVED SMOKING AREAS (10)
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)
- M&O M&O
- POLICE DISTRICT POLICE Campus Center Rm. 100 (909) 384-4491
- P Parking permits are required to park in all parking lots and on all college streets.
- D Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit.
- S SHIPPING & RECEIVING
- PE PARENT EDUCATION CENTER
- W WAREHOUSE



*SBVC Mission:
San Bernardino
Valley College
provides quality
education
and services that
support a diverse
community of
learners.*

Welcome to San Bernardino Valley College!

"Change," the campaign buzzword this past election year, really can be a good thing. Exciting changes are taking place at SBVC. Our campus is under construction as new buildings are built and older buildings are demolished.

Yet some of the best things in life don't change, like SBVC's reputation for preparing high-caliber graduates for both successful careers in the workplace and transfer to four-year colleges. In fact, our university partners tell us that their SBVC transfer students often earn better GPAs in school than their native students, while many of our technical/professional career graduates report strong employment rates and competitive salaries.

SBVC couldn't enjoy such stalwart success without highly qualified faculty, caring support services, and counselors/advisors who tirelessly keep abreast of curriculum changes. I must, however, take a moment to recognize those who work daily behind the scenes: those who make sure that the campus is clean and its grounds lovely; who operate our theatre, planetarium, and art gallery; who schedule rooms and classes; who keep our computers running; and who make sure financial aid checks are ready. This kind of dependability needs no changing, even when our surroundings, programs, and services change for the better.

Welcome to San Bernardino Valley College where your future starts here.

Dr. Debra S. Daniels
President

Bienvenido a San Bernardino Valley College!

"Cambio," el slogan de la campaña electoral de este año pasado, puede ser una buena cosa. Cambios interesantísimos están ocurriendo en SBVC. Nuestro colegio universitario está bajo construcción erigiendo nuevos edificios y derrumbando los antiguos.

A pesar de ésto algunas de las mejores cosas en la vida no cambian, como la reputación de SBVC de preparar graduados de alto calibre para ambos carreras exitosas en la industria y para transferencia a universidades de cuatro años. En efecto, nuestros colegas universitarios nos dicen que sus estudiantes que se transfirieron de SBVC frecuentemente obtienen mejores puntajes académicos que sus propios estudiantes, mientras que muchos de nuestros graduados técnicos y profesionales obtienen altos niveles de empleo y sueldos competitivos.

SBVC no podría disfrutar de tan superior éxito sin una facultad altamente calificada, los esmerados servicios de soporte, y consejeros que trabajan infatigablemente para mantenerse al tanto de los cambios en el currículo. Yo debo, además, reconocer a aquellos que laboran diariamente detrás de las escenas: aquellos que se esmeran para que el colegio universitario esté limpio y que tenga bellos jardines; aquellos que manejan nuestro teatro, planetario, y la gallería de arte; aquellos que programan los salones y las clases; aquellos que mantienen nuestros computadores operando; y aquellos que se aseguran que los cheques de ayuda financiera estén listos. Este tipo de dependibilidad no necesita cambio, aún cuando a nuestros alrededores, programas, y servicios cambian para lo mejor.

Bienvenido a San Bernardino Valley College donde su futuro empieza aquí.

Doctora Debra S. Daniels
Presidenta

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