

**MACH 023A**  
**MACHINE SHOP III** 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** MACH 022A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 6 hours per week.  
Third semester intermediate machine shop with a machining background. Emphasis on safety, applied mathematics for tool manufacturing, surface grinding, milling and turning operations.  
*Associate Degree Applicable*  
*Course Credit transfers to CSU.*

**MACH 024A**  
**MACHINE SHOP IV** 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** MACH 023A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 6 hours per week.  
Fourth semester of advanced machine shop with a machining background. Emphasis on safety, special tool grinding, gear cutting, carbide usage and tool manufacturing.  
*Associate Degree Applicable*  
*Course Credit transfers to CSU.*

**MACH 060A**  
**TOOL AND DIE** 4 UNITS  
**PREREQUISITE:** MACH 120A.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
The study and design of advanced tools and dies, blanking processes, metal die cutting and forming processes and power presses for stamping and forming metal parts. Duties and standards apply to the National Metal Working Standards (NIMS).  
*Associate Degree Applicable*  
*Course Credit transfers to CSU.*

**MACH 061A**  
**JIG AND FIXTURE MAKING** 4 UNITS  
**PREREQUISITES:** MACH 021A and MACH 120A.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
The study of jig and fixtures applications for conventional and computerized numerical machining processes. Skills and standards apply to the National Metal Working Standards (NIMS).  
*Associate Degree Applicable*

**MACH 062X3**  
**INTRODUCTION TO MOLD MAKING** 3 UNITS  
**PREREQUISITE:** MACH 021A, assessment exam or equivalent skills verified through occupational experience.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 4 hours per week.  
Introduction to mold making and injection molding technology designed to give students a history and practical application of mold making for the industry. An overview of all mold making and basic procedures involving setup and operation of injection molding machines.  
*Associate Degree Applicable*

**MACH 070A**  
**COMPUTER NUMERICAL CONTROL MACHINING I** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Beginning Computer Numerical Control (CNC) programming covering programming concepts, cartesian coordinate systems, geometric principles and hands on programming.  
*Associate Degree Applicable*

**MACH 071A**  
**COMPUTER NUMERICAL CONTROL MACHINING II** 3 UNITS  
**PREREQUISITE:** MACH 070A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Intermediate computer numerical control (CNC) programming covering programming concepts, hands-on programming, computer assisted programming and down load programs to the mill and turning center.  
*Associate Degree Applicable*

**MACH 072B**  
**COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING I** 3 UNITS  
**PREREQUISITE:** MACH 071A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
The study and use of MasterCam software with emphasis on drawing 2-D solids construction and part design basics related to 2-D models part programming for mills, lathes, and Electric Discharge Machines (EDM) machining processes.  
*Associate Degree Applicable*

**MACH 073B**  
**COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING II** 3 UNITS  
**PREREQUISITE:** MACH 071A.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
The study and use of MasterCam's mill and solids software to generate tool path, program codes, tooling information, and part coordinate information.  
*Associate Degree Applicable*

**MACH 074A**  
**SET-UP AND OPERATION OF VARIOUS MACHINE CONTROLS** 3 UNITS  
**PREREQUISITES:** MACH 070A, MACH 071A, MACH072B and MACH 073B.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
The study of 2-D tool path, machine control programming, part fixture, tool applications and management of data required to operate various CNC machines and inspection equipment.  
*Associate Degree Applicable*

**MACH 090A**  
**ENGINEERING BLUEPRINT READING, GEOMETRIC DIMENSIONING AND TOLERANCING** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Blueprint interpretation with emphasis on terminology and concepts related to engineering drawing standards,

geometric dimensioning and tolerancing language ANSI Y14.5 and how these apply to the engineering blueprint inspection processes.

*Associate Degree Applicable*

**MACH 091A  
RIGGING SYSTEMS AND TECHNIQUES 3 UNITS**  
**PREREQUISITE: None.**

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

Rigging system fundamentals and their various applications in the manufacturing, construction, and transportation industry. Students will study rigging equipment, rigging processes, and how to operate rigging systems such as power hoists, sling and assemblies, and overhead crane operations.

*Associate Degree Applicable*

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

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

This course focuses on basic hydraulic and pneumatic systems. The student will study hydraulics, pneumatic power, basic circuits, symbols, schematic diagrams, and principles of power and flow processes.

*Associate Degree Applicable*

**MACH 093A  
FLUID POWER SYSTEMS II 2 UNITS**  
**PREREQUISITE: MACH 092A**

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

This course focuses on advanced hydraulic, advanced pneumatic and electro-fluid power systems. Fundamentals of fluid power controls including hydraulic and pneumatic directional control valves, electrical control of fluid power, cylinder application, air logic controls, electronic sensors, and vacuum systems.

*Associate Degree Applicable*

**MACH 094A  
FLUID PUMP SYSTEMS 2 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 2 hours per week.**

This course focuses on an introduction to single- and multiple-stage pump operations, pump performance analysis, and pump selection and maintenance.

*Associate Degree Applicable*

**MACH 095A  
PIPING SYSTEMS 1 UNIT**  
**PREREQUISITE: None.**

**LECTURE: 1 hour per week.**

This course focuses on an introduction to piping and piping installation, tubing, hoses, and valves.

*Associate Degree Applicable*

**MACH 096A  
CENTRAL LUBRICATION 1 UNIT**  
**LECTURE: 1 hour per week.**

**PREREQUISITE: None.**

This course focuses on an introduction to central lubrication operations, lubrication concepts, simple series/progressive lubrication, troubleshooting and maintenance.

*Associate Degree Applicable*

**MACH 097A  
MECHANICAL SYSTEMS 2 UNITS**  
**PREREQUISITE: None.**

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

This course focuses on the basic of mechanical drive systems that include mechanical fasteners, measuring instruments, motors, power transmission systems, as well as mechanical drive installation processes.

*Associate Degree Applicable*

**MACH 120A  
MACHINE SHOP THEORY 2 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 2 hours per week.**

The basic cutting concepts of machine tools are described and diagramed with cutting tool geometric and variations examined. New technologies in manufacturing are explored as well as discussion of specialty areas of training.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**MACH 129A  
MANUFACTURING PROCESSES 3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Manufacturing processes, tapping and threading terminology, machining speeds/feeds, basic heat treating, turning processes, tool selection for turning, milling and drilling, processing of plastics and basic machine design.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**MACH 198  
MACHINIST TECHNOLOGY WORK EXPERIENCE 1-4 UNITS**

**PREREQUISITE: None.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

## MANAGEMENT INFORMATION SYSTEMS

DIVISION: Business and Information Technology

DIVISION DEAN: Margaret Ortiz, M.A.

DEPARTMENT HEAD: Vernon Stauble, Ph.D.  
Business 200C  
(909) 384-8915

OTHER FACULTY: Daniel T. Angelo, M.H.R.O.D.  
Maha Al-Husseini, B.A.  
Mona Jackson, M.A.  
Barbara Saxon, B.S.I.S.  
Roger Powell, M.S.  
Mary Lou Vasquez, B.A.

DIVISION SECRETARY: Chris Williams

DIVISION OFFICE: Business 101  
(909) 384-8908

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

The Management Information Systems (MIS) Department provides a program of study for students who are preparing for employment in the field of computer

management in business.

The MIS Department offers a complete introduction to computers and software, specific training in selected software packages, and advanced courses dealing with networks, specialized programming techniques, and management of computer facilities.

**MANAGEMENT INFORMATION SYSTEMS  
ASSOCIATE OF ARTS DEGREE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
MIS 101 Introduction to Management Information Systems	3
MIS 176 Spreadsheets: Excel	2
MIS 179 Database Management: Access	2
OIS 180 Windows	2
or	
MIS 181A Windows 95	(2)
MIS 182 Internet	2
MIS 200 Business Programming I (Visual BASIC)	3
MIS 210 Systems Analysis and Design	3
MIS 215 Database Management Systems	3
MIS 250 Telecommunications and LAN Management	3
<b>TOTAL UNITS:</b>	<b>23</b>

**MANAGEMENT INFORMATION SYSTEMS  
CERTIFICATE**

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. The MIS Certificate offers a complete introduction to computers, specific training in selected software packages, advanced courses dealing with networks, and management of computer facilities.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
MIS 101 Introduction to Management Information Systems	3
MIS 176 Spreadsheets: Excel	2
MIS 179 Database Management: Access	2
OIS 180 Windows	2
or	
MIS 181A Windows 95	(2)
MIS 182 Internet	2
MIS 200 Business Programming I (Visual BASIC)	3
MIS 210 Systems Analysis and Design	3
MIS 215 Database Management Systems	3
MIS 250 Telecommunications and LAN Management	3
OIS 144 Business English	3
or	
ENGL 015 Preparation for College Writing	(4)
or	
ENGL 101 Freshman Composition	(4)
<b>Nine units from the list of RECOMMENDED COURSES:</b>	<b>9</b>
<b>TOTAL UNITS:</b>	<b>35-36</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
MIS 220 Information Systems in Organizations	3
MIS 225 Business Systems for Decision Making	3
MIS 265 Artificial Intelligence and Executive	

Information	3
MIS 222 Special Problems in Management Information Systems I	1
MIS 223 Special Problems in Management Information Systems II	2
OIS 173A Word Processing: Microsoft Word	4

**COURSES OFFERED BY THE DEPARTMENT OF  
MANAGEMENT INFORMATION SYSTEMS:**

**MIS 070  
INTRODUCTION TO DISK OPERATING SYSTEM  
(PC/MS DOS) 1.5 UNITS**

**PREREQUISITE: None.**

**LECTURE: 1.5 hours per week.**

The basics of DOS including the terms that describe PC hardware and software; the syntax of basic DOS commands; disk and file management; tree-structured directories; and batch processing. This course is also offered as OIS 070.

*Associate Degree Applicable*

**MIS 073  
MICROSOFT POWERPOINT FOR WINDOWS 95 1 UNIT**

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: Any MIS 181 course or OIS 180.**

**LECTURE: .5 hour per week and**

**LABORATORY: 1.5 hours per week.**

Orientation to Powerpoint, a presentation graphics program for the creation of effective and compelling presentations. Includes use of 35 mm slides, overheads, speaker's notes, audience handouts, outline pages, and on screen presentations. This course is also offered as OIS 073.

*Associate Degree Applicable*

**MIS 090  
NETWORKING FUNDAMENTALS, SEMESTER ONE  
(CISCO NETWORKING ACADEMY) 3 UNITS**

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORIES: MATH 952 and any MIS 181 course.**

**LECTURE: 2 hours per week and**

**LABORATORY: 3 hours per week.**

Designed to provide students with classroom and laboratory experience in the fundamentals of current and emerging networking technology. Topics covered include network topology, cabling, electrical considerations, the OSI model, Internet protocol addressing, bridges, switches, hubs, and routers. This is the first course in a four-course CCNA preparation sequence.

*Associate Degree Applicable*

**MIS 091**  
**NETWORKING FUNDAMENTALS BASIC ROUTING,**  
**SEMESTER TWO (CISCO NETWORKING ACADEMY)** 3 UNITS

**PREREQUISITE: MIS 090.**

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

This course is the second in a series of four semester courses designed to prepare the student to test for the Cisco Certified Network Associate (CCNA) certification. CCNA certification indicates a foundation in and apprentice knowledge of networking for the small home/office market. Topics covered include router fundamentals, router setup and configuration, network management, routing and routed protocols, and network troubleshooting.

*Associate Degree Applicable*

**MIS 092**  
**FUNDAMENTALS OF LANS, LOCAL AREA**  
**NETWORKS, SEMESTER THREE**  
**(CISCO NETWORKING ACADEMY)** 3 UNITS

**PREREQUISITE: MIS 091.**

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

The third semester of the Cisco Academy provides students with classroom and laboratory experience in configuring routers for various industry standard protocols. It includes, but is not limited to segmentation of LAN's using bridges, routers, and switches; and virtual LANs, Fast Ethernet, cut-through and store and forward LAN switching.

*Associate Degree Applicable*

**MIS 093**  
**FUNDAMENTALS OF WANS WIDE AREA NETWORKS,**  
**SEMESTER FOUR (CISCO NETWORKING ACADEMY)** 3 UNITS

**PREREQUISITE: MIS 092.**

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

The fourth semester of the Cisco Academy provides students with classroom and laboratory experience in designing, configuring, installing and implementing a Wide Area Network. It includes but is not limited to WAN topologies, interfaces, protocols, and frame encapsulation.

*Associate Degree Applicable*

**MIS 094**  
**ADVANCED ROUTERS, SEMESTER 5**  
**(CISCO NETWORKING ACADEMY)** 3 UNITS

**PREREQUISITE: MIS 093.**

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

Cisco Semester Five focuses on advanced routing and using Cisco routers connected to local-area networks (LANs) and wide-area networks (WANs) typically found at medium to large network sites where students will be able to select and implement the appropriate Cisco IOS services required to build a scalable routed network. This is a first in a series of four courses recommended for CCNP (Cisco Certified network Professional) certification.

*Associate Degree Applicable*

**MIS 095**  
**REMOTE ACCESS, SEMESTER 6**  
**(CISCO NETWORKING ACADEMY)** 3 UNITS

**PREREQUISITE: MIS 093.**

**LECTURE: 2 hours per week and**

**LABORATORY: 3 hours per week.**

Cisco Semester Six focuses on Remote Access to the network. This course will provide students with learning experiences in asynchronous dial-up, ISDN, DDR, X.25, Frame Relay, ODR, Wan backup, queuing, compression, NAT, and AAA. This is the second in a series of four courses recommended for CCNP (Cisco Certified network Professional) certification.

*Associate Degree Applicable*

**MIS 096**  
**LAN SWITCHING, SEMESTER SEVEN**  
**(CISCO NETWORKING ACADEMY)** 3 UNITS

**PREREQUISITE: MIS 093.**

**LECTURE: 2 hours per week and**

**LABORATORY: 3 hours per week.**

Cisco Semester Seven focuses on LAN Switching. The course will provide students with learning experiences in traditional campus networks, LAN media types, basic switch configurations, VLANs, Multilayer Switching, HSRP, Multicasting, and Restricting Network Access. This is the third in a series of four courses recommended for CCNP (Cisco Certified Network Professional) certification.

*Associate Degree Applicable*

**MIS 097**  
**NETWORK TROUBLESHOOTING, SEMESTER EIGHT**  
**(CISCO NETWORKING ACADEMY)** 3 UNITS

**PREREQUISITE: MIS 093.**

**LECTURE: 2 hours per week and**

**LABORATORY: 3 hours per week.**

Cisco Semester Eight focuses on Network Troubleshooting. The course will provide students with learning experiences in troubleshooting methodologies. It will include Protocol Overview, Management and Diagnostic Tools, Troubleshooting TCP/IPS, LAN Switches, VLANs, Routing and Switching Processes, Frame Relay, ISDNs, and AppleTalk. This is the fourth in a series of four courses recommended for CCNP (Cisco Certified Network Professional) certification.

*Associate Degree Applicable*

**MIS 101**  
**INTRODUCTION TO**  
**MANAGEMENT INFORMATION SYSTEMS** 3 UNITS

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: OIS 100.**

**LECTURE: 2 hours per week and**

**LABORATORY: 2 hours per week.**

An introduction to information systems concepts, hardware, Internet access and usage and general software applications in word processing, spreadsheets, database management, operating systems and desktop publishing.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

*CAN (California Articulation Number): BUS 6*

**MIS 102****ADVANCED MANAGEMENT INFORMATION SYSTEMS  
3 UNITS****PREREQUISITE: MIS 101.****DEPARTMENTAL ADVISORIES: Any MIS 181 course  
and OIS 100.****LECTURE: 2 hours per week and  
LABORATORY: 2 hours per week.**

Advanced management information systems expands upon the basic fundamentals of hardware computer concepts, theory and software applications, by creating word processing, spreadsheet, database, and presentation graphics documents introduced in Introduction to Management Information Systems.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**MIS 140****INTEGRATED SOFTWARE: MICROSOFT WORKS  
2 UNITS****PREREQUISITE: None.****DEPARTMENTAL ADVISORY: OIS 100.****LECTURE: 1.5 hours per week and  
LABORATORY: 1.5 hours per week.**

A review of Microsoft Works with a focus on the integration of the three elements of this software: word processor, spreadsheet, and database.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**MIS 171****ADVANCED PC/MS DOS 1.5 UNITS****PREREQUISITE: MIS 070 or OIS 070.****LECTURE: 1.5 hours per week.**

Advanced commands in Disk Operating Systems includes methods for redirecting input and output and sorting; learning the DOS shell; use of the editor; how to create batch files; and hard disk backup procedures.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**MIS 176****SPREADSHEETS: EXCEL 2 UNITS****PREREQUISITE: None.****DEPARTMENTAL ADVISORY: OIS 180.****LECTURE: 1.5 hours per week and  
LABORATORY: 1.5 hours per week.**

The production of documents with EXCEL, which integrates spreadsheets analysis, information management, and graphics. Includes the design and use of worksheets; how to enter labels, numbers, formulas, and graphs; the use of macros, importing files from other software, and spell checking the spreadsheet. This course is also offered as OIS 176.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**MIS 178****ADVANCED DATABASE 1.5 UNITS****PREREQUISITE: MIS 177 or OIS 177.****LECTURE: 1.5 hours per week.**

Advanced database programming including menu-driven programs, procedures files, update and inquiry programs, and compiled database programs. The software package (DBase III Plus, Paradox, or DBase IV) varies depending on current business trends.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**MIS 179****DATABASE MANAGEMENT: ACCESS 2 UNITS****PREREQUISITE: None.****DEPARTMENTAL ADVISORY: OIS 180.****LECTURE: 1.5 hours per week and  
LABORATORY: 1.5 hours per week.**

Development and maintenance of a database. Provides a working knowledge of storing, retrieving, indexing and printing. Includes object based tools such as: buttons, dialogue boxes, macros, reports, queries, tables and forms. Emphasis on developing a practical ability to use a database in a Windows environment with full graphical user interface functionality. This course is also offered as OIS 179.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**MIS 181****INTRODUCTION TO WINDOWS 98 2 UNITS****PREREQUISITE: None.****LECTURE: 1.5 hours per week and  
LABORATORY: 1.5 hours per week.**

Course will provide the necessary background to understand the graphical user interface of the most widely used operating system. An introduction to the computer operating system that simplifies the process of working with documents and applications, transferring data between documents, and organizing the manner in which one interacts with a computer.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**MIS 182****INTERNET 2 UNITS****PREREQUISITE: None.****DEPARTMENTAL ADVISORY: OIS 180.****LECTURE: 1.5 hours per week and  
LABORATORY: 1.5 hours per week.**

Basics of the Internet using the World Wide Web, Mosaic and Netscape Navigator. Internet and the Information Superhighway provide electronic access to products, services and resources available throughout the United States and the world.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**MIS 183****ADVANCED SPREADSHEETS: EXCEL 2 UNITS****PREREQUISITE: MIS 176 or OIS 176.****DEPARTMENTAL ADVISORY: Any MIS 181 course.****LECTURE: 1.50 hours per week and  
LABORATORY: 1.50 hours per week.**

This course provides the essential information needed to develop, design and implement advanced worksheets. This course will cover the integration of Excel with other Windows based applications. Students will create data tables, data maps and scenario management used to solve complex business problems. This course is also offered as OIS 183.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**MIS 198**  
**MANAGEMENT INFORMATION SYSTEMS**  
**WORK EXPERIENCE** 1-4 UNITS  
**PREREQUISITE:** *None.*  
Supervised occupational work experience related to students' major (MIS) resulting in an increase in both career awareness and job skill level. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MIS 200**  
**BUSINESS PROGRAMMING I (VISUAL BASIC)** 3 UNITS  
**PREREQUISITE:** *None.*  
**DEPARTMENTAL ADVISORY:** *MIS 101.*  
**LECTURE:** *2 hours per week and*  
**LABORATORY:** *3 hours per week.*  
Introduction of fundamental computer concepts in the BASIC language, which allows students to create limited computer programs for business applications. Emphasis on the syntax of computer language.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**MIS 201**  
**ADVANCED BUSINESS PROGRAMMING** 3 UNITS  
**PREREQUISITE:** *MIS 200.*  
**LECTURE:** *2 hours per week and*  
**LABORATORY:** *3 hours per week.*  
A continuation of MIS 200, which covers the creation of interactive programs in BASIC language. Emphasis on developing user friendly screens and codes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MIS 210**  
**SYSTEMS ANALYSIS AND DESIGN** 3 UNITS  
**PREREQUISITE:** *None.*  
**DEPARTMENTAL ADVISORY:** *MIS 101.*  
**LECTURE:** *3 hours per week.*  
Introduction to structured design techniques for the development and implementation of business applications including an analysis of current systems, interviewing, flow charting, data flows, and system specifications used in the design of a new system.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MIS 215**  
**DATABASE MANAGEMENT SYSTEMS** 3 UNITS  
**PREREQUISITE:** *None.*  
**DEPARTMENTAL ADVISORY:** *MIS 101.*  
**LECTURE:** *3 hours per week.*  
An introduction to the components of relational database management including data definition language, data manipulation language, screen generation, the use of report writers, and Structured Query Language (SQL).  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MIS 220**  
**INFORMATION SYSTEMS IN ORGANIZATIONS** 3 UNITS  
**PREREQUISITE:** *None.*  
**DEPARTMENTAL ADVISORY:** *MIS 101.*  
**LECTURE:** *3 hours per week.*  
The impact of management information systems in organizations on professional practices and methodologies including systems theory, decision theory, and information systems planning and development.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MIS 222**  
**SPECIAL PROBLEMS IN MANAGEMENT**  
**INFORMATION SYSTEMS I** 1 UNIT  
**PREREQUISITE:** *MIS 200.*  
**INDEPENDENT STUDY:** *3 hours per week.*  
Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of management information systems on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MIS 223**  
**SPECIAL PROBLEMS IN MANAGEMENT**  
**INFORMATION SYSTEMS II** 2 UNITS  
**PREREQUISITE:** *MIS 200.*  
**INDEPENDENT STUDY:** *6 hours per week.*  
Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of management information systems on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MIS 225**  
**BUSINESS SYSTEMS FOR DECISION MAKING** 3 UNITS  
**PREREQUISITE:** *None.*  
**DEPARTMENTAL ADVISORY:** *MIS 101.*  
**LECTURE:** *3 hours per week.*  
The role of computers in decision-making for managers at the operational, tactical and strategic levels of an organization including the strategy, framework, design, implementation and evaluation of decision-support systems.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**MIS 250**  
**TELECOMMUNICATIONS AND LAN MANAGEMENT** 3 UNITS  
**PREREQUISITE:** *None.*  
**DEPARTMENTAL ADVISORY:** *MIS 101.*  
**LECTURE:** *3 hours per week.*  
An introduction to the telecommunications field for the business major. Topics include: evaluation, planning and design of local area networks, telecommunication components, data communications, distributed processing, interactive systems, telecommunications management and security.

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

**MIS 265**  
**ARTIFICIAL INTELLIGENCE AND EXECUTIVE**  
**INFORMATION SYSTEMS** **3 UNITS**

**PREREQUISITE:** *None.*

**DEPARTMENTAL ADVISORY:** *MIS 215.*

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

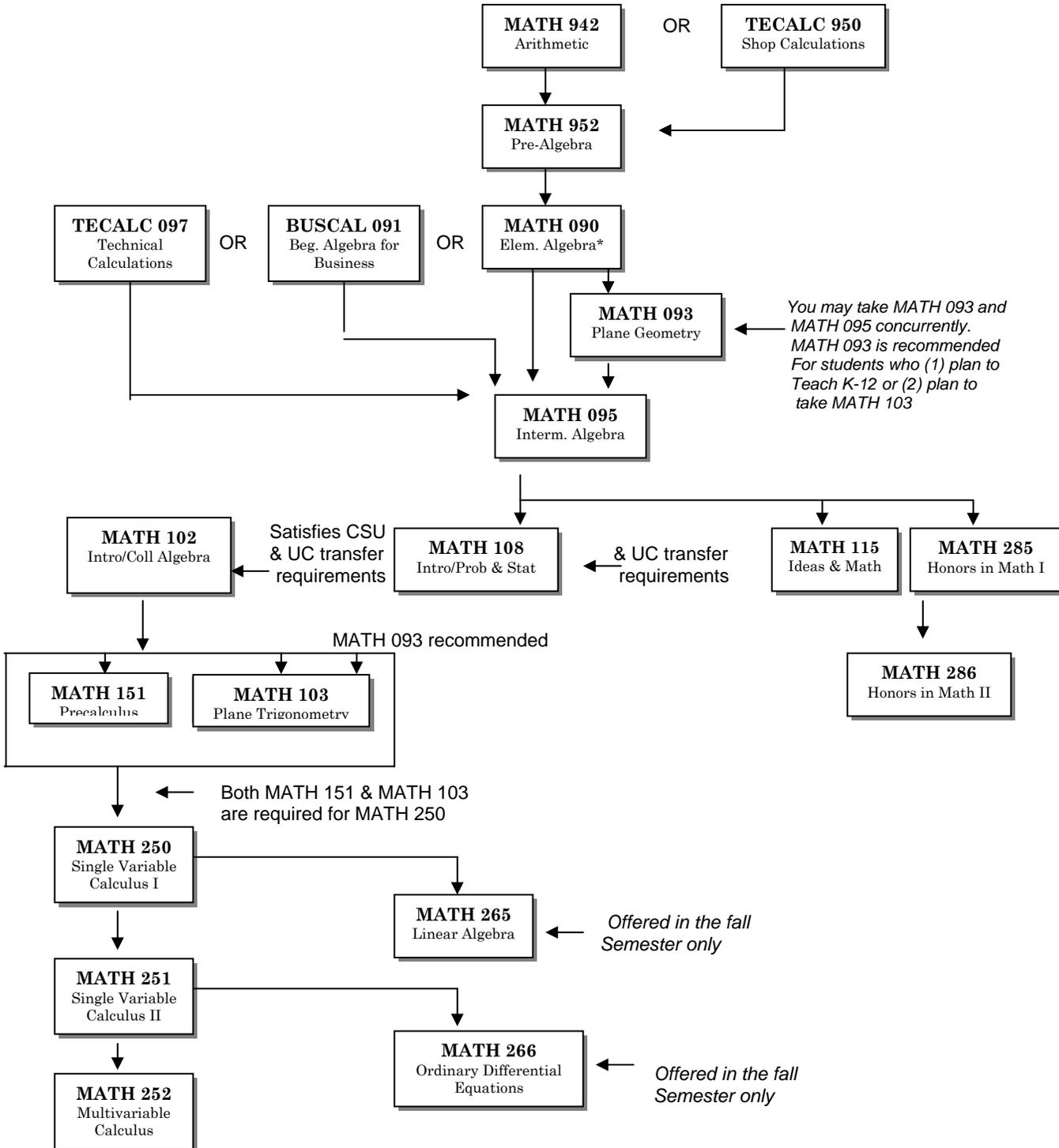
An introduction to the concepts and techniques of Artificial Intelligence Systems (AIS) and Expert and Executive Information Systems (EIS). Includes hands-on experience in using Executive Information Systems and Expert Systems within a business setting.

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



## Sequence of Mathematics Courses at SBVC

You may follow this sequence of courses to develop proficiency in mathematics  
or  
You may be eligible to begin this sequence with MATH 952, MATH 090, MATH 095,  
Or higher depending on results of the SBVC assessment process.  
(Contact a counselor for details and assessment dates.)



*\*The Associate Degree proficiency requirement in mathematics can also be satisfied by successful completion of Business Calculations 091 and Technical Calculations 097.*

## MATHEMATICS

DIVISION: Science and Math  
 DIVISION DEAN: W. William Hughes, Ph.D.  
 DEPARTMENT HEAD: Haragewen Kinde, M.A.  
 Physical Science 248  
 (909) 384-8265  
 DEPARTMENT SECRETARY: Sylvia McDaniel  
 Physical Science 230  
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 OTHER FACULTY: Diana Avila, Ph.D.  
 Kristen Dillard, M.A.  
 Yvonne Ellis, M.S.  
 Lori Ann Giannini, M.S.  
 Ann Gibbons, M.A.  
 Keith Lee, M.S.  
 Michael Mayne, M.S.  
 Zadock Reid, Ph.D.  
 Scott Rippy, M.A.  
 Teri Strong, M.A.  
 Rita Sturgeon, M.A.  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Diana Rodriguez, M.A.  
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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 <b>RECOMMENDED COURSES</b>	3
<b>TOTAL UNITS:</b>	<b>20</b>
<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
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 090**  
**ELEMENTARY ALGEBRA** **4 UNITS**  
**PREREQUISITE: MATH 952, MATH 952D or eligibility for MATH 090 as determined through the SBVC assessment process.**

**LECTURE: 4 hours per week.**

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

*Associate Degree Applicable*

**MATH 093**  
**PLANE GEOMETRY** **3 UNITS**  
**PREREQUISITE: MATH 090 or eligibility for MATH 095 as determined through the SBVC assessment process.**

**LECTURE: 3 hours per week.**

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

*Associate Degree Applicable*

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

**DEPARTMENTAL ADVISORY: MATH 093, taken concurrently.**

**LECTURE: 4 hours per week.**

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

*Associate Degree Applicable*

**MATH 102**  
**INTRODUCTION TO COLLEGE ALGEBRA** **4 UNITS**  
**PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the SBVC assessment process.**

**LECTURE: 4 hours per week.**

Designed for students with a strong foundation in algebra. This course includes the study of absolute value equations and inequalities, quadratic and rational inequalities, in-depth work with rational exponents, radicals and quadratic equations, introduction to functions and their inverses, exponential functions and their graphs, logarithmic functions and their graphs and their algebraic properties, and introduction to sequences, series and the binomial expansion.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

**MATH 103**  
**PLANE TRIGONOMETRY** **4 UNITS**  
**PREREQUISITE: MATH 102 or eligibility for MATH 103 as determined through the SBVC assessment process.**  
**DEPARTMENTAL ADVISORY: MATH 093.**  
**LECTURE: 4 hours per week.**  
The study of trigonometry including trigonometric functions, identities, trigonometric equations, periodicity, graphs of the trigonometric functions, inverse functions, and solution of triangles.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*CAN (California Articulation Number): MATH 8*

**MATH 108**  
**INTRODUCTION TO PROBABILITY AND STATISTICS** **4 UNITS**  
**PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the SBVC assessment process.**  
**LECTURE: 4 hours per week.**  
An introduction to probability, descriptive and inferential statistics with application to the natural sciences, business, economics, and behavioral sciences.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): STA T2*

**MATH 115**  
**IDEAS OF MATHEMATICS** **3 UNITS**  
**PREREQUISITE: MATH 095 or eligibility for MATH 102 as determined through the SBVC assessment process.**  
**LECTURE: 3 hours per week.**  
Designed for liberal arts majors. This transfer-level course includes sets, propositional logic, inductive reasoning and applications such as mathematical patterns, counting methods, finite probability spaces and an introduction to statistics.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 2*

**MATH 151**  
**PRECALCULUS** **4 UNITS**  
**PREREQUISITE: MATH 102 or eligibility for MATH 151 as determined through the SBVC assessment process.**  
**LECTURE: 4 hours per week.**  
This course provides foundational skills to facilitate success in calculus. Includes inequalities, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, conics, sequences and series, mathematical induction and the binomial theorem and systems of equations and inequalities.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 16*

**MATH 222**  
**SPECIAL PROBLEMS IN MATHEMATICS I** **1 UNIT**  
**PREREQUISITE: None.**  
**INDEPENDENT STUDY: 3 hours per week.**  
Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of mathematics on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration,

a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**MATH 223**  
**SPECIAL PROBLEMS IN MATHEMATICS II** **2 UNITS**  
**PREREQUISITE: None.**  
**INDEPENDENT STUDY: 6 hours per week.**  
Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of mathematics on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**MATH 250**  
**SINGLE VARIABLE CALCULUS I** **4 UNITS**  
**PREREQUISITES: MATH 103 and MATH 151.**  
**LECTURE: 4 hours per week.**  
A first course in calculus including limits, continuity, derivatives of algebraic and trigonometric functions, applications of derivatives, anti-derivatives, definite integrals and their applications.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 18*

**MATH 251**  
**SINGLE VARIABLE CALCULUS II** **4 UNITS**  
**PREREQUISITE: MATH 250.**  
**LECTURE: 4 hours per week.**  
A second course in calculus including applications of definite integrals, differentiation and integration of transcendental functions, techniques of integration, L'Hopital's rule and improper integrals, infinite sequences and series, power series.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 20*

**MATH 252**  
**MULTIVARIABLE CALCULUS** **5 UNITS**  
**PREREQUISITE: MATH 251.**  
**LECTURE: 5 hours per week.**  
A third course in calculus including vectors, lines and simple surfaces in 3-dimensional space, some linear algebra topics, vector-valued functions, partial derivatives, multiple integrals, line integrals and Green's theorem, surface integrals and the theorems of Gauss and Stokes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 22*

**MATH 265**  
**LINEAR ALGEBRA** **3 UNITS**  
**PREREQUISITE: MATH 250.**  
**LECTURE: 3 hours per week.**  
An introduction to linear algebra that compliments advanced courses in calculus. Topics include systems of linear equations, matrix operations, determinants, vectors and vector spaces. Eigenvalues and eigenvectors and linear transformations.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): MATH 26*

**MATH 266**  
**ORDINARY DIFFERENTIAL EQUATIONS** 3 UNITS  
**PREREQUISITE:** MATH 251.  
**DEPARTMENTAL ADVISORY:** MATH 252, taken concurrently.  
**LECTURE:** 3 hours per week.

An introduction to differential equations that compliments advanced courses in calculus. Topics include first-order differential equations and applications, linear differential equations and some applications of second order differential equations, linear systems, an introduction to series solutions and the Laplace Transform.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): MATH 24*

**MATH 285**  
**HONORS IN MATHEMATICS I** 3 UNITS  
**PREREQUISITE:** MATH 095 or MATH 102.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.

An introduction to algebraic concepts and functional properties necessary for understanding limits and the application of those limits to their derivative functions in calculus.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MATH 286**  
**HONORS IN MATHEMATICS II** 3 UNITS  
**PREREQUISITE:** MATH 285.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 2 hours per week.

Further study and application of the derivative function in calculus, exponential and logarithmic functions and their applications, properties and applications of the integral, and simple differential equations, their solutions and application to mathematics models in nature.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MATH 942**  
**ARITHMETIC** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

A basic skills course in arithmetic including the fundamental operations of whole numbers, fractions, decimals, ratios, proportions, and percents.

*Not applicable to the Associate Degree*

**MATH 942A**  
**VOCATIONAL ARITHMETIC: WHOLE NUMBERS** 1 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

This is the first of a basic skills sequence emphasizing arithmetic. The skills to be learned include addition, subtraction, multiplication and division of whole numbers as they apply to vocational fields.

*Not applicable to the Associate Degree*

**MATH 942B**  
**VOCATIONAL ARITHMETIC: FRACTIONS AND DECIMALS** 1 UNIT  
**PREREQUISITE:** None.

**LECTURE:** 1 hour per week.

This is the second of a basic skills sequence emphasizing arithmetic. The skills to be learned include addition, subtraction, multiplication and division of fractions and decimals as they apply to vocational fields.

*Not applicable to the Associate Degree*

**MATH 942C**  
**VOCATIONAL ARITHMETIC: RATIO, PROPORTIONS AND PERCENTS** 1 UNIT  
**PREREQUISITE:** None.  
**LECTURE:** 1 hour per week.

This is the third of a basic skills sequence emphasizing arithmetic. The skills to be learned include the use of ratios, proportions and percents as they apply to vocational fields.

*Not applicable to the Associate Degree*

**MATH 952**  
**PREALGEBRA** 4 UNITS  
**PREREQUISITE:** MATH 942.  
**LECTURE:** 4 hours per week.

A basic skills course designed to bridge students between arithmetic and algebra with an emphasis on speaking, listening, reading, and writing in communicable mathematics terminology. Topics include constants and variables; simple word problems; linear equations; exponential notation; and appropriate operational rules for rational numbers, whole numbers, and integers.

*Not applicable to the Associate Degree*

**MATH 952A**  
**PREALGEBRA (INTEGERS)** 1 UNIT  
**PREREQUISITE:** MATH 942 or MATH 942 A, B, C or eligibility as determined through the SBVC assessment process  
**LECTURE:** 1 hour per week.

Math 952A is a self-paced, computer-assisted program of operations using positive and negative #'s. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. In addition, supplemental materials may be used for further explanation and/or to help the student complete assignments at the level of the computer generated assignments that are typical for this type of course. The skills to be learned include addition, subtraction, multiplication and division of integers; introduction of variables; simplifications of algebraic expressions; addition, subtraction and multiplication of polynomials.

*Not Applicable to Associate Degree*

**MATH 952B**  
**PREALGEBRA (FRACTIONS)** 1 UNIT  
**PREREQUISITE:** MATH 952A or eligibility as determined through the SBVC assessment process.  
**LECTURE:** 1 hour per week.

Math 952B is a self-paced, computer-assisted program of operations using fractions. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. In addition, supplementary materials may be used for further explanation and/or to help the student complete assignments at the level of the computer generated assignments that are typical for this type of course. The

skills to be learned include addition, subtraction, multiplication, division and the Basic Property of Fractions.  
*Not Applicable to Associate Degree*

**MATH 952C  
PREALGEBRA (LINEAR EQUATIONS IN 1 VARIABLE) 1 UNIT**

**PREREQUISITE: MATH 952B or eligibility as determined through the SBVC assessment process.**

**LECTURE: 1 hour per week.**

Math 952C is a self-paced, computer-assisted program of linear equations in 1 variable. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. In addition, supplemental materials may be used for further explanation and/or to help the student complete assignments at the level of the computer generated assignments that are typical for this type of course. The skills to be learned include the use of the properties of equality.

*Not Applicable to Associate Degree*

**MATH 952D  
PREALGEBRA (DECIMAL AND PERCENT) 1 UNIT**

**PREREQUISITE: MATH 952C or eligibility as determined through the SBVC assessment process.**

**LECTURE: 1 hour per week.**

Math 952D is a self-paced, computer-assisted program of decimals and percents. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. In addition, supplementary materials may be used for further explanation and/or to help the student complete assignments at the level of the computer generated assignments that are typical for this type of course. The skills to be learned include addition, subtraction, multiplication and division of decimals; conversion of decimals to percent and the ability to solve linear equations in 1 variable containing decimals.

*Not Applicable to Associate Degree*

**MATHEMATICS APPLIED**

See the Department of BUSINESS CALCULATIONS or Technical Calculations courses within the Department of ELECTRICITY/ELECTRONICS

**MICROBIOLOGY**

See courses within the BIOLOGY DEPARTMENT

**MODERN LANGUAGES**

FOR COURSES IN MODERN LANGUAGES, SEE:  
AMERICAN SIGN LANGUAGE, FRENCH,  
AND SPANISH

**MUSIC**

DIVISION: Humanities  
DIVISION DEAN: Sherrie Guerrero, Ed.D.  
DEPARTMENT HEAD: Leticia Hector, M.A.  
Liberal Arts 239  
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DIVISION SECRETARIES: Kelly Adcock  
North Hall 240  
(909) 384-8906  
LIAISON COUNSELOR: Richard Long, M.A.  
(909) 384-8972

Music is one of the most rewarding of all human endeavors, and the faculty and students in the Department of Music share a deep love for their art and a common

desire to achieve excellence in it. The curriculum provides basic preparation for careers in music or further study, and is designed to provide a balanced education in the many facets of musical experience. It is the goal of the Music Department to help students develop their musical and intellectual potential to the highest possible level.

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

**MUSIC  
ASSOCIATE OF ARTS DEGREE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
MUS 101 Music Theory I: Fundamentals	3
MUS 102 Music Theory II: Harmony	3
MUS 103 Musicianship	3
MUS 121 Appreciation of Music Literature I	3
MUS 122 Appreciation of Music Literature II	3
MUS 130 Elementary Voice	3
MUS 133 Beginning Piano	3
Two semester units from the following performance courses: MUS 150x4, 152x4, 154x4, 156x4, 158x4, 160x2, 164x2, 170x4, 171x4, 172x4, 174x4, 176x4, 178x4	2
<b>TOTAL UNITS:</b>	<b>23</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
MUS 104 History of Rock and Roll	3
MUS 105 American Popular Music	3
MUS 107 Music of the World	3
MUS 117x4 Guitar Instruction	1
MUS 123 Beginning MIDI Workstation	3
MUS 131 Intermediate Voice	3
MUS 134 Intermediate Piano	3
MUS 141x4 Applied Music	2
MUS 285 Honors in Music	3

**MUSIC CERTIFICATE**

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

**ELECTRONIC MUSIC**

This music certificate program is designed for the music student who desires a concentrated course of study in the field of computer (electronic) music. The courses are organized to emphasize the structural and artistic dimension of music in addition to the practical applications of MIDI (musical instrument digital interface). Participants must successfully complete a minimum of 33 units with a grade of C or better in each course.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
BUSAD 105 Small Business Management	3
CSYS 101 Computer Literacy	3*
CSYS 104 Using Macintosh	2*
MUS 101 Music Theory I: Fundamentals	3
MUS 102 Music Theory II: Harmony	3
Two of the following:	
MUS 104 History of Rock and Roll	(3)
MUS 105 American Popular Music	(3)
MUS 107 Music of the World	(3)

MUS 123	Beginning MIDI Workstation	3
MUS 124	MIDI Workstation: Songs and Styles	3
MUS 125	MIDI Workstation: TV and Film	3
MUS 127x4	MIDI Workstation: Practicum Laboratory	1
MUS 136	Introduction to Jazz Rock Piano	3*
<b>TOTAL UNITS:</b>		<b>33</b>

**RECOMMENDED COURSES: UNITS**

MUS 126	History and Appreciation of Electronic Music	3
MUS 127x4	MIDI Workstation: Practicum Laboratory	1

\* CSYS 101, 104, and MUS 136 may be waived if proficiency can be demonstrated to the department head.

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

**MUS 100  
INTRODUCTION TO MUSIC 3 UNITS  
PREREQUISITE: None.  
LECTURE: 3 hours per week.**

This course introduces students to music and methods of music listening. Included in this course will be guidelines for music selection, cross-cultural studies in music, a discussion of patrons and audiences, consideration of the roles of women in creating music, and a history of popular music.

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

**MUS 101  
MUSIC THEORY I: FUNDAMENTALS 3 UNITS  
PREREQUISITE: None.  
LECTURE: 3 hours per week.**

This course is designed to teach music terminology, rhythm, pitch, notation, meter, key signatures, scales, chords, and keyboard geography. Included in this course will be a study of the role that music plays in society, it's aesthetic impact, and some of the music of important composers in the development of music including J. S. Bach, Mozart, Beethoven, Brahms, Wagner, and Copland.

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

**MUS 102  
MUSIC THEORY II: HARMONY 3 UNITS  
PREREQUISITE: MUS 101.  
LECTURE: 2 hours per week and  
LABORATORY: 2 hours per week.**

This course is designed to teach analytical and compositional techniques through a progressive study of the following: counterpoint, harmony, modulation, voice leading, harmonic and formal analysis, and 20th century atonality. This course will examine key works by important composers in the development of music such as J. S. Bach, Beethoven, Debussy, Schoenberg and Stravinsky and the impact these pieces have made in our society and its aesthetic development.

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

**MUS 103  
MUSICIANSHIP 2 UNITS  
PREREQUISITE: MUS 101.  
LECTURE: 1 hour per week and  
LABORATORY: 2 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. The course further explores how the musician interprets these symbols.

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

**MUS 104  
HISTORY OF ROCK AND ROLL 3 UNITS  
PREREQUISITE: None.  
LECTURE: 3 hours per week.**

A chronological survey of rock music styles including origins, development, effects on today's society, and major artists.

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

**MUS 105  
AMERICAN POPULAR MUSIC 3 UNITS  
PREREQUISITE: None.  
LECTURE: 3 hours per week.**

This course traces the social history of America through its music by comparing the works of outstanding musicians and examining them in detail to demonstrate similarities and differences among the various styles.

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

**MUS 106  
HISTORY OF JAZZ 3 UNITS  
PREREQUISITE: None.  
LECTURE: 3 hours per week.**

Provides the student with a chronological survey of jazz music styles, including origins, development, effects on today's society, and major artists and styles. Concepts such as musical structure and form are explored.

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

**MUS 107  
MUSIC OF THE WORLD 3 UNITS  
PREREQUISITE: None.  
LECTURE: 3 hours per week.**

A survey of the traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Saharan Africa. Live and filmed performances introduce students to the instrumental and vocal techniques, musical structures and performance contexts within selected cultures of these areas. Includes the impact of western influences.

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

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

A progressive study of the guitar beginning with stringing, tuning and fingering, and continuing with the development of playing techniques, notation, reading guitar music, playing melodies, chord construction, and accompaniment. Students must provide their own

instruments. This course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**MUS 121**  
**APPRECIATION OF MUSIC LITERATURE I** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course is designed to teach skills for music listening and will present an overview of music's historical development through lecture and multi-media examples. This course will focus on the stylistic periods of music from the Middle Ages through Classicism and the major composers, their relationship to a multicultural society and their involvement in the political and artistic movements of their times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 122**  
**APPRECIATION OF MUSIC LITERATURE II** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course is designed to teach skills for music listening and provide an overview of music's historical development through lecture and multi-media examples. The focus of this course will be major composers and stylistic periods of music from Classicism to the present and composers relationships to a multicultural society.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 123**  
**BEGINNING MIDI WORKSTATION** 3 UNITS  
**PREREQUISITE: None.**

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

An introduction to MIDI and its applications, the use of computers, MIDI interface, synthesizers, drum machine and tape recorder in developing musical projects. This course will emphasize developing competency in music sequencing and the use of graphics software.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**MUS 124**  
**MIDI-WORKSTATION: SONGS AND STYLES** 3 UNITS  
**PREREQUISITE: MUS 123.**

**DEPARTMENTAL ADVISORY: Concurrent enrollment in MUS 127.**

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

Practical experience in MIDI (Musical Instrument Digital Interface) and its applications, with an emphasis on song writing and constructing stylistic demonstrations similar to those used in the music and film industries. Competencies in music sequencing and the use of graphics software will be developed.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**MUS 125**  
**MIDI WORKSTATION: TV AND FILM** 3 UNITS  
**PREREQUISITE: MUS 123.**

**DEPARTMENTAL ADVISORY: Concurrent enrollment in MUS 127.**

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

Advanced practical experience in MIDI and its applications. Emphasis will be placed on advanced projects in musical composition and film scoring. Students will use computers, synthesizers, samplers, audio and video equipment.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**MUS 126**  
**HISTORY AND APPRECIATION OF ELECTRONIC**  
**MUSIC** 3 UNITS  
**PREREQUISITE: None.**

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

This course is an exploration of the theory and techniques of electronic/computer composition. Topics will include electronics and acoustics, knowledge of synthesizer modules, computer programs, and recording techniques. Weekly compositional and technical projects will be realized in the electronic/computer music studio.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**MUS 127x4**  
**MIDI WORKSTATION: PRACTICUM LABORATORY** 1 UNIT  
**PREREQUISITE: MUS 123.**

**LABORATORY: 3 hours per week.**

Practical experience in MIDI and its applications. Workstation format will provide the basis for MIDI instruction, benefiting both the beginner and experienced user. Subsequent enrollment will provide the student an opportunity for developing additional skill and competency in the subject matter. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**MUS 130**  
**ELEMENTARY VOICE** 3 UNITS  
**PREREQUISITE: None.**

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

An introduction and progressive study of vocal techniques including muscular aspects, sound producing properties of the vocal mechanism with emphasis on singing and vocal projection used in a speech and drama and standard vocal literature.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 131**  
**INTERMEDIATE VOICE** 3 UNITS  
**PREREQUISITE: MUS 130.**

**DEPARTMENTAL ADVISORY: Concurrent enrollment in MUS 141.**

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

This course is designed for the singer who has had formal vocal training and wishes to pursue additional training for a career in the vocal arts. Emphasis is on vocal technique, voice quality, expression, style, interpretation, stage presence, and multi-language diction.

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 133**  
**BEGINNING PIANO** 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 101.

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

This course teaches practical keyboard facility, sight reading, elementary improvisation and harmonization of folk melodies, and leads to the performance of simple piano selections. This course will be useful for those desiring to learn to play the piano, organ, or electronic keyboards.

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 134**  
**INTERMEDIATE PIANO** 3 UNITS  
**PREREQUISITE:** MUS 133.  
**DEPARTMENTAL ADVISORY:** MUS 102.

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

This course focuses on the improvement of keyboard facility and sight reading abilities, advances improvisation and harmonization skills, and directs the performance of complex piano selections. This course will be useful for those desiring to strengthen current keyboard skills.

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 136**  
**INTRODUCTION TO JAZZ ROCK PIANO** 3 UNITS  
**PREREQUISITE:** MUS 133.

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

An introduction to the contemporary styles of piano performance with an emphasis on jazz, rock, Latin and pop. Includes contemporary theory, ear training and improvisation skills.

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 141x4**  
**APPLIED MUSIC** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.

Applied music study in piano, voice and orchestral instruments with an approved off-campus instructor. Students are required to have 16 one-hour lessons during the semester, and are responsible for the cost of private instruction. At the end of the semester, each student will perform before the music faculty to determine semester grade. This course may be taken four times. **AT LEAST THREE YEARS OF PREVIOUS STUDY ON INSTRUMENT OR VOICE IS REQUIRED.**

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 150x4**  
**MIXED CHORUS** 1 UNIT  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Concurrent enrollment in MUS 101 or MUS 130.  
**LABORATORY:** 3 hours per week.

Foundational techniques in such aspects of choral music as breathing, posture, tone production, enunciation and musicianship, especially recommended for education and liberal arts majors who desire vocal training. Includes choral music from a variety of stylistic periods including classical, spiritual, folk and musical theatre. This course may be taken four times.

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 152x4**  
**CHAMBER SINGERS** 2 UNITS  
**PREREQUISITES:** None.  
**LABORATORY:** 6 hours per week.

Study and performance of a wide variety of outstanding music literature from all periods suitable to a chamber group including classical genres and contemporary art music as well as musical theater and opera excerpts. This course may be taken four times. **PREVIOUS CHORAL EXPERIENCE AND/OR ABILITY TO READ MUSIC IS REQUIRED.**

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 154x4**  
**COLLEGE SINGERS** 2 UNITS  
**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** Choral experience and/or MUS 101 or MUS 130 or equivalent.  
**LABORATORY:** 6 hours per week.

Rehearsal and performance of college level choral literature from various style periods. The performance schedule includes both on and off campus concerts throughout the semester. This course may be taken four times.

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 156x4**  
**CONCERT CHOIR** 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** Choral experience or MUS 101.  
**LABORATORY:** 6 hours per week.

Progressive study and performance of outstanding representative choral works from all periods of music history. This course may be taken four times.

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 158x4**  
**GOSPEL CHOIR** 1 UNIT  
**PREREQUISITE:** None.  
**LABORATORY:** 3 hours per week.

For students interested in the performance of a unique genre of African-American music; emphasis is on the evolutionary aspects of gospel as reflected in the growth of American civilization. This course may be taken four times.

Associate Degree Applicable  
Course credit transfers to CSU and UC.

**MUS 160x2**

**INTRODUCTION TO WOODWIND BRASS AND  
PERCUSSION ENSEMBLE 2 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4 hours per week.**

Study, rehearsal, and performance of standard literature for chamber ensembles. Composition of the ensemble depends on students' interests and abilities. This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 162x2  
INTRODUCTION TO STRING ENSEMBLE 2 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4 hours per week.**

Study of music literature for the performing string ensemble (violin, viola, violoncello, contra bass), with an emphasis on appreciation, improvement of playing technique, performance styles, and performance of chamber and orchestral works for this type of ensemble.

**TWO YEARS EXPERIENCE PLAYING A STRINGED INSTRUMENT (VIOLIN, VIOLA, CELLO, BASS) IS REQUIRED.**

This course may be taken two times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 168x4  
JAZZ ENSEMBLE 2 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4 hours per week.**

This course provides an opportunity to learn the techniques and repertoire of current commercial bands. It will assist players in sight reading, improvisation, and contemporary music theory as relates to jazz/rock/Latin and ethnic styles of music. **BAND EXPERIENCE OR THE ABILITY TO PERFORM MUSIC OF MODERATE DIFFICULTY ON STANDARD BAND INSTRUMENTS IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 170x4  
COLLEGE BAND 2 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4 hours per week.**

Study, rehearsal and performance of current and historical scores in the style of the Sousa Band. Performances are required. Designed for non-music majors and community players. **BAND EXPERIENCE OR ABILITY TO PERFORM MUSIC OF MODERATE DIFFICULTY ON STANDARD BAND INSTRUMENTS IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 171x4  
STAGE BAND: KICKS BIG BAND 2 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4 hours per week.**

Study, rehearsal and performance of commercial dance band music, emphasizing the styles of the 1930s and 1940s. **INTERMEDIATE OR ADVANCED JAZZ IDIOM READING SKILLS ON A "BIG BAND" INSTRUMENT IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 174x4  
WIND SYMPHONY 2 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4 hours per week.**

The comprehensive study of wind band repertoire of the last 100 years along with transcriptions of the orchestral classics. Formal concert participation is required. Designed for students majoring or minoring in music. **BAND EXPERIENCE OR THE ABILITY TO PERFORM MUSIC OF MODERATE DIFFICULTY ON STANDARD BAND INSTRUMENTS IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 176x4  
ORCHESTRA 2 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4 hours per week.**

Rehearsal and performance of orchestral literature, with an emphasis on performance styles, appreciation, and performance techniques for the orchestral ensemble (strings, winds, brass, percussion). **A COLLEGE-LEVEL COURSE IN INSTRUMENTAL INSTRUCTION OR A DEPARTMENTAL AUDITION IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 178x4  
CHAMBER MUSIC 2 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4 hours per week.**

Rehearsal, study and performance of chamber music literature, with an emphasis on performance styles, appreciation, and performance techniques for the small chamber ensemble. **TWO YEARS EXPERIENCE PLAYING AN INSTRUMENT AND AN AUDITION IS REQUIRED.** This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**MUS 222  
INDEPENDENT STUDY IN MUSIC 1-3 UNITS**

**PREREQUISITE: None.**

**INDEPENDENT STUDY: 3-9 hours per week.**

Assigned projects involving research and analysis of selected topics or directed study for students who are interested in furthering their knowledge of music on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*UC credit determined after admission to UC.*

**MUS 285  
HONORS IN MUSIC 3 UNITS**

**PREREQUISITE: MUS 101 or MUS 121 or MUS 122.**

**LECTURE: 3 hours per week.**

A study of selected topics from musical literature ranging from Gregorian Chant to Twentieth Century composition, focusing on the analysis of structure, thematic material and, in some cases, literary relationships.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

## **NURSING**

DIVISION: Health Science  
DIVISION DEAN: Marilyn Johnson, M.N.

DEPARTMENT HEADS: Full-Time Program  
Priscilla Taylor, M.S.N.  
(909) 384-8925  
Part-Time Program  
Rebecca Whitfield, M.S.N.  
(909) 384-8932

OTHER FACULTY:  
June Hill, M.S.  
Laura Henretta-Leedahl, Ed.D.  
Tamara Maurizi, M.S.N.  
Marion Meines, M.S.N.  
Violeta Obra, M.S.  
Geoff Schroder, M.S.N.  
Monica Temple, M.S.  
Judith Tobin, M.S.N.  
Alicia Tuvida, M.N.  
Sandra Waters, M.S.N.  
Christie Winter, M.S.

DIVISION SECRETARY: Dorothy N. Fierro  
DIVISION OFFICE: Physical Science 121  
(909) 384-4450

LIAISON COUNSELOR: Linda Young, M.S.  
(909) 384-8980

The Nursing Department offers a sequence of courses leading to an Associate of Science degree with a major in nursing. Students learn to function in a variety of health care settings and aid clients, through the nursing process, attain or maintain their optimum level of wellness. Graduates are eligible to take the national licensing exam and become licensed as a Registered Nurse in the state of California.

Learning activities are conducted on the San Bernardino Valley College campus and in local hospitals and community agencies. After completion of prerequisites students must apply and be admitted. Prerequisite courses and the admission process is explained below as well as in a booklet available in the Physical Science building and the Counseling Center (*SBVC Associate Degree Nursing Program*). The program is accredited by both the National League for Nursing and the California State Board of Registered Nursing.

Licensed Vocational Nurses may also take courses leading to Registered Nursing licensure. See the following section, on **OPTIONS FOR LICENSED VOCATIONAL NURSES**.

California law allows for the denial of Registered Nurse Licensure on the basis of any conviction or action substantially related to nursing practice. The California Board of Registered Nursing requires applicants for licensure with prior convictions to provide proof of rehabilitation that establishes fitness for performing nursing functions. For further clarification, contact the Nursing Department or the California Board of Registered Nursing.

#### PREREQUISITES FOR THE NURSING PROGRAM:

1. Graduation from high school or its equivalent (G.E.D. or the California State High School Proficiency Exam).
2. Demonstrate competency in English and mathematics by satisfying the following criteria:
  - a. Competency in English is demonstrated by completion of ENGL 015 or ENGL 101 with a grade of C or higher.
  - b. Competency in mathematics is demonstrated by:
    - i. Completion of MATH 090 or a higher level course in mathematics with a grade of C or higher.

- or
  - ii. Completion of a mathematics proficiency examination which is equivalent to a comprehensive final examination in MATH 090 with the equivalent to a grade of C or higher.
  - or
  - iii. Completion of BUSCAL 091 or TECALC 097 with a grade of C or higher.
3. Prerequisite courses listed below must be completed before entry into the nursing program. A grade of C or better must be earned in each prerequisite course and a minimum G.P.A. of 2.75 in prerequisite courses.

BIOL 250 and BIOL 251	Human Anatomy and Physiology I and II
or	
BIOL 260 and BIOL 261	Human Anatomy and Human Physiology
BIOL 270	General Microbiology
PSYCH 100	General Psychology

#### NOTE:

- BIOL 261 (or BIOL 250 and 251) and BIOL 270 must be taken within 5 years of admission to nursing courses.
- BIOL 251 has a prerequisite of BIOL 250.
- BIOL 261 has a prerequisite of BIOL 260 and CHEM 101.
- CHEM 101 has a prerequisite of MATH 090.

#### REQUIRED SUPPORT COURSES FOR THE NURSING PROGRAM

The following courses must be completed prior to graduation, or may be completed before entering the nursing program. A grade of C or better must be earned in each:

ENGL 101	Freshman Composition
SPEECH 100	Elements of Public Speaking
or	
SPEECH 111	Interpersonal Communication
SOC 100	Introduction to Sociology
or	
ANTHRO 102	Cultural Anthropology

The **full-time program** consists of 4 semesters of Monday thru Friday, day-time classes with day or evening labs. Students are admitted in the Fall and Spring semesters.

#### STEPS TO APPLY FOR THE NURSING PROGRAM:

Applications for the **Full-time Regular Nursing program** must be completed by **February 1** for entry in the Fall semester OR by **September 1** for entry in the Spring semester.

- Application and admission to San Bernardino Valley College (Admissions Office.)
- Submit to the Nursing Department:
  - a. "Application For Admission" form (available in the Physical Science Building).
  - b. Official college transcripts showing prerequisites that meet the required G.P.A. If prerequisite courses are in progress at the time of application,

- the student must arrange to have the instructor submit the final grade that maintains the required G.P.A.
- c. Documents showing competency in English and mathematics.
  - d. High School completion document (transcript, or diploma, or G.E.D. score, or Calif. High School Proficiency exam score).

### ADMISSION TO THE NURSING PROGRAM

Applications will be evaluated according to the prerequisites stated above. Students meeting all prerequisites will be considered "qualified". Admission into the nursing program is dependent upon space availability. If there are more qualified students than available spaces, qualified students will be ranked according to the number of qualified applications. Students with 2 or more qualified applications will be admitted into the program first in descending order, then randomly selected applicants with no previous application. If space is available, late applications will be considered until the class is filled.

### OPTIONS FOR LICENSED VOCATIONAL NURSES

Students with a current California Vocational Nursing License who wish to become Registered Nurses may select one of the following:

- Regular Nursing Program: complete prerequisites and support courses listed previously, apply and be admitted to the regular nursing program
- LVN to RN program (with or without an Associate Degree): complete prerequisites and support courses listed above, apply and be admitted to the LVN to RN program. Complete each of the following courses with a grade of C or better; NURS 109, 110, 112, 200, 202, 210, 211, 212, and 217. If degree is desired, also complete general education graduation requirements.
- LVN to RN: 30 unit option: complete the following prerequisites with a grade of C or better in each; BIOL 261 (or BIOL 250 and 251) and BIOL 270. Apply and be admitted to the LVN to RN: 30 unit option program. Complete each of the following courses with a grade of C or better; NURS 108, 110, 200, 210, 211, 212, and 217.

### NURSING ASSOCIATE OF SCIENCE DEGREE

To graduate with a major in Nursing, students must complete each of the following courses plus the general education requirements for the Associate of Science Degree with a grade of C or better.

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

### COURSES OFFERED BY THE DEPARTMENT OF NURSING:

**NURS 011 NURSING ASSISTANT 7 UNITS**  
**DEPARTMENTAL ADVISORIES: ENGL 015 and READ 970 and MATH 942.**

**LECTURE: 4 hours per week and LABORATORY: 9 hours per week.**

Prepare students to function as an entry-level member of the health care team in a long-term care team setting. Focuses on communication, ethical issues, patient's rights and nursing care skills. Prepares students for the California Certified Nursing Assistant exam.  
*Associate Degree Applicable*

**NURS 012 HOME HEALTH AIDE 2 UNITS**  
**PREREQUISITE: NURS 011.**

**LECTURE: 1.50 hours per week and LABORATORY 1.50 hours per week.**

Prepares Nurse Assistants for certification as a Home Health Aide in California. Includes basic personal and environmental care skills used in the home setting.  
*Associate Degree applicable*

**NURS 021 PREPARATION FOR A CAREER IN THE HEALTH CARE FIELD 2 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 2 hours per week.**

Designed for students interested in a career in nursing, pharmacy technology, or psychiatric technology. Explores roles, functions and skills and specialty areas of these careers. Includes information about requirements for admission into these programs and strategies for achieving success. This course is also offered as PHT 021 and PSYTCH 021.  
*Associate Degree Applicable*

**Registration in the following nursing courses is limited to students who have completed prerequisites and have been accepted into the Nursing Program.**

**NURS 100 INTRODUCTION TO THE ASSOCIATE DEGREE NURSING PROGRAM 1 UNIT**  
**PREREQUISITE: None.**

**LECTURE: 1 hour per week.**

Introduction to core concepts of the nursing curriculum conceptual framework, anxiety/stress, defense mechanisms, crisis intervention, death and dying, and nursing ethics. Includes student learning responsibilities and strategies for success in the nursing program.  
**REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

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

**NURS 101 APPLICATION OF CRITICAL THINKING TO FIRST LEVEL NURSING PRACTICE 1 UNIT**  
**PREREQUISITE: None.**

**COREQUISITES: NURS 102 or NURS 104.**

**LECTURE: 0.5 hour per week and**

**LABORATORY: 1.5 hours per week.**

Designed to facilitate development of critical thinking and the application of first level medical-surgical nursing theory. Includes analysis of clinical situations, practice of selected first level nursing skills, basic mathematical nursing problems, learning techniques and use of the nursing process. Graded on Credit/No Credit basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

### **NURS 102**

**FUNDAMENTALS OF NURSING 4.5 UNITS**

**PREREQUISITES: BIOL 250 and BIOL 251 (or BIOL 260, BIOL 261 and BIOL 270) and PSYCH 100 and ENGL 015.**

**COREQUISITE: NURS 100.**

**DEPARTMENTAL ADVISORY: READ 970.**

**LECTURE: 2.5 hours per week and**

**LABORATORY: 6 hours per week.**

Introduction to the nursing care of adult and elder adult clients with basic alterations in the psychological variable. Includes fundamental nursing concepts/skills and beginning application of the nursing process to assist clients attain or maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

### **NURS 103**

**APPLICATION OF CRITICAL THINKING TO SECOND LEVEL NURSING PRACTICE 1 UNIT**

**PREREQUISITE: None.**

**COREQUISITES: NURS 110 or NURS 112.**

**LECTURE: 0.5 hour per week and**

**LABORATORY: 1.5 hours per week.**

Designed to facilitate development of critical thinking and the application of second level medical-surgical and maternity nursing theory. Includes analysis of clinical situations, practice of selected second level nursing skills, mathematical nursing programs and use of the nursing process. Graded on Credit/No-Credit basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

### **NURS 104**

**MEDICAL-SURGICAL NURSING I 5 UNITS**

**PREREQUISITE: NURS 102.**

**LECTURE: 2.75 hours per week and**

**LABORATORY: 6.75 hours per week.**

First level medical-surgical nursing focuses on the physiological, sociocultural and developmental variables as they relate to selected alterations in integumentary, immunological, metabolism, reproduction, and musculoskeletal subsystems. Application of the nursing process to assist clients to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

### **NURS 108**

**PHARMACOLOGY FOR NURSES 1 UNIT**

**PREREQUISITE: NURS 102.**

**LECTURE: 1 hour per week.**

Fundamental principles of pharmacology that govern the action of drugs on the human body. Overview of major classifications of drug therapy in relation to the physiological and developmental variables. Includes role of drug therapy in assisting clients to attain and maintain their optimal level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

### **NURS 109**

**VOCATIONAL TO PROFESSIONAL NURSE TRANSITION 2 UNITS**

**PREREQUISITES: BIOL 250 and BIOL 251 (or BIOL 260 and BIOL 261), and BIOL 270 and PSYCH 100.**

**DEPARTMENTAL ADVISORIES: READ 970 and ENGL 015.**

**LECTURE: 1.5 hours per week and**

**LABORATORY: 1.5 hours per week.**

Prepares Licensed Vocational Nurses to transition into the Registered Nursing program. Includes first level medical-surgical nursing content not contained in vocational nursing curricula. Prepares students to enter NURS 110 and NURS 112. 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*

### **NURS 110**

**MEDICAL-SURGICAL NURSING II 5.5 UNITS**

**PREREQUISITE: NURS 104.**

**LECTURE: 3.25 hours per week and**

**LABORATORY: 6.75 hours per week.**

Second level medical-surgical nursing focusing on the physiological, sociocultural and developmental variables as they relate to selected alterations in oxygenation, digestion and bowel elimination, metabolism and cerebral/peripheral neurological innervation subsystems. Application of the nursing process to assist clients to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**NURS 112**  
**MATERNITY NURSING** 5 UNITS  
**PREREQUISITE:** NURS 104.  
**LECTURE:** 2.75 hours per week and  
**LABORATORY:** 6.75 hours per week.  
Maternity nursing focuses on the physiological, psychological, sociocultural and developmental variables. Applicable of the nursing process to assist childbearing families to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

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

**NURS 114**  
**ADVANCEMENT FOR THE VOCATIONAL NURSE:**  
**30 UNIT OPTION** 4 UNITS  
**PREREQUISITES:** BIOL 261 and BIOL 270.  
**DEPARTMENTAL ADVISORIES:** ENGL 015 and  
**READ 970.**  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Prepares Licensed Vocational Nurses to become Registered Nurses in California. Includes first and second level medical-surgical nursing content not contained in vocational nursing curricula, equivalency testing for previous learning in nursing and an introduction to the conceptual framework used throughout nursing courses. Prepare students to enter NURS 200. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE A CURRENT CALIFORNIA LVN LICENSE AND HAVE BEEN ACCEPTED INTO THE LVN TO RN: 30 UNIT OPTION NURSING PROGRAM.**

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

**NURS 116**  
**PROFESSIONAL ADVANCEMENT FOR**  
**THE VOCATIONAL NURSE** 5 UNITS  
**PREREQUISITES:** BIOL 250 and BIOL 251 (or BIOL 260  
and 261) and BIOL 270 and PSYCH 100.  
**DEPARTMENTAL ADVISORIES:** ENGL 015 and  
**READ 970.**  
**LECTURE:** 4 hours per week and  
**LABORATORY:** 3 hours per week.

Prepares Licensed Vocational Nurses to become Registered Nurses in California. Includes first and second level medical-surgical and maternity nursing content not contained in vocational nursing curricula. Prepare students to enter NURS 200 and NURS 202. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE A CURRENT CALIFORNIA LVN LICENSE AND HAVE BEEN ACCEPTED INTO THE LVN TO RN NURSING PROGRAM.**

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

**NURS 118**  
**NURSING CARE PLAN ENRICHMENT** 1 UNIT  
**PREREQUISITE:** NURS 102.  
**LECTURE:** 1 hour per week.

Supplementary course to assist students to increase understanding and improve ability to construct client-focused nursing care plans using the case analysis method. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

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

**NURS 190A-Z**  
**SELECTED STUDIES IN HEALTH SCIENCES** .25-3 UNITS

**PREREQUISITE:** None.  
**LECTURE:** .25-3 hours per week and/or  
**LABORATORY:** .75-9 hours per week.

Varying topics in the health field selected by the Health Sciences Division for currency and pertinence. Specific content of the course will be announced in the Schedule of Classes.

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

**NURS 191A-Z**  
**SELECTED STUDIES IN NURSING** .25-3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** .25-3 hours per week and/or  
**LABORATORY:** .75-9 hours per week.

Varying topics in nursing selected by the Health Sciences Division for currency and pertinence. Specific content of the course will be announced in the Schedule of Classes.

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

**NURS 198**  
**NURSING WORK EXPERIENCE** 1-4 UNITS  
**PREREQUISITE:** None.

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

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

**NURS 200**  
**MEDICAL-SURGICAL NURSING III** 5.5 UNITS  
**PREREQUISITES:** NURS 108 and NURS 110 and  
NURS 112.

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

Third level medical-surgical nursing focusing on the physiological, psychological, sociocultural and developmental variables as they relate to specific alterations in urinary elimination, circulation, metabolism, immunological and hematological subsystems Application of the nursing process to assist clients to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

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

**NURS 201**  
**APPLICATION OF CRITICAL THINKING TO THIRD**  
**LEVEL NURSING PRACTICE** 1 UNIT  
**PREREQUISITE:** None.  
**PREREQUISITE/COREQUISITE:** NURS 200 or  
NURS 202.

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

Designed to facilitate development of critical thinking and the application of third level medical-surgical and pediatric nursing theory. Includes analysis of clinical situations, practice of third level skills, mathematical nursing problems and use of the nursing process. Graded on

Credit/No Credit basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable  
Course credit transfers to CSU.*

**NURS 202  
PEDIATRIC NURSING 4.75 UNITS  
PREREQUISITES: NURS 108 and NURS 110 and  
NURS 112.**

**LECTURE: 2.75 hours per week and  
LABORATORY: 6 hours per week.**

A family-centered approach to the nursing care of infants and children. Application of the nursing process to pediatric clients with commonly occurring alterations in the physiological, psychological, sociocultural and developmental variables to assist them to attain and maintain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable  
Course credit transfers to CSU.*

**NURS 203  
APPLICATION OF CRITICAL THINKING TO  
FOURTH LEVEL NURSING PRACTICE 1 UNIT  
COREQUISITE: None.**

**PREREQUISITE: NURS 210 or NURS 211 or NURS 212.**

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

Designed to facilitate development of critical thinking and the application of fourth level medical-surgical, psychiatric and critical care nursing theory. Includes analysis of complex clinical situations, NCLEX style test taking practice, complex mathematical nursing problems and use of the nursing process. Graded on Credit/No-Credit basis only. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable  
Course credit transfers to CSU.*

**NURS 208  
CASE ANALYSIS I 3 UNITS  
PREREQUISITE: NURS 104.**

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

A supplementary course designed to strengthen knowledge, physical assessment skills and critical thinking abilities related to first and second level medical-surgical nursing content with application of theory to simulated nursing practice. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable  
Course credit transfers to CSU.*

**NURS 209  
CASE ANALYSIS II 3 UNITS  
PREREQUISITE: NURS 200.**

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

A supplementary course designed to strengthen knowledge, physical assessment skills and critical thinking abilities related to third level medical-surgical nursing content with application of theory to simulated nursing practice. **REGISTRATION IS LIMITED TO STUDENTS WHO**

**HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable  
Course credit transfers to CSU.*

**NURS 210  
NURSING CARE OF THE CRITICALLY ILL 2.5 UNITS  
PREREQUISITES: NURS 200 and NURS 202.**

**LECTURE: 1.5 hours per week and  
LABORATORY: 3 hours per week.**

Advanced medical-surgical nursing with a focus on the physiological, psychological, sociocultural and developmental variables. Application of the nursing process to adult clients with single or multiple subsystem failure to reestablish equilibrium and assist critically ill clients to attain their optimum level of wellness. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable  
Course credit transfers to CSU.*

**NURS 211  
MEDICAL-SURGICAL NURSING IV 3.75 UNITS  
PREREQUISITES/COREQUISITE: NURS 210 and  
NURS 212.**

**LECTURE: 1 hour per week and  
LABORATORY: 8.25 hours per week.**

Fourth level medical-surgical nursing focusing on the physiological, psychological, sociocultural and developmental variables. Application of the nursing process to the management of groups of clients to assist them to attain and maintain their optimum level of wellness. Included are advanced concepts in nursing leadership, home health care, disaster nursing, and aging. Includes preparation for the NCLEX examination and explores employment opportunities. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable  
Course credit transfers to CSU.*

**NURS 212  
PSYCHIATRIC NURSING 2.75 UNITS  
PREREQUISITES: NURS 200 and NURS 202.**

**LECTURE: 1.5 hours per week and  
LABORATORY: 3.75 hours per week.**

Introduction to psychiatric nursing with a special focus on neurobiological theory and application of the nursing process to clients with alterations in the psychological variable. Other topics include suicide, substance abuse and domestic violence. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

*Associate Degree Applicable  
Course credit transfers to CSU.*

**NURS 217**  
**ADVANCED ETHICAL AND LEGAL ASPECTS**  
**OF NURSING** **1 UNIT**

**PREREQUISITES: NURS 200 and NURS 202.**

**LECTURE: 1 hour per week.**

Explores ethical, legal, and professional aspects related to nursing practice. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

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

**NURS 285**  
**HONORS IN NURSING: APPLICATION OF**  
**THEORY TO PRACTICE** **3 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 9 hours per week.**

Designed to provide nursing program students with learning experiences in a variety of advanced acute care settings. Excellence in the analysis and application of theory to client care is emphasized. **COMPLETION OF THE SECOND SEMESTER OF THE NURSING PROGRAM IS REQUIRED.**

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

**NUTRITION/FOOD**

See the Department of  
FAMILY AND CONSUMER SCIENCE

**OCEANOGRAPHY**

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

Oceanography courses provide a sound introduction to the marine environment which comprises 71% of the earth's surface. The courses are designed for both science and non-science majors and are fundamental for students planning to major in oceanography.

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

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

**OCEAN 100**  
**INTRODUCTION TO OCEANOGRAPHY** **4 UNITS**  
**PREREQUISITE: None.**

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

An introduction to the study of the oceans including the geological processes that created the ocean basins; the type and character of ocean sediments; the chemistry of sea water; the physical motions of the oceans; waves, tides, and circulation; a survey of the variety of life in the oceans and the interrelationships of biological

communities with their physical environments. Laboratory activities are coordinated with lecture topics.

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

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

**OCEAN 101**  
**ELEMENTS OF OCEANOGRAPHY** **3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

The lecture portion of OCEAN 100 without the required laboratory.

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

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

**OCEAN 111**  
**INVESTIGATIONS IN OCEANOGRAPHY** **1 UNIT**

**PREREQUISITE/COREQUISITE: OCEAN 101.**

**LABORATORY: 3 hours per week.**

Techniques of oceanography including bathymetry, charts, and methods of studying the physical ocean environment.

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

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

**OFFICE INFORMATION SYSTEMS**

DIVISION: Business and Information  
Technology  
DIVISION DEAN: Margaret Ortiz, M.A.  
DEPARTMENT HEAD: Vernon Stauble, Ph.D.  
Business 200C  
(909) 384-8915  
OTHER FACULTY: Daniel T. Angelo, M.H.R.O.D.  
Maha Al-Husseini, B.A.  
Mona Jackson, M.A.  
Barbara Saxon, B.S.I.S.  
Roger Powell, M.S.  
Mary Lou Vasquez, B.A.  
DIVISION SECRETARY: Chris Williams  
DIVISION OFFICE: Business 101  
(909) 384-8908  
LIAISON COUNSELOR: To Be Announced  
(909) 384-4404

The Office Information Systems curriculum prepares students to succeed in a work environment where change is continuous and adaptability is an essential employee attribute. The evolution of technology, the increasing diversity of the workplace, the emerging global marketplace are all critical factors in preparing for success in tomorrow's office. Training on currently popular software and hardware prepares students for successful employment in the area of business and office automation.

A specialization in Office Information Systems prepares students for work in every sector of the economy such as educational institutions, health care facilities, law, real estate, and insurance offices. Students who specialize in Office Information Systems qualify for promotion to supervisory jobs, such as administrative assistants or similar jobs that require computer expertise, notetaking, and writing skills.

**OFFICE INFORMATION SYSTEMS  
ASSOCIATE OF ARTS DEGREE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
MIS 101 Introduction to Management Information Systems	3
MIS 181 Windows 98	2
OIS 081 Strategies for Successful Employment	3
OIS 102 Advanced Keyboarding	3
OIS 109 Machine Transcription	3
OIS 130 Records and Database Management	3
OIS 173 Word Processing: Microsoft Word	4
or	
OIS 181 Word Processing: WordPerfect 6.1 Windows (4)	
<b>ELECTIVES-choose from the list of RECOMMENDED COURSES:</b>	<b>2-4</b>
<b>TOTAL UNITS:</b>	<b>23-25</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
OIS 115A Pagemaker	4
OIS 176 Spreadsheets: Excel	2
OIS 179 Database Management: Access	2

**OFFICE INFORMATION SYSTEMS  
CERTIFICATES**

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

There are five Office Information Systems Certificates: Administrative Assistant, Clerical Assistant, Legal Administrative Assistant, Medical Administrative Assistant, and Information Processing Specialist. **Each of these certificates requires the core courses plus specialized courses.**

**CORE REQUIREMENTS FOR OFFICE INFORMATION SYSTEMS CERTIFICATES:**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
MIS 181 Windows 98	2
OIS 050x3 Office Experience	1
or	
OIS 198 OIS Work Experience	(1-4)
OIS 081 Strategies for Successful Employment	3
OIS 101 Intermediate Keyboarding	3
OIS 144 Business English	3
OIS 173 Word Processing: Microsoft Word	4
or	
OIS 181 Word Processing: WordPerfect for Windows (4)	
<b>TOTAL UNITS for Office Information Core Requirements:</b>	<b>(16-19)</b>

**1. ADMINISTRATIVE ASSISTANT**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<u>Office Information Core Requirements</u>	16-19
MIS 101 Introduction to Management Information Systems	3
OIS 102 Advanced Keyboarding	3
OIS 109 Machine Transcription	3

OIS 115A Pagemaker	4
OIS 123 Alphabetic Writing Shorthand System	4
OIS 130 Records and Database Management	3
OIS 142 Machine Calculations	3
OIS 176 Spreadsheets: Excel	2
OIS 179 Database Management: Access	2
<b>ELECTIVES-choose from the list of RECOMMENDED COURSES</b>	<b>3-4</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
BUSCAL 050 Quantitative Methods in Business	3
OIS 080x4 Building Keyboarding Skills	1
OIS 148 Fashion Selection	3
SPAN 015 Conversational Spanish	3
<b>TOTAL UNITS:</b>	<b>46-50</b>

**2. CLERICAL ASSISTANT**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<u>Office Information Core Requirements</u>	16-19
MIS 101 Introduction to Management Information Systems	3
OIS 102 Advanced Keyboarding	3
OIS 130 Records and Database Management	3
OIS 142 Machine Calculations	3
<b>ELECTIVES-choose from the list of RECOMMENDED COURSES</b>	<b>2-3</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
BUSCAL 050 Quantitative Methods in Business	3
OIS 080x4 Building Keyboarding Skills	1
OIS 176 Spreadsheets: Excel	2
OIS 179 Database Management: Access	2
SPAN 015 Conversational Spanish	3
<b>TOTAL UNITS:</b>	<b>30-34</b>

**3. INFORMATION PROCESSING SPECIALIST**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<u>Office Information Core Requirements</u>	16-19
MIS 101 Introduction to Management Information Systems	3
OIS 080x4 Building Keyboarding Skills	1
OIS 115A Pagemaker	5
OIS 176 Spreadsheets: Excel	2
OIS 179 Database Management: Access	2
<b>ELECTIVES-choose from the list of RECOMMENDED COURSES</b>	<b>3</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
BUSCAL 050 Quantitative Methods in Business	3
OIS 102 Advanced Keyboarding	3
OIS 109 Machine Transcription	3
OIS 130 Records and Database Management	3
SPAN 015 Conversational Spanish	3
<b>TOTAL UNITS:</b>	<b>31-34</b>

**4. LEGAL ADMINISTRATIVE ASSISTANT**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
<u>Office Information Core Requirements</u>	16-19
BUSAD 210 Business Law	3
PARLGL 120 Wills, Probate and Estate Planning	3
PARLGL 200 Civil Litigation Procedures	3
OIS 102 Advanced Keyboarding	3
OIS 109 Machine Transcription	3
OIS 130 Records and Database Management	3
OIS 142 Machine Calculations	3

OIS 150 Legal Office Procedures 3  
**ELECTIVES-choose from the list of RECOMMENDED COURSES 2-4**

**RECOMMENDED COURSES: UNITS**  
 BUSCAL 050 Quantitative Methods in Business 3  
 MIS 101 Introduction to Management Information Systems 3  
 OIS 123 Alphabetic Shorthand Writing System 4  
 OIS 176 Spreadsheets: Excel 2  
 OIS 179 Database Management: Access 2  
 SPAN 015 Conversational Spanish 3  
**TOTAL UNITS: 42-47**

**5. MEDICAL ADMINISTRATIVE ASSISTANT**

**REQUIRED COURSES: UNITS**  
Office Information Core Requirements 16-19  
 MIS 101 Introduction to Management Information Systems 3  
 OIS 102 Advanced Keyboarding 3  
 OIS 130 Records and Database Management 3  
 OIS 142 Machine Calculations 3  
 BIOL 050 Anatomy and Physiology 4  
 OIS 165 Medical Machine Transcription 3  
 OIS 167 Beginning Medical Terminology 3  
 OIS 169 Medical Insurance Forms 3

**ELECTIVES-choose from the list of RECOMMENDED COURSES 2-3**

**RECOMMENDED COURSES: UNITS**  
 BUSCAL 050 Quantitative Methods in Business 3  
 OIS 080x4 Building Keyboarding Skills 1  
 OIS 179 Database Management: Access 2  
 PSYCH 100 General Psychology 3  
 SPAN 015 Conversational Spanish 3  
**TOTAL UNITS: 43-47**

**COURSES OFFERED BY THE DEPARTMENT OF OFFICE INFORMATION SYSTEMS:**

**OIS 041-042-043**  
**WORD PROCESSING SEMINAR 1 UNIT**  
**PREREQUISITE: None.**  
**LECTURE: 0.5 hour per week and**  
**LABORATORY: 1.5 hours per week.**  
 Mini-course in word processing designed to train students in information processing concepts, careers, applications, implementation, and equipment usage. Recommended for management personnel, educators, and SBVC staff.  
*Associate Degree Applicable*

**OIS 050x3**  
**OFFICE EXPERIENCE 1 UNIT**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: OIS 100.**  
**LABORATORY: 3 hours per week.**  
 On-the-job training in a business office atmosphere. This course may be taken three times.  
*Associate Degree Applicable*

**OIS 070**  
**INTRODUCTION TO DISK OPERATING SYSTEM (PC/MS DOS) 1.5 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 1.5 hours per week.**  
 The basics of DOS including the terms that describe PC hardware and software; the syntax of basic DOS commands; disk and file management; tree-structured directories; and batch processing. This course is also offered as MIS 070.  
*Associate Degree Applicable*  
**OIS 073**  
**MICROSOFT POWERPOINT FOR WINDOWS 95 1 UNIT**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: OIS 180 or any MIS 181 course.**  
**LECTURE: .5 hour per week and**  
**LABORATORY: 1.5 hours per week.**  
 Orientation to Powerpoint, a presentation graphics program for the creation of effective and compelling presentations. Includes use of 35 mm slides, overheads, speaker's notes, audience handouts, outline pages, and on-screen presentations. This course is also offered as MIS 073.  
*Associate Degree Applicable*

**OIS 080x4**  
**BUILDING KEYBOARDING SKILLS 1 UNIT**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: OIS 100.**  
**LECTURE: 0.5 hour per week and**  
**LABORATORY: 1.5 hours per week.**  
 This course is designed for students who want to maintain and/or develop speed and accuracy in keyboarding. This course may be taken four times.  
*Associate Degree Applicable*

**OIS 081**  
**STRATEGIES FOR SUCCESSFUL EMPLOYMENT 3 UNITS**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: OIS 100.**  
**LECTURE: 3 hours per week.**  
 Designed to help students develop the skills needed to successfully seek employment, including job search strategies, career paths, cover letter and resume writing, mock interviews, job applications, and positive workplace attitudes.  
*Associate Degree Applicable*

**OIS 100**  
**BEGINNING KEYBOARDING 3 UNITS**

**PREREQUISITE: None.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 3 hours per week.**  
 Fundamentals of keyboarding including operation of a standard keyboard by touch. Instruction and practice in formatting a variety of personal and business documents, such as letters, reports, and tables. Use of speed and accuracy drills designed to develop a keyboarding speed of 30 words per minute for five minutes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**OIS 100A**  
**BEGINNING KEYBOARDING, PART I** 1.5 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 1.5 hours per week.  
Keyboard mastery and correct stroking techniques leading to maximum skills in typing. Includes simple problem work involving centering and typing of notices, announcements, and personal letters.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**OIS 100B**  
**BEGINNING KEYBOARDING, PART II** 1.5 UNITS  
**PREREQUISITE:** OIS 100A.  
**LECTURE:** 1 hour per week and  
**LABORATORY:** 1.5 hours per week.  
Instruction and practice in typing personal and business letters, rough drafts, simple manuscripts, simple tabulation reports and various styles of letters. Practice in developing speed and control. Designed to develop a minimum keyboarding speed of 30 words per minute for five minutes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**OIS 101**  
**INTERMEDIATE KEYBOARDING** 3 UNITS  
**PREREQUISITE:** OIS 100.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Procedures for arranging and tabulating materials and preparing letters and business forms. Emphasis on accuracy and speed. Designed to develop a keyboarding speed of 45 words per minute for five minutes.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**OIS 102**  
**ADVANCED KEYBOARDING** 3 UNITS  
**PREREQUISITE:** OIS 101.  
**DEPARTMENTAL ADVISORY:** OIS 171 or OIS 172 or OIS 173.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Presents advanced applications of document processing that occur in modern offices including preparation of legal papers, financial reports, statistical materials, introductory desktop applications, and advanced letter production. Emphasis on skill-building; producing documents with a computer; following directions; and the use of judgment and initiative in preparing documents.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**OIS 109**  
**MACHINE TRANSCRIPTION** 3 UNITS  
**PREREQUISITE:** Ability to type 40 words per minute for five minutes.  
**PREREQUISITE/COREQUISITE:** OIS 171 or OIS 172 or OIS 173.  
**DEPARTMENTAL ADVISORY:** OIS 144.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Development of the skill of transcribing from the recorded voice to a computer. Emphasis is on language competencies, proofreading, and formatting skills.  
*Associate Degree Applicable*

*Course credit transfers to CSU.*

**OIS 115A**  
**DESKTOP PUBLISHING: PAGEMAKER** 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORIES:** OIS 172 or OIS 173 and any MIS 181 course.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.  
Covers the production, from beginning to end, of high-quality publications using a computer, page composition software, and a laser printer. Emphasis on the development of skills necessary to create forms, flyers, brochures, newsletters, pamphlets, business cards, and other business publications.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**OIS 123**  
**ALPHABETIC WRITING SHORTHAND SYSTEM** 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 100.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 2 hours per week.  
An introduction to an alphabetical shorthand system which is useful in office work or for personal notes. Emphasis on accurate reading from printed shorthand and accurate writing from dictation. Designed to develop the ability to take dictation at 50 to 70 words per minutes with accurate transcription.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**OIS 130**  
**RECORDS AND DATABASE MANAGEMENT** 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 179.  
**LECTURE:** 3 hours per week.  
Introduction to manual and computerized filing systems including which records to keep, how to store them, and how to apply consistent criteria for determining the disposition or retention of documents.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**OIS 142**  
**MACHINE CALCULATIONS** 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** BUSCAL 050 or MATH 952.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.  
Instruction and practice on electronic desk calculators with application of skills to problems and mathematical computation for business and industry.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**OIS 144**  
**BUSINESS ENGLISH** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Review of basic grammar, punctuation, capitalization and spelling. Emphasis on grammar, vocabulary building for effective business communication, and writing common business letters and memos.  
*Associate Degree Applicable*

Course credit transfers to CSU.

**OIS 148**  
**FASHION SELECTION** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

The study and application of the principles of design with emphasis on figure analysis, color selection and apparel coordination for men and women. Includes business etiquette and manners to improve image and self esteem, the psychological significance of fashion selection, and strategies for successful wardrobe planning for specific lifestyles and professional positions. This course is also offered as FCS 148.

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

**OIS 150**  
**LEGAL OFFICE PROCEDURES** 3 UNITS  
**PREREQUISITE:** OIS 100.  
**LECTURE:** 3 hours per week.

Specialized training for the legal office assistant including legal terminology; legal correspondence; professional relations with employers and clients; California Codes and court rules; and preparation and handling of legal forms.

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

**OIS 163**  
**MEDICAL OFFICE PROCEDURES** 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 173 or OIS 181.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

Prepares students for employment as "front office" administrative medical assistants. Students learn to input patient information, schedule appointments, handle billing, produce lists and reports, and handle insurance claims manually and electronically.

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

**OIS 165**  
**MEDICAL TRANSCRIPTION** 3 UNITS  
**PREREQUISITE:** OIS 167.  
**DEPARTMENTAL ADVISORY:** OIS 172 or OIS 173.  
**LECTURE:** 2 hours per week and  
**LABORATORY:** 3 hours per week.

A beginning medical machine transcription course designed to provide students with a working knowledge of the transcription of medical reports both in a doctor's office and in a hospital.

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

**OIS 167**  
**BEGINNING MEDICAL TERMINOLOGY** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

The origin, meaning, spelling, pronunciation, and current use of medical terms and their application to medical records and reports.

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

**OIS 169**  
**MEDICAL INSURANCE FORMS** 3 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORIES:** OIS 100 and OIS 167.  
**LECTURE:** 3 hours per week.

A comprehensive study of various types of health insurance programs including insurance benefits, patient cost, sharing coverages, insurance terminology, and the proper handling of insurance claims in medical and dental offices.

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

**OIS 173**  
**WORD PROCESSING: MICROSOFT WORD** 4 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 100.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

The production of professional quality documents using MICROSOFT WORD software including the use and design of macros, and special features such as merging, preparing labels, and making columns and tables.

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

**OIS 174A**  
**WORD PROCESSING: ADVANCED**  
**MICROSOFT WORD** 4 UNITS  
**PREREQUISITE:** OIS 173.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

This course examines the production of professional quality documents using Word's advanced features, such as enhancing and manipulating documents with special features. Also covered will be enhancing and organizing text in documents with bookmarks, annotations, macros, borders, frames, WordArt, Equation Editor, newspaper columns, styles, form templates, tables of contents, indexes, table figures, table of authorities, charts, and hyperlinks. The Microsoft Certification exam contains each of these elements.

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

**OIS 176**  
**SPREADSHEETS: EXCEL** 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 180.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.

The production of documents with EXCEL, which integrates spreadsheets analysis, information management, and graphics. Includes the design and use of worksheets; how to enter labels, numbers, formulas, and graphs; the use of macros, importing files from other software, and spell-checking the spreadsheet. This course is also offered as MIS 176.

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

**OIS 179**  
**DATABASE MANAGEMENT: ACCESS** 2 UNITS  
**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** OIS 180.  
**LECTURE:** 1.5 hours per week and  
**LABORATORY:** 1.5 hours per week.

Development and maintenance of a database. Provides a working knowledge of storing, retrieving, indexing and

printing. Includes object based tools such as: buttons, dialogue boxes, macros, reports, queries, tables and forms. Emphasis on developing a practical ability to use a database in a Windows environment with full graphical user interface functionality. This course is also offered as MIS 179.

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

**OIS 181**  
**WORD PROCESSING: WORDPERFECT FOR WINDOWS** **4 UNITS**

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORIES:** OIS 180 and OIS 100.  
**LECTURE:** 3 hours per week and  
**LABORATORY:** 3 hours per week.

Use of the Windows environment to create and edit documents such as letters, address lists, mailing labels, brochures, and multiple newsletters.

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

**OIS 183**  
**ADVANCED SPREADSHEETS: EXCEL** **2 UNITS**

**PREREQUISITE:** MIS 176 or OIS 176.  
**DEPARTMENTAL ADVISORY:** Any MIS 181 course.  
**LECTURE:** 1.50 hour per week and  
**LABORATORY:** 1.50 hours per week.

This course provides the essential information needed to develop, design and implement advanced worksheets. This course will cover the integration of Excel with other Windows based applications. Students will create data tables, data maps and scenario management used to solve complex business problems. This course is also offered as MIS 183.

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

**OIS 198**  
**OFFICE INFORMATION SYSTEMS WORK EXPERIENCE** **1-4 UNITS**

**PREREQUISITE:** None.  
 Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

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

**OIS 222**  
**SPECIAL PROBLEMS IN OFFICE INFORMATION SYSTEMS I** **1 UNIT**

**PREREQUISITE:** None.  
**INDEPENDENT STUDY:** 3 hours per week.  
 Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of office information systems on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.

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

**OIS 223**  
**SPECIAL PROBLEMS IN OFFICE**

**INFORMATION SYSTEMS II** **2 UNITS**

**PREREQUISITE:** None.  
**INDEPENDENT STUDY:** 6 hours per week.

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

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

**PARALEGAL STUDIES**

**DIVISION:** Business and Information Technology  
**DIVISION DEAN:** Margaret Ortiz, M.A.  
**DEPARTMENT HEAD:** Nickolas Zoumbos, M.S.  
 Business 100D  
 (909) 384-8912  
**OTHER FACULTY:** Donald Schall, J.D.  
 (909) 384-8908  
**DIVISION SECRETARY:** Chris Williams  
**DIVISION OFFICE:** Business 101  
 (909) 384-8908  
**LIAISON COUNSELOR:** To Be Announced  
 (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 Office Information Systems are recommended.

**PARALEGAL STUDIES ASSOCIATES OF ART DEGREE**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
PARLGL 100 Law Office Management for the Paralegal	3
PARLGL 110 Legal Research Methods: Federal & California	3
PARLGL 111 Legal Writing and Analysis	3
PARLGL 200 Civil Litigation Procedures	3
PARLGL 220 Legal Ethics	3
PARLGL 230 Torts	3
BUSAD 210 Business Law I	3
BUSAD 211 Business Law II	3
OIS 173 Word Processing:Microsoft Word	(4)
or	
OIS 181 Word Processing:Word Perfect for Windows	4

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

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
ACCT 200 Principles of Accounting	4
ADJUS 103 Concepts of Criminal Law	3
BUSAD 198 Business Administration Work Exp	1-4
PARLGL 120 Wills, Probate and Estate Planning	3
PARLGL 130 Family Law	3
PARLGL 205 Legal Remedies	3
PARLGL 240 Bankruptcy Law and Procedures	3
REALST 215 Legal Aspects of Real Estate	3
<b>TOTAL UNITS:</b>	<b>35-39</b>

PLUS completion of the general education graduation requirements as described in the catalog.

**COURSES OFFERED BY THE DEPARTMENT OF  
PARALEGAL STUDIES:**

**PARLGL 100  
LAW OFFICE MANAGEMENT FOR THE PARALEGAL  
3 UNITS**

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

This course covers the organization and structure of the law office as well as the critical role of the paralegal in handling time management and maintaining the accuracy of accounting systems used in law firms. Other topics covered include: malpractice avoidance; strategic planning and marketing; records management; technology in the law office.

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

**PARLGL 110  
LEGAL RESEARCH METHODS: FEDERAL AND  
CALIFORNIA  
3 UNITS**

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

Provides instruction in the use of different research tools relevant to state statutes and case law, including the use of Shepard's Citations.

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

**PARLGL 111  
LEGAL WRITING AND ANALYSIS  
3 UNITS**

**PREREQUISITE:** *PARLGL 110.*  
**DEPARTMENTAL ADVISORY:** *ENGL 101.*  
**LECTURE:** 3 hours per week.

Designed to help a student develop skills in writing a variety of legal documents, including interoffice research memorandums, memorandums of points and authorities, motions and responses, and trial briefs. Assists in the development of the ability to critically analyze and apply case law.

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

**PARLGL 120  
WILLS, PROBATE AND ESTATE PLANNING  
3 UNITS**

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

An in-depth study of the laws affecting wills, trusts, and probate in California. Emphasis is placed on interstate succession, probate avoidance, and practical matters that occur on death. Procedures for preparing legal forms are highlighted.

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

**PARLGL 130  
FAMILY LAW  
3 UNITS**

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

An in-depth study of the laws affecting domestic relations in California with an emphasis on marriage, divorce (dissolution), separation, annulment, Marvin actions, paternity, and adoptions.

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

**PARLGL 200  
CIVIL LITIGATION AND PROCEDURES  
3 UNITS**

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** *BUSAD 210*  
**LECTURE:** 3 hours per week.

Designed to help the student develop an understanding of the procedural rules and laws that apply to the area of civil litigation. Topics covered include territorial and subject matter jurisdiction and scope of discovery.

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

**PARLGL 205  
LEGAL REMEDIES  
3 UNITS**

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** *PARLGL 200.*  
**LECTURE:** 3 hours per week.

Designed to help a student develop an understanding of the various remedies that are available in the area of civil litigation. Topics covered include tort vs. contract damages; equitable remedies; injuries to property, business, commercial and personal interests; and breach of contract.

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

**PARLGL 220  
LEGAL ETHICS  
3 UNITS**

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

This class is designed to equip paralegal students with the tools to face ethical dilemmas on the job. It provides a comprehensive description of attorney rules of ethics and how these rules apply to the lawyers and non-lawyers whom the attorneys supervise.

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

**PARLGL 230  
TORTS  
3 UNITS**

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** *PARLGL 100.*  
**LECTURE:** 3 hours per week.

This course is designed to develop an overview of tort law for the paralegal. Topics include: intentional torts; negligence; absolute liability; product liability; the role of the paralegal in preparing tort cases for litigation.

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

**PARLGL 240  
BANKRUPTCY LAW AND PROCEDURES  
3 UNITS**

**PREREQUISITE:** None.  
**DEPARTMENTAL ADVISORY:** *OIS 144 or ENGL 015.*  
**LECTURE:** 3 hours per week.

An in-depth look into bankruptcy and the laws which govern its use. Includes a review of voluntary and involuntary bankruptcies filed under Chapters 7, 11, and 13 of the United States Code, and an overview of the paralegal's role in evaluating bankruptcy information and in preparing and filing petitions and claims.

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

**PHARMACY TECHNOLOGY**

DIVISION: Health Science  
DIVISION DEAN: Marilyn Johnson, M.N.  
DIVISION SECRETARY: Dorothy N. Fierro

DIVISION OFFICE: Physical Science 121  
(909) 384-4450  
LIAISON COUNSELOR: Linda Young, M.S.  
(909) 384-8980

**PHARMACY TECHNOLOGY  
ASSOCIATE OF SCIENCE DEGREE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
PHT 020 Introduction to Pharmacy Technology	2
PHT 030 Pharmacology	3
PHT 031 Pharmacy Calculations	3
PHT 041 Pharmacy Systems	3
PHT 042 Pharmacy Intern Seminar	1
PHT 043 Pharmacy Clinical Experience	4
<b>TOTAL UNITS:</b>	<b>16</b>

<b>RECOMMENDED COURSES:</b>	
ANTHRO 102 Cultural Anthropology	3
BIOL 100 General Biology	4
CHEM 101 Introductory Chemistry	4
ENGL 101 Freshman Composition	4
or	
ENGL 015 Preparation for College Writing	(4)
MATH 090 Elementary Algebra	4
PSYCH 100 General Psychology	3
SPAN 101 College Spanish I	5
SPEECH 111 Interpersonal Communication	3

**PHARMACY TECHNOLOGY CERTIFICATE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
PHT 020 Introduction to Pharmacy Technology	2
PHT 030 Pharmacology	3
PHT 031 Pharmacy Calculations	3
PHT 041 Pharmacy Systems	3
PHT 042 Pharmacy Intern Seminar	1
PHT 043 Pharmacy Clinical Experience	4
MATH 952 PreAlgebra	4
or	
MATH 090 Elementary Algebra	(4)
ENGL 015 Preparation for College Writing	4
or	
ENGL 101 Freshman Composition	(4)
<b>TOTAL UNITS:</b>	<b>24</b>

**COURSES OFFERED BY THE DEPARTMENT OF  
PHARMACY TECHNOLOGY:**

**PHT 020  
INTRODUCTION TO PHARMACY TECHNOLOGY  
2 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

An introduction to the role of the Pharmacy Technician in the delivery of pharmacy services in acute and ambulatory care settings. Emphasizes pharmaceutical terminology, distribution systems, and pharmacy standards. Includes ethical, legal, and professional issues.

*Associate Degree Applicable*

**PHT 021  
PREPARATION FOR A CAREER IN THE HEALTH  
CARE FIELD  
2 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

Designed for students interested in a career in nursing, pharmacy technology, or psychiatric technology. Explores roles, functions and skills that comprise the art and science of these careers. Introduction to specialty areas within the fields of nursing, pharmacy technology, and psychiatric technology. Includes information about requirements for admission into the Health Science programs and strategies for achieving success. This course is also offered as NURS 021 and PSYTCH 021.

*Associate Degree Applicable*

**PHT 030  
PHARMACOLOGY  
3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

An introduction to the mechanisms of actions and therapeutic uses of drugs within broad classifications. Includes physical, chemical and pharmacological incompatibilities and adverse reactions of drugs. Emphasizes common drug dosages, dosage forms, and recognition of inconsistencies in drug orders.

*Associate Degree Applicable*

**PHT 031  
PHARMACY CALCULATIONS  
3 UNITS**

**PREREQUISITE/COREQUISITE:** MATH 952.

**LECTURE:** 3 hours per week.

Designed to assist students in applying mathematical skills in calculating accurate dosages of medications and intravenous solutions. Includes the application of business calculations in pharmacy operations.

*Associate Degree Applicable*

**PHT 041  
PHARMACY SYSTEMS  
3 UNITS**

**PREREQUISITES:** PHT 030 and PHT 031.

**LECTURE:** 2 hours per week and

**LABORATORY:** 3 hours per week.

This course focuses on the application of advanced distribution and dispensing methods for medications within a laboratory setting. Emphasizes advanced concepts of inventory control and repackaging systems.

*Associate Degree Applicable*

**PHT 042**  
**PHARMACY INTERN SEMINAR** 1 UNIT  
**PREREQUISITE/COREQUISITE: PHT 041.**  
**COREQUISITE: PHT 043.**  
**LECTURE: 1 hour per week.**  
 This course emphasizes the application of methods for dispensing medications, inventory control and repackaging systems within a laboratory setting. Serves as lecture-based support for the students' clinical experience.  
*Associate Degree Applicable*

**PHT 043**  
**PHARMACY CLINICAL EXPERIENCE** 4 UNITS  
**PREREQUISITES: PHT 030 and PHT 031.**  
**PREREQUISITE/COREQUISITE: PHT 041**  
**COREQUISITE: PHT 042.**  
**LABORATORY: 20 hours clinical experience per week.**  
 This course includes application of the distribution and dispensing of medications in a pharmacy under the direct supervision of a pharmacist. Emphasizes inventory control and repackaging systems.  
*Associate Degree Applicable*

## PHILOSOPHY/ RELIGIOUS STUDIES

DIVISION: Humanities  
 DIVISION DEAN: Sherrie Guerrero, Ed.D.  
 DEPARTMENT HEAD: Julius Jackson, Ph.D.  
 OTHER FACULTY: Sydney Allen, Jr., Ph.D.  
 DIVISION SECRETARIES: Cheryl Benner  
 Liberal Arts 217  
 (909) 384-8633  
 Kelly Adcock  
 North Hall 240  
 (909) 384-8906

Whatever the vocational goal, students benefit from completing courses in philosophy and religious studies. Nearly everyone is concerned with the kinds of questions and experiences studied in philosophy and religion. Both fields of study are concerned with the nature of reality, truth and value, the human response to death and suffering, and those perennial human questions: Who am I? Why am I here? And where am I going?

Philosophy and religious studies courses require critical analysis, clarity, and understanding. These skills are achieved through careful and close reading of texts, images, and symbols as well as through descriptive and analytic writing. These are invaluable skills transferable to most vocations.

Philosophy and religion courses require the study of diverse and often competing belief systems. This is a challenging and exciting endeavor that can help us make sense of the events taking place in the world around us.

Students planning to transfer to a four-year institution and major in philosophy or religious studies should consult a counselor regarding the transfer process and lower division requirements.

### COURSES OFFERED BY THE DEPARTMENT OF PHILOSOPHY/RELIGIOUS STUDIES:

**PHIL 101**

**INTRODUCTION TO PHILOSOPHY** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 General introduction to the major problems of philosophy with attention directed to classical and modern philosophical literature as a basis for discussion of epistemology, metaphysics, ethics and/or aesthetics.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): PHIL 2*

**PHIL 102**  
**INTRODUCTION TO CRITICAL THINKING** 3 UNITS  
**PREREQUISITE: English 101.**  
**LECTURE: 3 hours per week.**  
 An introduction to critical thinking focusing on argument and evidence. Topics include recognition of the structures of reasoning in natural language, the evaluation of such reasoning (including informal fallacies), the uses and abuses of language, and an investigation of the rhetorical devices common in our culture. Students practice critical thinking by writing substantive arguments and essays.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**PHIL 103**  
**INTRODUCTION TO LOGIC:  
ARGUMENT AND EVIDENCE** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 Introduction to the techniques of critical thought including language analysis, inductive and deductive logic, symbolic logic and the development of scientific method.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): PHIL 6*

**PHIL 105**  
**INTRODUCTION TO ETHICS** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 Moral philosophy with an analysis of the basic ideas and principles involved in moral conduct and including the concepts of good, right, obligation and conscience. Problems of truthfulness, race, sex, marriage and war are examined in relation to moral philosophy. Special attention is given to contemporary problems of value pertinent to the interests of students majoring in medical arts and in administration of justice.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): PHIL 4*

**PHIL 112**  
**PHILOSOPHY IN LITERATURE** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
 Ethical and metaphysical themes as presented in literature from the classical to the modern period with emphasis on the literary treatment of such problems as freedom and determinism, the nature of virtue, the meaning of death, the individual's relationship to the state and the structure of reality.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**PHIL 119**  
**ANCIENT AND MEDIEVAL WESTERN PHILOSOPHY**

**3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Introduction to some of the major ideas of western civilization, attempting to trace significant developments in western thought from the Pre-Socratics to the end of the Medieval period.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**PHIL 120**  
**MODERN WESTERN PHILOSOPHY** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Introduction to some of the major ideas of Western Civilization, tracing significant developments in western thought from Descartes to the present.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**PHIL 180**  
**DEATH AND DYING** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
A study of dying, death, and bereavement. Medical, ethical, legal, philosophical, and religious considerations will be explored. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as RELIG 180.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**PHIL 222**  
**SPECIAL PROBLEMS IN PHILOSOPHY I** **1 UNIT**  
**PREREQUISITE:** PHIL 101.  
**INDEPENDENT STUDY:** 3 hours per week.  
Assigned problems involving library work for selected students who are interested in furthering their knowledge of philosophy on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**PHIL 223**  
**SPECIAL PROBLEMS IN PHILOSOPHY II** **2 UNITS**  
**PREREQUISITES:** PHIL 101.  
**INDEPENDENT STUDY:** 6 hours per week.  
Assigned problems involving library work for selected students who are interested in furthering their knowledge of philosophy on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**PHIL 285**  
**HONORS IN PHILOSOPHY** **3 UNITS**  
**PREREQUISITE:** PHIL 101.

**COREQUISITE:** PHIL 101.  
**LECTURE:** 3 hours per week.  
Building on the concepts introduced in Philosophy 101, this class focuses on models of philosophical inquiry and in-depth confrontation of classical philosophical questions including the issues of ethics, evil, aesthetics, conceptions of the ideal society, and/or the forgotten voices in philosophy (women and minorities).  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**RELIG 100**  
**INTRODUCTION TO RELIGIOUS STUDIES** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
An introductory study of religion with emphasis on religious experience, the origins and function of religion and religious and theological modes of expression, drawing on Eastern and Western, ancient and modern religious phenomena.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**RELIG 101**  
**INTRODUCTION TO WORLD RELIGIONS** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
Introduction to the major traditions of the world with an emphasis on the beliefs, practices, and histories of Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, and Taoism.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

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

**RELIG 135**  
**RELIGION IN AMERICA** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.  
An introduction of the growth and development of diverse religions in the United States that spans from the colonial period to the present. This course chronologically presents these religious movements, including the Puritans, slave religion, the religious reform movements, the Catholic, Protestant and Jewish communities, the Black religious experience, and contemporary religious movements. This course is also offered as HIST 135.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**RELIG 150**  
**INTRODUCTION TO MYTHOLOGY** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

An overview of myth and its function in culture through an introduction to origin and end-time stories from many traditions including native American, the classical mythology of Greece and the major living religions.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

### **RELIG 175**

#### **LITERATURE AND RELIGION OF THE BIBLE**

**3 UNITS**

**PREREQUISITE: ENGL 101.**

**LECTURE: 3 hours per week.**

The English Bible as literature and as religion including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed and an extensive reading of the two testaments. This course is also offered as ENGL 175.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

### **RELIG 176**

#### **JESUS AND HIS INTERPRETERS**

**3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A study of images and interpretations of Jesus with three principle divisions: Jesus and the gospels or biblical tradition; Jesus and the historians including the quest of historians and theologians for the Jesus of history; and Jesus and the arts (Jesus in art, music, film, and the literary arts, such as novels, poems, and plays).

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

### **RELIG 180**

#### **DEATH AND DYING**

**3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A study of dying, death, and bereavement. Medical, ethical, legal, philosophical, and religious considerations will be explored. This course qualifies for continuing education credit for nurses. Approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as PHIL 180.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

### **RELIG 222**

#### **SPECIAL PROBLEMS IN RELIGIOUS STUDIES I**

**1 UNIT**

**PREREQUISITE: RELIG 100 or RELIG 101.**

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

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

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

### **RELIG 223**

#### **SPECIAL PROBLEMS IN RELIGIOUS STUDIES II**

**2 UNITS**

**PREREQUISITE: RELIG 100 or RELIG 101.**

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

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

See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

### **PHOTOGRAPHY**

See courses within the ART Department

### **PHYSICAL EDUCATION AND ATHLETICS**

DIVISION: Physical Education and Athletics  
DIVISION DEAN: Dan Bridges, Ph.D.  
FACULTY: Dawn Adler, M.S.

Ken Blumenthal, M.A.  
Ingrid Dahlgren, M.S.  
Marie Hollis, M.A.  
David Rubio, M.A.  
Cindy Runyon, M.A.  
John Smith, M.A.  
Spencer Watkins, M.Ed.  
Leslye Williams, M.A.

DIVISION SECRETARY: Atrina Sloan  
DIVISION OFFICE: Snyder Gym 28  
(909) 384-8514  
LIAISON COUNSELOR: Diana Rodriguez, M.A.  
(909) 384-8511

Courses in the Physical Education Department are designed to increase students' skills in activities that produce physiological results and promote lifelong habits of fitness.

Within this department, courses are grouped in two areas: Health Education and Physical Education.

Four-year graduates in Health Education, Physical Education, and Athletics qualify for employment in private industry and recreational agencies and are prepared to seek teaching credentials in elementary or secondary education.

Students planning to transfer to a four-year institution and major in physical education or related fields should consult with a counselor regarding the transfer process and lower division requirements.

### **ATHLETIC TRAINING AND SPORTS MEDICINE CERTIFICATE**

The Athletic Training Sports and Medicine Certificate program offers theoretical and practical preparation to students interested in the effects of exercise on the human body. The focus of sports medicine courses is on diagnosis, treatment, and prevention of athletic injuries.

The certificate leads to clinical careers in athletic training, athletic medicine, sports-related paramedic services, cardiac rehabilitation, sports nutrition, athletic strength and conditioning. Students can transfer to four-year universities to pursue degrees in Physical Education, Athletic Training, Exercise Science, and Sports Medicine.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
BIOL 250 Human Anatomy and Physiology	4
PE 200 Introduction to Physical Education	3
PE 231 First Aid and CPR	3
PE 232A Athletic Training Procedures: Fall Sports	3
PE 232B Athletic Training Procedures: Spring Sports	3
PE 234A P.E. Sports Medicine: Fall Sports	1
PE 234B P.E. Sports Medicine: Spring Sports	1
<b>Nine units from the list of RECOMMENDED COURSES:</b>	<b>9</b>
<b>TOTAL UNITS:</b>	<b>27</b>

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
CHEM 101 Introductory Chemistry	4
CSYS 101 Computer Literacy	3
FCS 162 Nutrition	3
PHYSIC 101 Basic Physics	4
PSYCH 100 General Psychology	4

**COURSES OFFERED BY THE DEPARTMENT OF PHYSICAL EDUCATION AND ATHLETICS:**

**HEALTH EDUCATION**

<b>HEALTH 101</b> <b>HEALTH EDUCATION</b>	<b>3 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 3 hours per week.</b>	

The meaning of health as a fundamental quality of human life with emphasis on the importance of participation in a positive health program for the individual and the community.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

<b>HEALTH 103</b> <b>INTRODUCTION TO HOLISTIC HEALTH</b>	<b>3 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 3 hours per week.</b>	

Information on the principles of holistic health including physical, emotional, and psychological well-being.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**PHYSICAL EDUCATION**

<b>PE 198</b> <b>PHYSICAL EDUCATION WORK EXPERIENCE</b>	<b>1-4 UNITS</b>
<b>PREREQUISITE: None.</b>	

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

<b>PE 200</b> <b>INTRODUCTION TO PHYSICAL EDUCATION</b>	<b>3 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 3 hours per week.</b>	

A formal introduction into the heritage, programs, philosophies and potential careers in Physical Education. Emphasis is on describing and assessing this multifaceted field and the career potential it offers. An understanding of

how the philosophies and programs of Physical Education evolved is stressed.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

<b>PE 201</b> <b>INTRODUCTION TO COACHING</b>	<b>3 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 3 hours per week.</b>	

Motivational practices in team sports including psychological approaches to team play in intercollegiate athletics.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

<b>PE 210</b> <b>TEAM SPORTS OFFICIATING: FALL SPORTS</b>	<b>2 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 2 hours per week.</b>	

Survey of the rules, techniques, and mechanics of officiating fall sports including football and basketball.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

<b>PE 211</b> <b>TEAM SPORTS OFFICIATING: SPRING SPORTS</b>	<b>2 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 2 hours per week and</b>	
<b>LABORATORY: 1 hour per week.</b>	

Survey of the rules, techniques, and mechanics of officiating spring sports including baseball and track and field.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

<b>PE 222</b> <b>SPECIAL PROBLEMS IN PHYSICAL EDUCATION</b>	<b>2 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>DEPARTMENTAL ADVISORIES: One of the following</b>	
<b>courses: PE 200, 201, 202, 203, 231, 232A, 232B or</b>	
<b>any one of the series 282 to 293.</b>	
<b>INDEPENDENT STUDY: 6 hours per week.</b>	

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

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

<b>PE 223</b> <b>LIFEGUARDING AND LIFEGUARDING</b> <b>INSTRUCTOR TRAINING</b>	<b>2 UNITS</b>
<b>PREREQUISITE: None.</b>	
<b>LECTURE: 1 hour per week and</b>	
<b>LABORATORY: 3 hours per week.</b>	

Lifeguarding and lifeguarding instructor training; certifies lifeguards to work at pools, lakes and ocean. Prior to registration, a contract must be prepared. See instructor

for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PE 231**

**FIRST AID AND CPR**

**3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course involves the theory and practice of First Aid and CPR. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all National Safety Council requirements will receive a First Aid Certificate.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PE 232A**

**ATHLETIC TRAINING PROCEDURES: FALL SPORTS**

**3 UNITS**

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORIES: PE 231 and PE 234A.**

**COREQUISITE: PE 234A.**

**LECTURE: 3 hours per week.**

Study of the types of injuries which occur in athletic participation. Prevention, care and rehabilitation of injuries through selection and use of equipment, and properly applied techniques of training and conditioning of fall sports.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PE 232B**

**ATHLETIC TRAINING PROCEDURES:**

**SPRING SPORTS**

**3 UNITS**

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORIES: PE 231 and PE 234B.**

**LECTURE: 3 hours per week.**

Study of the types of injuries which occur in athletic participation. Prevention, care and rehabilitation of injuries through selection and use of equipment, and properly applied techniques of training and conditioning of spring sports.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PE 234A**

**P.E. SPORTS MEDICINE: FALL SPORTS**

**1 UNIT**

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: PE 232A.**

**LABORATORY: 3 hours per week.**

A laboratory companion to PE 232A. Exposure to immediate recognition and treatment of sports injuries unique to fall sports. Emphasis on rehabilitation and taping techniques to enable athletes to return to competition.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PE 234B**

**P.E. SPORTS MEDICINE: SPRING SPORTS**

**1 UNIT**

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: PE 232B.**

**LABORATORY: 3 hours per week.**

A laboratory companion to PE 232B. Exposure to immediate recognition and treatment of sports injuries unique to spring sports. Emphasis on rehabilitation and taping techniques to enable athletes to return to

competition.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PE 236**

**STRESS MANAGEMENT AND WELLNESS**

**3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 2 hours per week and**

**LABORATORY: 3 hours per week.**

Stress, produced by our hectic pace and lifestyles, reduce the quality of life and endangers our health. This course is designed to re-energize students by making them aware of the symptoms and origins of stress and what can be done to relieve stress. Includes dietary and physical fitness strategies to relieve stress. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**PE 238**

**EXERCISE THEORY, TESTING AND PRESCRIPTION**

**3 UNITS**

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: PE 138x4.**

**LECTURE: 2 hours per week and**

**LABORATORY: 2 hours per week.**

This course is designed to teach the recreational exerciser or fitness instructor basic exercise physiology, health screening and risk appraisal, exercise testing, exercise prescription and program design. Practical skills are applied with hands-on technique training, assessment, and program design. Students will be taught how to tailor programs to meet health, fitness or performance goals.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**PROFESSIONAL ACTIVITIES**

**2 UNITS**

**PE 282X2 BASEBALL**

**PE 283X2 BASKETBALL**

**PE 285X2 FOOTBALL**

**PE 288X2 SOFTBALL**

**PE 290X2 TENNIS**

**PE 291X2 TRACK & FIELD**

**PE 293X2 VOLLEYBALL**

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: Physical Education**

**Major or Minor.**

**LECTURE: 1 hour per week and**

**LABORATORY: 3 hours per week.**

Designed for students majoring or minoring in physical education, these professional activities courses cover the fundamentals of each sport including the skills, techniques, strategies, etiquette, and rules of the sport or activity indicated. Each course may be taken twice.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PE-I 116X4**

**EPEE FENCING**

**1 UNIT**

**PREREQUISITE: None.**

**LABORATORY: 3 hours per week.**

History, rules, terminology and skills of Epee Fencing. The selection, use and care of Epee equipment. Basic skills of footwork, attacks, defenses, bouting, refereeing and judging. Mental preparation and strategies for competition

will also be taught. This course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

## **INDIVIDUAL/ DUAL ACTIVITIES AND SPORTS**

### **PE-I 103x4**

#### **BADMINTON**

**1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

### **PE-I 105x4**

#### **LOW IMPACT AEROBICS**

**1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

### **PE-I 107x4**

#### **CROSS COUNTRY SKIING**

**1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

### **PE-I 108x4**

#### **WEIGHT TRAINING**

**1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

### **PE-I 110x4**

#### **FOIL FENCING**

**1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

### **PE-I 111x4**

#### **MOUNTAIN BIKING**

**1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

### **PE-I 115x4**

#### **EPEE-SABRE FENCING**

**1 UNIT**

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** PE-I 110x4

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

### **PE-I 127x4**

#### **WALKING FOR FITNESS**

**1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

### **PE-I 138x4**

#### **PHYSICAL FITNESS**

**1 UNIT**

**PREREQUISITE:** None.

**LABORATORY:** 3 hours per week.

An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PE/I 143x4**  
**WATER POLO** **1 UNIT**  
*PREREQUISITE: None.*  
*LABORATORY: 3 hours per week.*  
 This course introduces the fundamental offensive techniques, defensive techniques, and conditioning skills necessary for the game of water polo. Activities will be designed to enhance skills in each of these areas. Enrollment is limited to students who can swim the front crawl stroke 200 yards without stopping.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**PE-I 144x4**  
**RACQUETBALL** **1 UNIT**  
*PREREQUISITE: None.*  
*LABORATORY: 3 hours per week.*  
 An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**PE-I 148x4**  
**TENNIS** **1 UNIT**  
*PREREQUISITE: None.*  
*LABORATORY: 3 hours per week.*  
 An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**PE-I 164x4**  
**SWIMMING** **1 UNIT**  
*PREREQUISITE: None.*  
*LABORATORY: 3 hours per week.*  
 An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**PE-I 168x4**  
**YOGA** **1 UNIT**  
*PREREQUISITE: None.*  
*LABORATORY: 3 hours per week.*  
 An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity or sport. Each course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*  
*Limited transfer to UC; contact a counselor for details.*

**PE-I 173x4**  
**WATER AEROBICS** **1 UNIT**  
*PREREQUISITE: None.*  
*LABORATORY: 3 hours per week.*  
 An introductory level course teaching either a lifelong activity or sport. The course will emphasize the principles and techniques or skills and rules required in each activity

or sport. Each course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

**ADAPTED PHYSICAL EDUCATION** **1 UNIT**  
**PE-I 184x4 SWIMMING**  
**PE-I 185x4 SPORTS AND GAMES**  
**PE-I 186x4 STRETCHING AND STRESS REDUCTION**  
**PE-I 187x4 CARDIOVASCULAR FITNESS**  
**PE-I 188x4 FITNESS AND CONDITIONING**  
**PE-I 189x4 WEIGHT TRAINING**  
*PREREQUISITE: None.*  
*LABORATORY: 3 hours per week.*  
 These courses are designed for students with disabilities. An individualized program of appropriate activities is provided. These courses emphasize improving or maintaining range of motion, muscular strength, and cardiovascular endurance. Each course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

**TEAM SPORTS ACTIVITIES** **1 UNIT**  
**PE-T 100x4 BASEBALL**  
**PE-T 104x4 BASKETBALL**  
**PE-T 108x4 FOOTBALL**  
**PE-T 116x4 SOCCER**  
**PE-T 120x4 SOFTBALL**  
**PE-T 124x4 VOLLEYBALL**  
*PREREQUISITE: None.*  
*LABORATORY: 3 hours per week.*  
 An introduction to the rules and techniques of popular sports, taught in the context of an activity class. Each course may be taken four times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

**PE-T 132x4**  
**ADVANCED VOLLEYBALL** **1 UNIT**  
*PREREQUISITE: None.*  
*DEPARTMENTAL ADVISORY: Interscholastic or Intercollegiate experience.*  
*LABORATORY: 3 hours per week.*  
 Designed to provide the volleyball student with the opportunity to develop advanced skills in serving, setting, spiking, passing, blocking, and offensive and defensive strategies.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

**PE-V 100-103**  
**INTERCOLLEGIATE SPORTS ACTIVITIES (VARSITY)** **2 UNITS**  
*PREREQUISITE: None.*  
*LABORATORY: 10 hours per week.*  
 Physical education credit for such varsity intercollegiate sports as baseball, basketball, cross-country, football, golf, swimming, softball, tennis, track and field, volleyball, water polo, and wrestling (Fall and Spring).  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

## PHYSICAL SCIENCE

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

**COURSES OFFERED BY THE DEPARTMENT OF PHYSICAL SCIENCE:**

**PS 101  
 INTRODUCTION TO PHYSICAL SCIENCE 3 UNITS**

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

Fundamental concepts of chemistry, physics, and earth sciences (astronomy, geology, and oceanography) as they apply to everyday life.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

**PHYSICS / ASTRONOMY**

DIVISION: Science and Math  
 DIVISION DEAN: W. William Hughes, Ph.D.  
 DEPARTMENT HEAD: Michael Lysak, Ph.D.  
 Physical Science 234  
 (909) 384-8529  
 DEPARTMENT SECRETARY: Sylvia McDaniel  
 DEPARTMENT OFFICE: Physical Science 230  
 (909) 384-8520  
 DIVISION SECRETARY: Rose Garcia  
 DIVISION OFFICE: Chemistry 121  
 (909) 384-8645  
 LIAISON COUNSELOR: Diana Rodriguez, M.A.  
 (909) 384-8950  
 (909) 384-8234

Physics is fundamental science. It is concerned with finding and using the rules that govern everything—from the smallest pieces of the atom to the various collections of atoms—molecules, balls, planets, stars, and more—that compose the myriad contents of the universe.

Physics courses are offered to meet diverse students' needs: (1) an introductory course which is descriptive and uses little mathematics provides an overview of physics for Liberal Arts and Science majors; (2) Physics for the Life Sciences presents physics in sufficient depth for students whose careers in life sciences and related fields will require a physics background with some experience with calculus and (3) PHYSIC 200, 201 and 210 provide a rigorous development of physics using calculus to prepare students for further studies in the physical sciences, engineering, and mathematics.

Students majoring in physics will be rewarded on the personal level with a deep understanding of the world around us. On a professional level, physicists find a variety of employment opportunities which are relatively free of ethnic and gender bias, pay well, reward creativity, and are just plain fun.

Astronomy is the study of the vast universe around us. We

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

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

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

**PHYSICS  
 ASSOCIATE OF SCIENCE DEGREE**

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

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

<b>RECOMMENDED COURSES:</b>	<b>UNITS</b>
CHEM 150 General Chemistry I	5
CHEM 151 General Chemistry II	5

**ASTRONOMY  
 ASSOCIATE OF SCIENCE DEGREE**

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

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

**COURSES OFFERED BY THE DEPARTMENT OF PHYSICS/ASTRONOMY:**

**PHYSIC 101  
BASIC PHYSICS 4 UNITS**

**PREREQUISITE: MATH 090.**

**DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101.**

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

A first course in physics. Topics include motion, forces, energy, waves, light, electricity, magnetism and concepts of modern physics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

**PHYSIC 150A  
GENERAL PHYSICS FOR THE LIFE SCIENCES I 5 UNITS**

**PREREQUISITE: PHYSIC 101 and MATH 103 and ENGL 015.**

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

The first course in a two-semester physics sequence designed primarily for students in biology, pharmacology, pre-medicine, physical therapy, allied health services, and physical education. Topics include mechanics, waves, fluids, and thermodynamics. Concepts of calculus will be developed and applied to a variety of situations.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

*CAN (California Articulation Number): PHYS 2*

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

**PREREQUISITE: PHYSIC 150A.**

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

The second course in two-semester physics sequence designed primarily for students in biology, pharmacology, pre-medicine, physical therapy, allied health services, and physical education. Topics include electricity, magnetism, optics, and modern physics. The needed concepts of calculus will be developed and used where appropriate.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

*CAN (California Articulation Number): PHYS 4*

**PHYSIC 200  
PHYSICS I 6 UNITS**

**PREREQUISITES: PHYSIC 101 and ENGL 015 or eligibility for ENGL 101.**

**PREREQUISITE/COREQUISITE: MATH 250.**

**DEPARTMENTAL ADVISORY: Students who have successfully completed High School Physics may substitute that for the Physics prerequisite listed above.**

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

A calculus based physics course covering mechanics, waves, fluids, and thermodynamics. This course is designed to satisfy the lower division physics requirement for majors in physics, engineering, astronomy, chemistry, geology, computer science and mathematics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

*CAN (California Articulation Number): PHYSIC 200 + PHYSIC 201 = CAN PHYS SEQ B*

**PHYSIC 201  
PHYSICS II 6 UNITS**

**PREREQUISITES: PHYSIC 200.**

**PREREQUISITE/COREQUISITE: MATH 251.**

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

A calculus based physics course covering electricity, magnetism, optics, and modern physics. This course is designed to satisfy the lower division physics requirement for majors in physics, engineering, astronomy, chemistry, geology, computer science and mathematics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

*CAN (California Articulation Number): PHYSIC 200 + PHYSIC 201 = CAN PHYS SEQ B*

**PHYSIC 210  
MODERN PHYSICS 4 UNITS**

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

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

A calculus based physics course in modern physics. Topics include relativity, quantum mechanics, atoms, molecules, condensed matter, nuclear and particle physics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

*CAN (California Articulation Number): PHYS 16*

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

**PREREQUISITES: PHYSIC 101 and ENGL 101.**

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

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of physics on an independent study basis. Students are required to devote three hours per week to their project throughout the semester.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

**PHYSIC 223  
SPECIAL PROBLEMS IN PHYSICS II 2 UNITS**

**PREREQUISITES: PHYSIC 101 and ENGL 101.**

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

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of physics on an independent study basis. Students are required to devote six hours per week to their project throughout the semester.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

**ASTRON 120****INTRODUCTION TO ASTRONOMY 3 UNITS****PREREQUISITE: None.****LECTURE: 3 hours per week.**

An introduction to astronomy, the ultimate adventure. Our very big universe can be described by a small set of knowable rules through a logical method called science, where the excitement of an evolving and sometimes violent universe of stars and galaxies is explored. Topics include the night sky, motions of the Sun, the Moon, and the planets, light, properties and life-cycles of stars with a detailed look at our Sun, galaxies and the origin of the universe.

*Associate Degree Applicable**Course credit transfers to CSU and UC.**Limited transfer to UC; contact a counselor for details.***ASTRON 123****INTRODUCTION TO ASTRONOMY 4 UNITS****PREREQUISITE: None.****LECTURE: 3 hours per week and  
LABORATORY: 3 hours per week.**

An introduction to astronomy, the ultimate adventure. Our very big universe can be described by a small set of knowable rules through a logical method called science, where the excitement of an evolving and sometimes violent universe of stars and galaxies is explored. Topics include the night sky, motions of the Sun, the Moon, and the planets, light, properties and life-cycles of stars with a detailed look at our Sun, galaxies and the origin of the universe. A series of laboratories supplement and enhance topics discussed in lecture.

*Associate Degree Applicable**Course credit transfers to CSU and UC.**Limited transfer to UC; contact a counselor for details.***ASTRON 125****ASTRONOMY LABORATORY 1 UNIT****PREREQUISITE: ASTRON 120.****LABORATORY: 3 hours per week.**

Our very big universe can be described by a small set of knowable rules through a logical method called science. Laboratory work brings a hands-on enrichment and deeper understanding of topics discussed in the astronomy lecture. Topics include use of star maps, identification of constellations, determination of orbits, rotation rate and mass of celestial objects using astronomical methods of observation and analysis. Students will also perform 3-D modeling of the solar system and constellations, study the nature of light, lenses and telescopes, make some direct observations with telescopes and utilize astronomical software.

*Associate Degree Applicable**Course credit transfers to CSU and UC.**Limited transfer to UC; contact a counselor for details.***ASTRON 222****SPECIAL PROBLEMS IN ASTRONOMY I 1 UNIT****PREREQUISITE: None.****INDEPENDENT STUDY: 3 hours per week.**

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of astronomy on an independent study basis. Students are required to devote three hours per week to their project throughout the semester.

*Associate Degree Applicable**Course credit transfers to CSU and UC.**Limited transfer to UC; contact a counselor for details.***ASTRON 223****SPECIAL PROBLEMS IN ASTRONOMY II 2 UNITS****PREREQUISITE: None.****INDEPENDENT STUDY: 6 hours per week.**

Assigned problems involving library and laboratory work for selected students who are interested in furthering their knowledge of astronomy on an independent study basis. Students are required to devote six hours per week to their project throughout the semester.

*Associate Degree Applicable**Course credit transfers to CSU and UC.**Limited transfer to UC; contact a counselor for details.***PHYSIOLOGY**

See courses within the Department of BIOLOGY

**POLICE SCIENCE**

(also see CRIMINAL JUSTICE)

DIVISION:	Criminal Justice
DIVISION DEAN:	Gloria Fisher, J.D.
DIVISION SECRETARY:	Sharen Chavira
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One of modern government's most challenging tasks is the enforcement of laws and the protection of lives and property while respecting constitutional individual rights. Carefully selected, highly trained and motivated peace officers are central in this task. The Police Science program offers three types of training: (1) the Basic Law Enforcement Academy is presented in both an intensive and extended format for students interested in becoming peace officers; (2) reserve officer training is offered, leading to positions as Reserve Deputy Sheriffs or Police Officers; and (3) an advanced training program is offered for those currently employed as peace officers.

The state screening requirements for admission into the Basic Law Enforcement Academy are: A person must have a physical examination, stress EKG, Department of Justice/Federal Bureau of

Investigation fingerprint check, a valid California drivers license, and never have been convicted of a felony. The Police Science classes are certified by the California Commission on Peace Officer Standards and Training.

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

**BASIC LAW ENFORCEMENT ACADEMY  
CERTIFICATE**

This certificate is designed for state certified entry-level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agencies probationary period in a Peace Officers Standards and Training (POST) certified agency qualifies the student for a California POST certificate. This program meets Penal Code Section 832 requirement of training as a peace officer in the state of California. This program is offered in two formats: the Intensive Format (approximately 23 weeks) and the Extended Format

(approximately 48 weeks).

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
POLICE 002 Basic Law Enforcement Academy	27.75
POLICE 100 Criminal Law	3.00
POLICE 101 Procedure and Evidence	3.00
POLICE 102 Community Policing	3.00
POLICE 103 Introduction to Criminal Investigation	3.00
<b>TOTAL UNITS:</b>	<b>39.75</b>

### **COURSES OFFERED BY THE DEPARTMENT OF POLICE SCIENCE:**

**POLICE 002  
BASIC LAW ENFORCEMENT ACADEMY 27.75 UNITS**  
**PREREQUISITE: POLICE 100, POLICE 101, POLICE 102 and POLICE 103.**

**LECTURE: 312 hours per semester and  
LABORATORY: 392 hours per semester.**

Basic training for new Law Enforcement Officers including administration of justice, patrol procedures, firearms, defensive tactics, physical training, First Aid, cardiopulmonary resuscitation (CPR), traffic investigation, water safety, and driver training. **Enrollment is limited to those students who meet state screening requirements as outlined in the Government Code, California Penal Code and the Commission on Peace Officer Standards and Training Administrative Manual.**

*Associate Degree Applicable*

**POLICE 003X20  
USE OF FORCE-FIRST AID CROWD CONTROL .25 UNIT**

**PREREQUISITE: CRMJUS 058.**

**LECTURE: 2 hours per semester and  
LABORATORY: 6 hours per semester.**

This course provides use of force training updates and instruction in tactics, law enforcement procedures, and case law, which are essential for the law enforcement professional. This course emphasizes training in CPR/First Aid training, and the use of passive resistor crowd control techniques. This training qualifies as credit toward POST's 24-hour Continuous Professional Training (CPT) requirement for peach officers. This course may be taken twenty times.

*Associate Degree Applicable*

**POLICE 004X20  
USE OF FORCE-DECISION MAKING LESS .25 UNIT**  
**PREREQUISITE: CRMJUS 058.**

**LECTURE: 2 hours per semester and  
LABORATORY: 6 hours per semester.**

This course provides use of force training updates and instruction in tactics, law enforcement procedures, and case law, which are essential for the law enforcement professional. This course emphasizes training in less lethal systems, as well as critical incident judgment and decision-making skills. A variety of subjects are combined to provide the most current training available, training which will also satisfy POST's 24-hour Continuous Professional Training (CPT) requirement for peach officers. This course may be taken twenty times.

*Associate Degree Applicable*

**POLICE 005X20  
USE OF FORCE-TACTICAL COMMUNICATION AND  
CHEMICAL AGENTS .25 UNIT**

**PREREQUISITE: CRMJUS 058.**

**LECTURE: 2 hours per semester and  
LABORATORY: 6 hours per semester.**

This course provides use of force training updates and instruction in tactics, law enforcement procedures, and case law, which are essential for the law enforcement professional. This course emphasizes training in tactical communication and the use of chemical agents in the field. This course qualifies as credit toward POST's 24-hour Continuous Professional Training (CPT) requirement for peach officers. This course may be taken twenty times.  
*Associate Degree Applicable*

**POLICE 010  
INTERVIEW AND INTERROGATION .50 UNIT**  
**PREREQUISITE: CRMJUS 058.**

**LECTURE: 8 hours per semester.**

The systematic questioning of a suspect including legal constraints; the Miranda warning; absence of coercion; when and where to interrogate; suspect evaluation; interrogation techniques; interviewing victims and witnesses; and developing other sources of information. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 011  
ADVANCED INTERVIEW AND INTERROGATION-  
HOMICIDE/CRIMES AGAINST CHILDREN .25 UNIT**  
**PREREQUISITE: POLICE 010.**

**LABORATORY: 8 hours per semester.**

This course provides instruction in the interview and interrogation process and instruction in tactics, law enforcement procedures, and case law, which are essential for the law enforcement professional. Emphasizes training in scene containment, evidence preservation, and developing interview skill centralized in the field of Homicide, and Crimes Against Children. A variety of sources are combined to provide the most current training available: training which qualifies for Commission on Peace Officer Standards and Training (P.O.S.T.) 24-hour Continuous Professional Training (C.P.T.) requirement for peach officers.

*Associate Degree Applicable*

**POLICE 015  
BASIC MOUNTED PATROL 1.25 UNITS**  
**PREREQUISITE: CRMJUS 059.**

**LECTURE: 10 hours per semester and  
LABORATORY: 30 hours per semester.**

This course is designed to train mounted personnel with a focus on patrol functions and techniques to control their mounts in various situations. Horse and rider will be exposed to crowd control, congested areas and noise-structured distractions. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 016  
MOUNTED SEARCH AND RESCUE .75 UNIT**  
**PREREQUISITE: None.**

**LECTURE: 8 hours per semester and  
LABORATORY: 8 hours per semester.**

The intent of this class is to provide the students with an understanding of the responsibilities and functions of mounted personnel for search and rescue. This is a

beginning course for students interesting in joining a search and rescue mounted team.

*Associate Degree Applicable*

**POLICE 017  
MOUNTED PATROL UPDATE .50 UNIT  
PREREQUISITE: POLICE 015.**

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

This course is designed to update mounted personnel about patrol functions and new techniques to control their mounts in various situations. Horse and rider will be exposed to crowd control, congested areas and noise/structured distractions.

*Associate Degree Applicable*

**POLICE 018  
BUILDING ENTRIES AND SEARCHES .50 UNIT  
PREREQUISITE: POLICE 001.**

**LECTURE: 6 hours per semester and  
LABORATORY: 2 hours per semester.**

This course provides law enforcement officers with the knowledge needed to gather intelligence information, prepare a tactical plan, and execute a proper building entry and search. Officers will participate in open classroom discussion and role-playing exercises. **LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 020  
GANG AWARENESS 1.25 UNITS  
PREREQUISITE: POLICE 001 or CRMJUS 059.**

**LECTURE: 20 hours per semester and  
LABORATORY: 4 hours per semester.**

This course provides a thorough overview that will enable law enforcement students to apply the information they will learn about street, prison and motorcycle gangs to their positions as field officers or jail deputies. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 021x4  
ADVANCED GANG AWARENESS, UPDATE .50 UNIT  
PREREQUISITE: POLICE 020.**

**LECTURE: 8 hours per semester.**

This constantly updated course will enable students to apply information they will learn about the most current street, prison and motorcycle gang trends to their daily assignments as law enforcement officers. Officer safety issues will also be addressed. This course may be taken four times. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 025  
CLANDESTINE LABORATORY SAFETY .50 UNIT  
PREREQUISITE: POLICE 001 or CRMJUS 059.**

**LECTURE: 8 hours per semester.**

Law enforcement officers and other public safety professionals will learn of current trends as well as potential safety concerns, (fire, explosions, poisoning, etc.) related to clandestine drug laboratories. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 027  
PASSIVE ALCOHOL SCREENING DEVICE TRAINING  
.25 UNIT**

**PREREQUISITES: POLICE 028 or CRMJUS 059.**

**LECTURE: 3 hours per semester and  
LABORATORY: 1 hour per semester.**

Introduces the proper procedures for conducting an in the field breath test, accuracy check and calibration of the Intoximeter Alco- Sensor IV Passive Alcohol Screening (PAS) device. Officers will receive instruction relating to the laws and recent case law relevant to the PAS device. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 028  
BREATHALYZER TRAINING .25 UNIT  
PREREQUISITE: None.**

**LECTURE: 3 hours per semester and  
LABORATORY: 1 hour per semester.**

Covers the chemical and psychological effects of alcohol on the human body, the theory of breath testing, and the proper use of current breath testing equipment. The course will also cover legal aspects of breath testing and courtroom testimony as it applies to breath test results.

*Associate Degree Applicable*

**POLICE 029  
DRIVING WHILE INTOXICATED 1.2 UNITS  
PREREQUISITE: CRMJUS 058.**

**LECTURE: 20 hours per semester and  
LABORATORY: 4 hours per semester.**

All aspects of driving while intoxicated from detection to courtroom testimony including nystagmus, the field testing of alcohol and drug use, and recent case law. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 030  
PERFORMANCE APPRAISALS .50 UNIT  
PREREQUISITE: None.**

**LECTURE: 8 hours per semester.**

This course is designed to help law enforcement supervisors develop their skills in evaluating subordinate employees. Topics include the purpose of performance appraisals; using performance appraisals to manage and motivate employees; creating the paper trail; elements and styles of grammar.

*Associate Degree Applicable*

**POLICE 035  
SPANISH FOR LAW ENFORCEMENT SITUATIONS  
4 UNITS**

**PREREQUISITE: CRMJUS 058.**

**LECTURE: 64 hours per semester.**

This course is designed to provide law enforcement with the background to communicate effectively in the Spanish language. Focus is on practical phrases, commands and questions needed by law enforcement in commonly encountered field situations specific to officer safety, booking, searching and transportation of inmates. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 036  
SURVIVAL SPANISH FOR LAW ENFORCEMENT  
.25 UNIT**

**PREREQUISITE: CRMJUS 058.**

**LECTURE: 4 hours per semester and**

**LABORATORY: 4 hours per semester.**

Course enables students to acquire skills to facilitate communication with Spanish speaking members of the community. This course emphasizes phrases specific to officer safety. Focus is on practical phrases, commands and questions needed by law enforcement in commonly encountered field situations.

*Associate Degree Applicable*

**POLICE 039**

**DIVE RESCUE**

**1 UNIT**

**PREREQUISITE: POLICE 001.**

**LECTURE: 10 hours per semester and**

**LABORATORY: 14 hours per semester.**

Students already possessing a Basic SCUBA certification and who are interested in joining a dive rescue team will learn about team organization, cold water rescue, search patterns, victim retrieval, auto accidents, underwater retrieval, and media relations. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 040**

**BASIC BICYCLE POLICE COURSE**

**1 UNIT**

**PREREQUISITE: POLICE 001 or CRMJUS 058.**

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

**LECTURE: 12 hours per semester and**

**LABORATORY: 20 hours per semester.**

This course is designed to improve student's bicycle riding skills and techniques of bicycle patrolling. The course will cover topics dealing with skills, equipment, nutrition, physical fitness and subject/suspect contacts. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 041**

**BICYCLE PATROL INSTRUCTOR COURSE**

**1.5 UNITS**

**PREREQUISITE: POLICE 040.**

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

**LECTURE: 14.5 hours per semester and**

**LABORATORY: 25.5 hours per semester.**

This course is designed to give students the skills to teach courses in bicycle patrolling and an opportunity to improve their bicycle riding skills. The course will cover topics dealing with skills, equipment, nutrition, physical fitness, subject/suspect contacts and curriculum development and presentation. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 042**

**AIRBORNE LAW ENFORCEMENT OPERATIONS**

**(GROUND OFFICER)**

**1 UNIT**

**PREREQUISITE: POLICE 001.**

**LECTURE: 16 hours per semester.**

Strategies for coordinating ground and airborne law enforcement operations from the ground officer's perspective. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 045**

**PRINCIPLES OF SHOOTING**

**.20 UNIT**

**PREREQUISITE: CRMJUS 058.**

**LECTURE: 4 hours per semester and**

**LABORATORY: 4 hours per semester.**

A review of basic shooting fundamentals with emphasis on combat shooting and tactics for defense against the most common officer-involved shootings. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 046**

**BASIC POLICE RIFLE MARKSMANSHIP**

**1.5 UNITS**

**PREREQUISITE: POLICE 001.**

**LECTURE: 20 hours per semester and**

**LABORATORY: 20 hours per semester.**

This course provides students with the basic rifle marksmanship skills necessary to effectively perform a vital component of a police SWAT or tactical operation. The course will familiarize students with the history, duties, equipment and skills of the police rifle marksman, and will also address legal and liability issues. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 047**

**FIREARMS INSTRUCTOR COURSE**

**3 UNITS**

**PREREQUISITE: POLICE 001.**

**LECTURE: 40 hours per semester and**

**LABORATORY: 40 hours per semester.**

This course is designed to prepare students to become firearms instructors. Includes both theory and practice in strategies of firearms training. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 050**

**NARCOTICS**

**.50 UNIT**

**PREREQUISITE: CRMJUS 058.**

**LECTURE: 8 hours per semester.**

A narcotics update for patrol officers with an emphasis on identification of narcotics, current street trends, terminology, packaging, price, case preparation and the effects of drugs on users. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 051**

**RECOGNIZING NARCOTICS TRAFFICKERS**

**.50 UNIT**

**PREREQUISITE: CRMJUS 059.**

**LECTURE: 8 hours per semester.**

This course will provide students with the knowledge of and ability to recognize signs and indicators related to narcotic/contraband trafficking. Examines recent case law interpretations related to search and seizure, detentions, evidence collection and case preparation. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 053**  
**DEALING WITH INFORMANTS** .25 UNIT  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 5 hours per semester and**  
**LABORATORY: 3 hours per semester.**  
Scenarios and basic skills will provide students with approaches for making day-to-day contact with informants. Identify potential informant, and deal with department policy and procedure. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 054**  
**SUBJECT CONTACTS** .25 UNIT  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 5 hours per semester and**  
**LABORATORY: 3 hours per semester.**  
Scenarios and basic skills will provide the law enforcement officer with some new ideas and approaches to the everyday subject contacts. A mixture of lecture and practical application will reinforce the information discussed in the classroom. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 055**  
**MDT, VDT AND CAD COMPUTER OPERATIONS**  
 .2-4 UNITS  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 4-60 hours per semester.**  
**LABORATORY: 4-60 hours per semester.**  
Mobile Digital Terminal, Video Display Terminal, and Computer Aided Dispatch Operations course designed to train police personnel on computer law enforcement equipment. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 057**  
**BASIC LAW ENFORCEMENT REPORT WRITING**  
 2 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 21 hours per semester and**  
**LABORATORY: 35 hours per semester.**  
This course is designed to address fundamental problems in writing reports unique to the law enforcement field. Focus is on grammar, spelling, sentence structure, paragraph structure, report writing format, courtroom requirements, interviewing, scenario writing and crime scene note taking.  
*Associate Degree Applicable*

**POLICE 058**  
**REPORT WRITING AND COURTROOM SURVIVAL**  
 .50 UNIT  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 8 hours per semester.**  
A review of the five major report writing problems and the solution to each. Includes suggestions for reducing the time spent writing a report while increasing clarity and usefulness. Additionally, this course prepares officers to testify in court including retrial preparation, the role of a witness, how to handle cross-examination, and the police/prosecutor relationship. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 059**  
**SEARCH WARRANTS** .50 UNIT  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 8 hours per semester.**  
How to assemble and execute a search warrant including definition, categories of property for which a warrant may be issued, descriptions of persons and places, description of property, officer expertise, probable cause, nighttime search authority, protection of informants, and serving the warrant. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 063**  
**ARREST AND CONTROL** .50 UNIT  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 8 hours per semester.**  
Designed as a review of basic fundamentals for controlling, searching, and cuffing single and multiple suspects, this course includes mental preparation and current techniques for arrest and control. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 064**  
**IDENTIFICATION, COLLECTION AND PRESERVATION OF EVIDENCE** .50 UNIT  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 8 hours per semester.**  
The advantages of careful collection and examination of physical evidence with an emphasis on what constitutes physical evidence, how to properly collect it, and how crime labs use the evidence. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 065**  
**CIVIL LIABILITIES** .50 UNIT  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 8 hours per semester.**  
A review of civil liabilities and current judicial thinking including suggestions for protecting officers from becoming targets for litigation and other adverse actions. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 066**  
**PRELIMINARY INVESTIGATION** .50 UNIT  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 8 hours per semester.**  
A review of preliminary investigation techniques including recognition and collection of evidence available at the scene, crime scene sketching and diagramming, latent print collection, and report preparation. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 070**  
**VEHICLE STOPS** .50 UNIT  
**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 8 hours per semester.  
An update of current techniques utilized in car, van, and motorcycle stops including high-risk, low-risk, daytime, nighttime, use of lights, approaches, suspect control and removal of drivers from their vehicles. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 071**  
**DRIVER AWARENESS** .25 UNIT  
**PREREQUISITE:** None.  
**LECTURE:** 4 hours per semester.  
**LABORATORY:** 4 hours per semester.  
For peace officers driving patrol cars, this course reviews legal aspects and liabilities, emergency driving, and the care and maintenance of police vehicles.  
*Associate Degree Applicable*

**POLICE 072**  
**BASIC TRAFFIC COLLISION INVESTIGATION 2 UNITS**  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 30 hours per semester and  
**LABORATORY:** 10 hours per semester.  
Accident investigation from on-the-scene procedures to followup. Practical application of how to use report forms and accident investigation terminology together with the study of vehicle code law, court decisions and other traffic-related subject matter. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 073**  
**INTERMEDIATE TRAFFIC COLLISION INVESTIGATION**  
1.5 UNITS  
**PREREQUISITE:** POLICE 072.  
**LECTURE:** 22 hours per semester and  
**LABORATORY:** 18 hours per semester.  
This course is devoted to the basics of tiremark identification and analysis, including case preparation and courtroom testimony; determination of coefficient of friction and drag factor; and speed estimates using various equations. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 074**  
**ADVANCED TRAFFIC COLLISION INVESTIGATION**  
4 UNITS  
**PREREQUISITE:** POLICE 073.  
**LECTURE:** 56 hours per semester and  
**LABORATORY:** 24 hours per semester.  
This course is designed for experienced traffic collision investigators. Emphasis is on the applications of mathematics and physics to collision analysis, scene documentation and evaluation. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 075**  
**HOSTAGE SITUATIONS** .50 UNIT  
**PREREQUISITE:** CRMJUS 058.  
**LECTURE:** 8 hours per semester.  
Designed to provide patrol officers an understanding of the concept of hostage negotiations with emphasis on when to call the negotiation team and how to control the scene until assistance arrives. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 076x4**  
**ADVANCED OFFICER COURSE** 1 UNIT  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 20 hours per semester and  
**LABORATORY:** 4 hours per semester.  
Designed to review and update operation procedures, laws, current trends and fire and life safety as these pertain to field officers. Fulfills continuing education requirements for active field officers. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** These courses may be taken four times each.  
*Associate Degree Applicable*

**POLICE 077**  
**TACTICAL PLANNING FOR PATROL** .50 UNIT  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 6 hours per semester and  
**LABORATORY:** 2 hours per semester.  
Supervising and participating in a critical incident can be, to say the least, challenging. This course is designed for patrol officers and supervisors who will have to plan, coordinate, and participate in tactical operations involving patrol personnel. Sound tactical principles and options, as well as psychological aspects of critical incident response are discussed. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 078**  
**OFFICER SAFETY/FIELD TACTICS** 2 UNITS  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 32 hours per semester and  
**LABORATORY:** 8 hours per semester.  
Safety awareness and the use of proper field tactics in the performance of peace officer duties. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 079**  
**DEFENSIVE TACTICS AND WEAPONLESS DEFENSE**  
**INSTRUCTOR COURSE** 2.50 UNITS  
**PREREQUISITE:** POLICE 001.  
**LECTURE:** 20 hours per semester and  
**LABORATORY:** 60 hours per semester.  
Scenarios and basic skills will provide law enforcement with some new ideas and approaches to delivering the everyday defensive tactics to officers. Topics include physical fitness, assessment tests, handcuffing and searching techniques and active counter measures, LVNR (Lateral Vascular Neck Restraint) case law, liability and instructor development. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 080**

**FIELD TRAINING OFFICER** **2 UNITS**  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 32 hours per semester and**  
**LABORATORY: 8 hours per semester.**  
Instruction in skills and information necessary for competent performance in the role of a Field Training Officer. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 081**  
**PLAIN CLOTHES OFFICER SURVIVAL** **1.5 UNITS**  
**PREREQUISITE: POLICE 001 or CRMJUS 060.**  
**LECTURE: 16 hours per semester and**  
**LABORATORY: 24 hours per semester.**  
This course is designed to expose students to the unique challenges associated with off-duty and plainclothes assignments. Topics discussed will involve tactical considerations, current trends and liability issues. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 082**  
**PROBLEM-ORIENTED POLICING** **.25 UNIT**  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 4.5 hours per semester and**  
**LABORATORY: 3.5 hours per semester.**  
Alternatives to present policing attitudes with an emphasis on crime prevention, problem-solving, and communication skills. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 084**  
**POLICE SUPERVISION** **4 UNITS**  
**PREREQUISITE: POLICE 076x4.**  
**LECTURE: 80 hours per semester.**  
Techniques of police supervision including problems of policy and procedures, leadership and responsibilities, performance evaluation, field problems, instructional and disciplinary methods, motivation, supervisory investigations and reports, and psychological aspects of supervision. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 085**  
**ADVANCED POLICE SUPERVISION** **2 UNITS**  
**PREREQUISITE: POLICE 084.**  
**LECTURE: 30 hours per semester and**  
**LABORATORY: 10 hours per semester.**  
This course will expand on skills learned in the 80-hour Police Supervision course. It will expose new supervisors to incident command management, new training methods, supervisory styles, time management, and problem solving techniques and decision making skills. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 086**  
**DOMESTIC VIOLENCE** **.50 UNIT**  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 8 hours per semester.**  
An introduction to the psychological state of victims of violence including battering, child abuse, and sexual assault. Emphasis on the development of positive intervention strategies and the identification of agencies designed to assist victims. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 087**  
**CHILD ABUSE** **2.25 UNITS**  
**PREREQUISITE: CRMJUS 058.**  
**LECTURE: 32 hours per semester and**  
**LABORATORY: 8 hours per semester.**  
The Child Abuse Investigation course will provide students with the skills to recognize, evaluate and synthesize all aspects of investigating alleged crimes against children. The crimes of child neglect, sexual and physical abuse and exploitation will be analyzed by the students. The course will familiarize officers with the legal rights and responsibilities of all involved parties in these types of crimes. This course also is designed to satisfy Peace Officers Standards and Training's mandates on child abuse per the Penal Code sections 13516 and 13517. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 088**  
**HATE AND BIAS CRIMES** **1.25 UNITS**  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 16 hours per semester and**  
**LABORATORY: 9 hours per semester.**  
The goal of the program is to give law enforcement agencies the tools needed to recognize hate/bias crimes. It enhances the effectiveness of law enforcement agencies with investigation and prosecution of hate/bias crimes. Emphasis will be placed on victim and community needs, and initial response on patrol units. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 090**  
**TERRORISM: CURRENT THREAT AND RESPONSE** **.50 UNIT**  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 8 hours per semester.**  
An advanced officer training course on the nature and severity of the threat by terrorist activities and strategies to mitigate the threat. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**  
*Associate Degree Applicable*

**POLICE 091**  
**TERRORISM: BOMBS AND BOMBINGS** .25 UNIT  
**PREREQUISITE: POLICE 001.**  
**DEPARTMENTAL ADVISORY: POLICE 097.**  
**LECTURE: 4 hours per semester .**  
**LABORATORY: 4 hours per semester.**

An advanced officer training course on improvised explosive devices and strategies for effectively and safely responding to bomb-related incidents. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 092**  
**HIGH TECH CRIMES** .75 UNIT  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 12 hours per semester and**  
**LABORATORY: 4 hours per semester.**

This course is designed to assist investigators in becoming aware of high tech criminal activity and to increase arrest and conviction rates involving high tech crimes. Officers will learn how to identify, write search warrants for high tech crimes, and explain the procedures in collecting evidence for credit card, computer and cellular phone crimes. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 093**  
**RACIAL PROFILING** .25 UNIT  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 4 hours per semester and**  
**LABORATORY: 2 hours per semester.**

This course clarifies what constitutes racial profiling, conceptually and legally. Students examine how the civil rights movement redefined the role of law enforcement. It covers the key indices that define culture and show how racial profiling impacts everyone. This course meets the training mandates for 13519.4PC.

*Associate Degree Applicable*

**POLICE 095**  
**JAIL OPERATIONS** 3.25 UNITS  
**PREREQUISITE: POLICE 001.**  
**LECTURE: 56 hours per semester and**  
**LABORATORY: 3 hours per semester.**

The purpose of the course is to prepare the new or experienced peace officer for the duties or tasks which are performed by officers in correctional facilities, regardless of location, size or budget of the employing agency. This course will provide the student with the knowledge and skills to combine academic concepts of classroom training with the realities of correctional facility work. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.**

*Associate Degree Applicable*

**POLICE 096**  
**JAIL SECURITY TRAINING** .50 UNIT  
**PREREQUISITE: None.**  
**LECTURE: 8 hours per semester.**

This course will enable students to recognize and respond to security problems within a correctional environment. Topics include: minimum jail standards; jail con-games; contraband; narcotics; classification of prisoners; personal safety; emergency operations.

*Associate Degree Applicable*

**POLICE 097x4**

**CORRECTIONAL OFFICER UPDATE** 1 UNIT  
**PREREQUISITE: POLICE 095.**

**LECTURE: 20 hours per semester and**  
**LABORATORY: 4 hours per semester.**

Designed to review and update operation procedures, laws, current trends and fire and life safety as these pertain to custodial facility on an annual basis. Fulfills continuing education requirements for correctional officers. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES.** These courses may be taken four times each.

*Associate Degree Applicable*

**POLICE 100**  
**CRIMINAL LAW** 3 UNITS  
**PREREQUISITE None.**  
**COREQUISITES: POLICE 002, POLICE 101, POLICE**  
**102 and POLICE 103.**

**LECTURE: 48 hours per semester.**

The historical development and theories associated with criminal law and its contemporary application. This course will focus on the relationship between criminal law and the criminal justice system. Classification of crimes and their application to the criminal justice system will also be covered in the course. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

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

**POLICE 101**  
**PROCEDURE AND EVIDENCE** 3 UNITS  
**PREREQUISITE: None.**  
**COREQUISITES: POLICE 002, POLICE 100, POLICE**  
**102 and POLICE 103.**

**LECTURE: 48 hours per semester.**

This course will address the origin, concepts and philosophy of evidence, search and seizure, degrees of evidence, case studies, evidence procedures, judicial theories and decisions interpreting individual rights. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

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

**POLICE 102**  
**COMMUNITY POLICING** 3 UNITS  
**PREREQUISITE: None**  
**COREQUISITES: POLICE 002, POLICE 100, POLICE**  
**101 and POLICE 103**

**LECTURE: 48 hours per semester.**

This course will address the origin, concepts and philosophy of community policing, cultural diversity, victim awareness and the development of positive relationships with the public. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET THE SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

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

**POLICE 103**  
**INTRODUCTION TO CRIMINAL INVESTIGATION**

### 3 UNITS

**LECTURE: 48 hours per semester.**

**PREREQUISITE: None.**

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

This course will address the examination of crime, evidence and police procedures in investigating crime. This includes organized crime, street crime and white-collar crime. **ENROLLMENT IS LIMITED TO THOSE STUDENTS WHO MEET SCREENING REQUIREMENTS AS OUTLINED IN THE GOVERNMENT CODE, CALIFORNIA PENAL CODE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING ADMINISTRATIVE MANUAL.**

*Associate Degree Applicable*

*Course credit transfers to CSU*

#### **POLICE 996-997**

**SELECTED STUDIES IN POLICE SCIENCE .25-4 UNITS**

**PREREQUISITE: None.**

**LECTURE: 4-64 hours per semester and/or**

**LABORATORY: 8-144 hours per semester.**

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

*Not Applicable to the Associate's Degree*

## **POLITICAL SCIENCE**

DIVISION:	Social Science
ACTINGDEAN:	Gloria M. Fisher, J.D.
DEPARTMENT HEAD:	Edward Millican, Ph.D.
DIVISION SECRETARY:	To Be Announced
DIVISION OFFICE:	Liberal Arts 122 (909) 384-8603
LIAISON COUNSELOR:	Laura Gomez, M.A. (909) 384-8979

The Department of Political Science offers courses which satisfy general education requirements for students who wish to graduate with an Associate of Arts degree and/or transfer to four year institutions in pursuit of a baccalaureate degree. Political science courses satisfy the California State government and institutions requirement for the baccalaureate degree.

Students planning to transfer to a four-year institution and major in political science should consult with a counselor regarding the transfer process and lower division requirements. Political science provides useful preparation for students interested in careers in politics or government service, teaching, law enforcement, and the legal professions.

### **COURSES OFFERED BY THE DEPARTMENT OF POLITICAL SCIENCE:**

**POLIT 100**  
**AMERICAN POLITICS** **3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Basic introduction to American government and politics designed to meet the state requirement in United States and California constitution and government, primarily concerned with American national government. Includes an introduction to democratic political theory, the scope of modern government, and state and local government in

California.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): GOVT 2*

**POLIT 101**  
**CONTEMPORARY POLITICAL ISSUES** **3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Introduction to political studies through an examination and analysis of basic questions and problems dealing with contemporary political life, including such main topics as government, authority, power, law, right, war, revolution, racial and class conflict and contemporary issues of public policy. Designed to meet the state requirement in United States and California constitution and government.

*Associate Degree Applicable*

*Course credit transfer to CSU and UC.*

**POLIT 110**  
**INTRODUCTION TO POLITICAL THEORY** **3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course surveys Western political thought from classical times to the contemporary period, and explores such controversial political questions as the nature of justice, the morality of political deception and violence, the proper limits of governmental power, the virtues (and challenges) of political diversity, and the future of the bourgeois state.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**POLIT 110H**  
**INTRODUCTION TO POLITICAL THEORY - HONORS** **3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 Hours per week.**

This course utilizes selected primary texts to survey Western political thought from classical times to the contemporary period, and explores such controversial political questions as the nature of justice, the morality of political deception and violence, the proper limits of governmental power, the virtues (and challenges) of political diversity, and the future of the bourgeois state. Enrollment is limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course transfers to CSU*

**\*EFFECTIVE SP04**

**POLIT 138**  
**GROUP LEADERSHIP** **3 UNITS**  
**PREREQUISITE: None.**

**LECTURE: 1 hour per week and**

**LABORATORY: 6 hours per week.**

Principles and practices for effective work in- group, group processes, and group leadership.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**POLIT 139**  
**COMMUNITY LEADERSHIP** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 6 hours per week.**  
Principles and practices for effective participation in the larger community, to include communication with public officials, bureaucracies, and other social institutions.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**POLIT 200**  
**CALIFORNIA STATE AND LOCAL GOVERNMENT** **3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**  
An introduction to the various functions, structure and services of state government in California including the organization and problems of counties, cities and special districts. Especially recommended for those planning employment with governmental agencies.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**POLIT 222**  
**SPECIAL PROBLEMS IN POLITICAL SCIENCE I** **1 UNIT**  
**PREREQUISITE: None.**  
**INDEPENDENT STUDY: 3 hours per week.**  
Assigned readings, research, projects, intern assignments and conferences for selected students who are interested in furthering their knowledge of political science on an independent study basis. Students are required to devote three hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

**POLIT 223**  
**SPECIAL PROBLEMS IN POLITICAL SCIENCE II** **2 UNITS**  
**PREREQUISITE: None.**  
**INDEPENDENT STUDY: 6 hours per week.**  
Assigned readings, research, projects, intern assignments and conferences for selected students who are interested in furthering their knowledge of political science on an independent study basis. Students are required to devote six hours per week to their project throughout the semester. Prior to registration, a contract must be prepared. See instructor for details.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

**POLIT 285**  
**HONORS IN POLITICAL SCIENCE** **3 UNITS**  
**PREREQUISITE: POLIT 100.**  
**COREQUISITE: POLIT 100.**  
**LECTURE: 3 hours per week.**  
Building on the concepts introduced in POLIT 100, this course uses selected primary texts to provide students with an appreciation for the variation and scope of Western Political thought. Students will apply the techniques of critical analysis to the theories of aristocracy (Plato), classical republicanism/nationalism (Machiavelli), American Constitutionalism and socialism (Marx). The connection of these ideas with concrete historical

circumstances will be stressed.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
**\*\*EFFECTIVE FA03 ONLY**

## PSYCHIATRIC TECHNOLOGY

DIVISION: Health Science  
DIVISION DEAN: Marilyn Johnson, M.N.  
DEPARTMENT HEAD: Mimi Tumang, M.N.  
(909) 384-8927  
OTHER FACULTY: Marcia Alfano-Wyatt, M.A.  
Kristine Kattus, M.S.  
Marianne Klingstrand, M.A.  
Ida Nunez, A.S.  
DIVISION SECRETARY: Dorothy N. Fierro  
DIVISION OFFICE: Physical Science 121  
(909) 384-4450  
LIAISON COUNSELOR: Linda Young, M.S.  
(909) 384-8980

The Psychiatric Technology program is a one-year vocational program accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners. This curriculum prepares students for licensure as Psychiatric Technicians through academic course work as well as field experience with developmentally and mentally disabled clients in various local facilities.

To apply for admission to the Psychiatric Technology Program, complete an application available in the Division Office of Health Science or the Counseling Center. Completed applications must be filed by February 1st for the Fall semester and by September 1st for the Spring semester.

California law allows for the denial of Psychiatric Technician Licensure on the basis of any conviction or action substantially related to psychiatric technician practice. The California Board of Vocational Nurse and Psychiatric Technician Examiners requires applicants for licensure with prior convictions to provide proof of rehabilitation that establishes fitness for performing psychiatric technician functions. For further clarification, contact the Board of Vocational Nurse and Psychiatric Technician Examiners.

### PREREQUISITES FOR ADMISSION TO THE PSYCHIATRIC TECHNOLOGY PROGRAM:

Complete the following courses with a grade of C or better:  
BIOL 050 Anatomy and Physiology 4 units  
ENGL 015 Preparation for College Writing 4 units  
MATH 952 Prealgebra 3 units  
PSYCH 100 General Psychology 3 units

### PSYCHIATRIC TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

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

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

	Science	17
BIOL 050	Anatomy and Physiology	4
PSYCH 100	General Psychology	3
PSYCH 112	Child and Adolescent Psychology	3
PSYCH 132	Counseling Techniques	3
or		
PSYCH 118	Human Sexual Behavior	(3)
or		
PSYCH 103	Psychology of the Personality	(3)
SOC 100	Introduction to Sociology	3
or		
ANTHRO 102	Cultural Anthropology	(3)
ENGL 101	Freshman Composition	4
<b>TOTAL UNITS:</b>		<b>66</b>

## PSYCHIATRIC TECHNOLOGY CERTIFICATE

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

REQUIRED COURSES:	UNITS
BIOL 050 Anatomy and Physiology	4
ENGL 015 Preparation for College Writing	4
PSYCH 100 General Psychology	3
PSYTCH 084 Introduction to Psychiatric Technology	17
PSYTCH 085 Psychiatric Technology: Nursing Science	12
PSYTCH 086 Psychiatric Technology: Behavioral Science	17
<b>TOTAL UNITS:</b>	<b>57</b>

## COURSES OFFERED BY THE DEPARTMENT OF PSYCHIATRIC TECHNOLOGY:

### PSYTCH 021 PREPARATION FOR A CAREER IN THE HEALTH CARE FIELD 2 UNITS

**PREREQUISITE:** None.

**LECTURE:** 2 hours per week.

Designed for students interested in a career in nursing, pharmacy technology, or psychiatric technology. Explores roles, functions and skills that comprise the art and science of these careers. Introduction to specialty areas within the fields of nursing, pharmacy technology, and psychiatric technology. Includes information about requirements for admission into the Health Science programs and strategies for achieving success. This course is also offered as NURS 021 and PHT 021.

*Associate Degree Applicable*

### PSYTCH 084 INTRODUCTION TO PSYCHIATRIC TECHNOLOGY 17 UNITS

**PREREQUISITE:** None.

**LECTURE:** 10 hours per week and

**LABORATORY:** 21 hours per week.

An introduction to psychiatric technology with a focus on normal growth and development and the causes and types of developmental disabilities. Lectures include current trends, pharmacology, basic nutrition, and preventative measures and intervention. Laboratories include the role of the psychiatric technician, basic nursing principles and administration of prescribed medication of developmentally disabled clients. Students work in clinical settings, caring for developmentally disabled clients of all

ages and ethnicities, and with either physical handicaps and/or severe behavior deficits. Students must pass both theory and clinical portions of this class with a 75% or better in each. Failure to do so will necessitate repeating the entire course. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE PSYCHIATRIC TECHNOLOGY PROGRAM.**

*Associate Degree Applicable*

### PSYTCH 085 PSYCHIATRIC TECHNOLOGY: NURSING SCIENCE 12 UNITS

**PREREQUISITE:** PSYTCH 084.

**LECTURE:** 7.22 hours per week and

**LABORATORY:** 12.22 hours per week.

Continuation of basic nursing science concepts and skills with a focus on current interventions for medical and surgical disorders of pediatric, adolescent, adult and geriatric clients. Includes practical applications of theory in caring for physically ill patients of all ages and ethnicities in hospital settings. Students must pass both lecture and clinical portions of this class with a 75% or better in each portion. Failure to do so will necessitate repeating the entire course.

*Associate Degree Applicable*

### PSYTCH 086 PSYCHIATRIC TECHNOLOGY: BEHAVIORAL SCIENCE 17 UNITS

**PREREQUISITE:** PSYTCH 084.

**LECTURE:** 10 hours per week and

**LABORATORY:** 21 hours per week.

A review of psychiatric disorders according to DSM III-R criteria with emphasis on interventions and psychopharmacological agents. Includes age and cultural implications of mental disorders. Practical application of theory includes caring for and administering medications to clients of all ages and ethnicities in acute, community, and state institution settings. Students must pass both theory and clinical with a 75% in each portion of this class. Failure to do so will necessitate repeating entire course.

*Associate Degree Applicable*

## PSYCHOLOGY

DIVISION:	Social Science
ACTING DEAN:	Gloria M. Fisher, J.D.
DEPARTMENT HEAD:	To Be Announced
OTHER FACULTY:	Frank Bruno, Ph.D.; Terry Maul, Ph.D.; Diane Pfahler, Ph.D.
DIVISION SECRETARY:	To Be Announced
DIVISION OFFICE:	Liberal Arts 122 (909) 384-8603
LIAISON COUNSELOR:	Laura Gomez, M.A. (909) 384-8979

Psychology is both a natural and a social science concerned with the study of human behavior, thoughts, and emotions. As such, it is a broad discipline which involves both pure science and practical application of science to matters of daily living. Students planning to transfer to a four-year institution and major in psychology should consult with a counselor regarding the transfer process and lower division requirements.

## COURSES OFFERED BY THE DEPARTMENT OF

## PSYCHOLOGY:

**PSYCH 052  
PRACTICAL PSYCHOLOGY 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

Study of the principles of psychology as applied to everyday living, communication with others and effective behavior.

*Associate Degree Applicable*

**PSYCH 080  
MATH WITHOUT FEAR 1 UNIT**  
**PREREQUISITE: None.**  
**LECTURE: 1 hour per week.**

Math Without Fear is a course for students at any level of mathematics who have avoided the subject due to a fear of mathematics. A variety of appropriate mathematical and psychological topics will be discussed through individual, small group, and large group activities. This class is not a review course in mathematics. It is designed to help students to recognize, understand, and deal with the fear of mathematics in a non-intimidating environment.

*Associate Degree Applicable*

**PSYCH 100  
GENERAL PSYCHOLOGY 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

Survey of the nature of human behavior and a consideration of theories and principles pertaining to the topics of experimental design, perception, thinking, learning, personality, psychological testing, emotion and motivation. Includes essential features of the biological and neurological bases of behavior.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): PSY 2*

**PSYCH 100H  
GENERAL PSYCHOLOGY – HONORS 3 UNITS**  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

Survey of the nature of human behavior and a consideration of theories and principles pertaining to the topics of experimental design, perception, thinking, learning, personality, psychological testing, emotion and motivation. Includes essential features of the biological and neurological bases of behavior. Enrollment limited to students eligible for the Honors Program.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**\*EFFECTIVE SP04**

**PSYCH 101  
EXPERIMENTAL PSYCHOLOGY 3 UNITS**  
**PREREQUISITE: PSYCH 100.**  
**LECTURE: 3 hours per week.**

Designed primarily for psychology majors, this course is an advanced study of the principles of general psychology with special emphasis on the experimental method and the physiological bases of behavior.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

A look at personal growth and adjustment issues from a

variety of theoretical perspectives. This course reviews the characteristics of healthy and unhealthy behavior patterns and discusses management techniques and coping devices by which one can more effectively deal with problems of day-to-day living.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PSYCH 103  
PSYCHOLOGY OF PERSONALITY 3 UNITS**  
**PREREQUISITE: PSYCH 100.**  
**LECTURE: 3 hours per week.**

Factors contributing to the development of personality and to some of the major ideas found in personality theories; designed to help students become aware of and to better understand their own behavior and the behavior of others.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PSYCH 104  
HEALTH PSYCHOLOGY 3 UNITS**  
**PREREQUISITE: PSYCH 100.**  
**LECTURE: 3 hours per week.**

Survey of research-based suggestions for how people can live longer and improve the quality of their lives physically and mentally through their behavioral choices. Topics include preventing illness and enhancing health through psychological factors in such areas as stress management, nutrition, weight control, avoidance of substance abuse, exercise, safety, pain management, and increasing happiness.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**PSYCH 105  
STATISTICS FOR THE BEHAVIORAL SCIENCES 3 UNITS**

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Statistics as applied to the social sciences including such topics as measurement, frequency distributions, measures of central tendency, measures of variability, the normal distribution curve, correlation, sampling, statistical inference, hypothesis testing and an introduction to analysis of variance.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

*CAN (California Articulation Number): PSY 6*

**PSYCH 110  
ABNORMAL PSYCHOLOGY 3 UNITS**  
**PREREQUISITE: PSYCH 100.**  
**LECTURE: 3 hours per week.**

Survey of the field of mental and emotional disturbances, emphasizing causes and types of disorders. Special attention is paid to the variety of suffering in our culture and the issues raised over classifications of normal and abnormal behavior.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PSYCH 111**  
**DEVELOPMENTAL PSYCHOLOGY: LIFESPAN** **3 UNITS**

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Introduction to the study of lifespan developmental psychology from conception through aging. The focus is on six issues: (1) the nature of change, (2) continuity and discontinuity in development, (3) the influence of genes and social context on growth, (4) the influence of culture, race, and ethnicity on development, (5) the effect of present experience on future outcomes, and (6) current theory and research which contribute to an understanding of human development over the lifespan.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PSYCH 112**  
**DEVELOPMENTAL PSYCHOLOGY: CHILD AND ADOLESCENT PSYCHOLOGY** **3 UNITS**

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Survey of psychological growth of the normal individual from conception through adolescence with emphasis on stages of development.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PSYCH 113**  
**DEVELOPMENTAL PSYCHOLOGY: ADULTHOOD AND AGING** **3 UNITS**

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Study of human development in adulthood with particular emphasis on biological and environmental influences. Social, cognitive, and physical changes are examined in light of contemporary research and theory. Designed to help persons of all ages understand the aging process from a psychological perspective.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

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

**PSYCH 114**  
**SOCIAL PSYCHOLOGY** **3 UNITS**

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

An analysis of the impact of social influence processes on individual behavior. The course contributes to an understanding of such phenomena as person perception, interpersonal attraction, aggression, altruism, attitudes, nonverbal communication, and group dynamics.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PSYCH 116**  
**PSYCHOLOGY OF SEX ROLES** **3 UNITS**

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Survey of the psychological factors which influence the development of sex roles and the extent to which these roles influence the behavior of women and men in various spheres of interpersonal behavior.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PSYCH 118**

**HUMAN SEXUAL BEHAVIOR** **3 UNITS**

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

Study of selected factors in human sexual behavior. Emphasis on psychology of sex and an analysis of assumptions and attitudes toward human sexuality.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**PSYCH 132**  
**COUNSELING TECHNIQUES** **3 UNITS**

**PREREQUISITE: PSYCH 100.**

**LECTURE: 3 hours per week.**

A general study of interviewing and counseling techniques and theory.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

**PSYCH 222**  
**SPECIAL PROBLEMS IN PSYCHOLOGY I** **1 UNIT**

**PREREQUISITE: PSYCH 100.**

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

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

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

**PSYCH 223**  
**SPECIAL PROBLEMS IN PSYCHOLOGY II** **2 UNITS**

**PREREQUISITE: PSYCH 100.**

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

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

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

## **PUBLIC ADMINISTRATION**

DIVISION: Social Science  
ACTING DEAN: Gloria M. Fisher, J.D.  
DIVISION SECRETARY: To Be Announced  
Liberal Arts 122  
(909) 384-8603  
LIAISON COUNSELOR: To Be Announced  
(909) 384-4404

Courses in Public Administration use knowledge of the skills, values, and behaviors involved in the formulation of public policies and management of public service to improve the effectiveness of the operation of government and other public service agencies.

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

## **COURSES OFFERED WITHIN THE DISCIPLINE**

## OF PUBLIC ADMINISTRATION:

### **PUBAD 100 PRINCIPLES OF PUBLIC ADMINISTRATION 3 UNITS PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Essential principles of public administration from the standpoint of modern concepts of management and organization and from the view of the practical problems encountered by administrators and supervisors in the daily operation of government.

*Associate Degree Applicable  
Course credit transfers to CSU.*

### **PUBAD 101 ELEMENTS OF PUBLIC SERVICE SUPERVISION 3 UNITS PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Total responsibilities of a supervisor, such as organization, human relations, grievances, training, rating, promotion and effective employee relations.

*Associate Degree Applicable  
Course credit transfers to CSU.*

### **PUBAD 105 INTRODUCTION TO PUBLIC POLICY MAKING 3 UNITS PREREQUISITE: PUBAD 100. LECTURE: 3 hours per week.**

An introduction to the policy-making process in public administration; the formulation of public policy; the decision-making process; the politics of making and administering public policy; problems and issues at all levels of government.

*Associate Degree Applicable  
Course credit transfers to CSU.*

### **PUBAD 198 PUBLIC ADMINISTRATION WORK EXPERIENCE 1-4 UNITS PREREQUISITE: None.**

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

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

## **RADIO / TELEVISION / FILM**

DIVISION: Humanities  
DIVISION DEAN: Sherrie Guerrero, Ed.D.  
DEPARTMENT HEAD: Diane M. Dusick, Ph.D.  
North Hall 107  
(909) 384-8546  
DIVISION SECRETARIES: Kelly Adcock  
North Hall 240  
(909) 384-8906  
LIAISON COUNSELOR: Richard Long, M.A.  
(909) 384-8972

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.

## **RADIO/TELEVISION/FILM ASSOCIATE OF ARTS DEGREE**

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

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

<b>REQUIRED for all concentrations:</b>	<b>UNITS</b>
RTVF 100 Introduction to Radio, Television, and Film 3	
or	
SPEECH 135 Mass Media and Society	(3)

### **Complete courses listed for one of the below concentrations:**

#### **RTVF Concentration:**

RTVF 121	Introduction to Digital Audio	3
RTVF 131	Introduction to Digital Video	3
RTVF 130	Introduction to Studio Production	3
RTVF 240	Fundamentals of Film Production I	3

#### **Television Concentration:**

RTVF 131	Introduction to Digital Video	3
RTVF 130	Introduction to Studio Production	3
RTVF 230	Intermediate Studio Production	3
RTVF 231	Advanced Video Production	3

#### **Radio Concentration:**

RTVF 120	Introduction to Radio Production	3
RTVF 121	Introduction to Digital Audio	3
RTVF 220	Intermediate Radio Production and Operations	3
RTVF 221	Radio Station Management	3

#### **Film Concentration:**

RTVF 131	Introduction to Digital Video Production	3
RTVF 240	Fundamentals of Film Production I	3
RTVF 241	Fundamentals of Film Production II	3
RTVF 242	Fundamentals of Film Production III	3

### **Plus six units selected from other RTVF offerings: 6**

**DIGITAL FILM PRODUCTION CERTIFICATE****TOTAL UNITS:****21****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 11	Studies in Film Appreciation	(3)
ENGL 153	Literature and Film	(3)

**Any additional RTVF offerings (3)**  
**TOTAL UNITS: 21**

**RADIO/TELEVISION/FILM CERTIFICATE****REQUIRED FOR ALL CONCENTRATIONS: UNITS**

RTVF 100	Introduction to Radio, Television, and Film	3
or		
SPEECH 135	Mass Media and Society	(3)

**RTVF Concentration:**

RTVF 121	Introduction to Digital Audio	3
RTVF 131	Introduction to Digital Video	3
RTVF 130	Introduction to Studio Production	3
RTVF 240	Fundamentals of Film Production I	3

**Plus six units selected from other RTVF offerings: 6**  
**TOTAL UNITS: 21**

**RADIO CERTIFICATE****REQUIRED COURSES UNITS**

RTVF 100	Introduction to Radio, Television, and Film	3
or		
SPEECH 135	Mass Media and Society	(3)
RTVF 120	Introduction to Radio Production	3
RTVF 121	Introduction to Digital Audio	3
RTVF 220	Intermediate Radio Production and Operations	3
RTVF 221	Radio Station Management	3

**Plus six units selected from other RTVF offerings: 6**  
**TOTAL UNITS: 21**

**TELEVISION CERTIFICATE****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	3
RTVF 130	Introduction to Studio Production	3
RTVF 230	Intermediate Studio Production	3
RTVF 231	Advanced Video Production	3

**Plus six units selected from other RTVF offerings: 6**

**COURSES OFFERED WITHIN THE DEPARTMENT OF RADIO, TELEVISION AND FILM:****RTVF 100 INTRODUCTION TO RADIO, TELEVISION, AND FILM 3 UNITS****PREREQUISITE: None.****LECTURE: 3 hours per week.**

This course presents an overview of the history, structure, and function of the radio, TV, and film industry. It covers the development and nature of radio, television, cable, film, and Internet communications including current social, legal, political, economic and cultural implications of the media; advertising and audience measurement strategies; programming; and employment opportunities. (Formerly COMM 100)

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

**RTVF 104 BASIC WRITING FOR BROADCASTING 3 UNITS****PREREQUISITE: ENGL 914.****DEPARTMENTAL ADVISORY: The ability to type.****LECTURE: 3 hours per week.**

Fundamentals of gathering and preparing copy for radio, and preparation of broadcast scripts. Explores responsibilities of broadcast news, history, and broadcast regulations including the Fairness Doctrine. Addresses problems of timing and pacing, conversational expression and word color. Students will write copy for campus radio station KJRP. (Formerly COMM 110)

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

**RTVF 105 RADIO AND TELEVISION ADVERTISING 3 UNITS****PREREQUISITE: None.****LECTURE: 3 hours per week.**

Examines the character and composition of radio and television advertising; writing and producing commercials for radio and television; advertising campaigns; the relationship between advertising agencies, stations and networks; audience and consumer ratings; and research techniques (Formerly COMM 113)

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

**RTVF 106 WRITING FOR TELEVISION AND FILM 3 UNITS****PREREQUISITE: ENGL 914****LECTURE: 3 hours per week.**

A course designed to introduce students to the various formats of scripting for television and film including television news, episodic comedy, long-form drama and theatrical films. (Formerly COMM 114)

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

**RTVF 107**  
**INTRODUCTION TO COMMUNICATIONS TECHNOLOGY** **3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

An introduction to the types of current communications technologies, how they are used, and how they interact with and affect one another. Includes telecommunications (phones and phone lines, ISDN, T-1) computers, satellites, television, cable and radio. (Formerly COMM 115)

Associate Degree Applicable

Course credit transfers to CSU.

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

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

This course is an introduction to the principles of radio and audio aesthetics and production. It provides laboratory practice in conceiving, scripting, developing, and producing a variety of radio programs using a range of field and studio equipment including emerging digital technology.

Associate Degree Applicable

Course credit transfers to CSU.

**RTVF 121**  
**INTRODUCTION TO DIGITAL AUDIO** **3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

This course introduces students to the theory and practice of audio production as it pertains to radio, television, and film. This course covers live broadcasting, recording, and postproduction editing, emphasizes aesthetics and techniques to ensure high quality sound using primarily digital equipment. Students learn effective digital file management, basic computer technology, and digital sound editing.

Associate Degree Applicable

Course credit transfers to CSU.

**RTVF 130**  
**INTRODUCTION TO STUDIO PRODUCTION** **3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

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

Associate Degree Applicable

Course credit transfers to CSU.

**RTVF 131**  
**INTRODUCTION TO DIGITAL VIDEO** **3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

This course is an introductory study of digital television technology and its uses in the marketplace. This course identifies the differences between digital and analog video, explores digital video interfaces, digital video platforms, the digital VTR, non-linear video editing, and the digital

video studio. The focus is on all forms of digital video, but students receive hands-on training with digital video recording and editing equipment. (Formerly COMM 206)

Associate Degree Applicable

Course credit transfers to CSU.

**RTVF 220**  
**INTERMEDIATE RADIO PRODUCTION AND OPERATIONS** **3 UNITS**

**PREREQUISITE:** RTVF 120 and RTVF 121.

**LABORATORY:** 9 hours per week.

Individual and group production of short- and long-form radio projects such as: Promotional spots, features, magazines, music programming, and news. Project conception, development, management, and implementation, including remote broadcasting. Contact with radio professionals. Student projects air on student radio-station KJRP. (Formerly COMM 106x2)

Associate Degree Applicable

Course credit transfers to CSU.

**RTVF 221**  
**RADIO STATION MANAGEMENT** **3 UNITS**

**PREREQUISITES:** RTVF 120 and RTVF 121.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

This course deals with radio station management functions, models, and operations. Students will program and manage student radio station KJRP, and produce remote broadcasts. Students gain experience in station management by serving as the program director, music director, production supervisor, and on-air announcers. Students will develop an understanding of the operation of radio stations, of audience rating methods, and their impact on programming design.

Associate Degree Applicable

Course credit transfers to CSU.

**RTVF 222**  
**INDEPENDENT STUDY IN RADIO/TELEVISION/FILM** **1-3 UNITS**

**PREREQUISITE:** None.

**LABORATORY:** 3-9 hours per week.

Assigned projects involving research, laboratory work, or directed study for selected students who are interested in furthering their knowledge of radio, television, or film production on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU.

**RTVF 230**  
**INTERMEDIATE STUDIO PRODUCTION** **3 UNITS**

**PREREQUISITE:** RTVF 130.

**LECTURE:** 1 hour per week and

**LABORATORY:** 6 hours per week.

The second level course in the techniques of planning, producing, writing, and directing television programs with an emphasis on polishing technical skills, creativity, and teamwork. Explores advanced video switching techniques, the use and interpretation of the waveform monitor and vectorscope, video recording and editing formats, program rundowns, timing, and advanced director's cues. Students produce interview shows, music videos, and a half hour segmented program, including writing a rundown, front- and back-timing a show, and

directing a live program.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**RTVF 231**  
**ADVANCED VIDEO PRODUCTION** 3 UNITS  
**PREREQUISITE: RTVF 131.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 6 hours per week.**

In this second-level course students plan, produce, write, shoot, and edit television programs using both studio production and single video camera and editing equipment. The course includes hands on experience using remote video cameras, and linear and nonlinear editing equipment. Students will create their own video production, and assist other students in creating their projects. Students are not required to have their own camera.

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

**RTVF 240**  
**FUNDAMENTALS OF FILM PRODUCTION I** 3 UNITS  
**PREREQUISITE: RTVF 131.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 6 hours per week.**

This course is an introductory study of the aesthetic and technical aspects of digital film production. This course emphasizes a critical awareness of the aesthetics of narrative film techniques as applied in the construction of the students' productions. In this course, students produce their own narrative films and assist other students in other aspects of narrative film production including camera operation, set design, lighting, casting, and acting as a grip. Students should have a basic knowledge of digital video cameras and non-linear editing prior to taking this course.

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

**RTVF 241**  
**FUNDAMENTALS OF FILM PRODUCTION II** 3 UNITS  
**PREREQUISITE: RTVF 240.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 6 hours per week.**

This course is an intermediate study of the technical aspects of digital film production. This course explores scripts, shot lists, treatments, sound and directing as applied in the construction of the students' productions. In this course, students produce their own narrative films and assist other students in other aspects of narrative film production including camera operation, set design, lighting, casting and working as a grip.

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

**RTVF 242**  
**FUNDAMENTALS OF FILM PRODUCTION III** 3 UNITS  
**PREREQUISITE: RTVF 241.**  
**LECTURE: 1 hour per week and**  
**LABORATORY: 6 hours per week.**

This course is an advanced study of the technical aspects of digital film production. This course explores film scheduling, production, advanced editing techniques, budgeting, and distribution as applied in the construction of the students' productions. In this course, students produce their own narrative films and assist other students in other aspects of narrative film production including

camera operation, set design, lighting, casting, and working as a grip.

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

**COMM 198**  
**COMMUNICATIONS/BROADCASTING**  
**WORK EXPERIENCE** 1-4 UNITS  
**PREREQUISITE: None.**

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

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

## RAILROAD OPERATIONS

DIVISION: Technical  
DIRECTOR: Kevin Anderson, M.B.A.  
DEPARTMENT SECRETARY: Michelle Curry  
(909) 382-4079  
DEPARTMENT OFFICE: 264 S. Leland Norton Way  
Suite A110, San Bernardino  
LIAISON COUNSELOR: George Fleming, M.S.  
(909) 384-8975

### GENERAL RAILWAY OPERATIONS CERTIFICATE

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
<b>TOTAL UNITS:</b>	<b>12</b>

*Recommended High School Preparation: Courses in English, mathematics, physics, electronics, mechanics and computers are recommended.*

### COURSES OFFERED WITHIN THE DEPARTMENT OF RAILROAD OPERATIONS:

**RAIL 050**  
**RAILROAD HISTORY** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

The primary objective of Railroad History is to provide an opportunity for the student to obtain information about the development and evolution of the railroad industry in North America. The course study will focus on the geographical expansion, technical advancements, sociological influences, government involvement, and economic impacts of the railroads and related businesses in the United States, Canada, and Mexico.

*Associate Degree Applicable*

**RAIL 051**  
**RAILROAD TECHNICAL CAREER** 3 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week.**

The primary objective of Railroad Careers is to examine the various technical positions and work groups responsible for the day-to-day operations of a railroad. Students will have an opportunity to learn about the typical

organizational structure of a railroad, the inter and intra-departmental relationships, and the purposes, responsibilities, accountabilities, tasks, challenges, conditions, requisite skills, physical requirements, tools and challenges of several specific positions. The course of study will focus on railroad jobs involved with train operations, maintenance of equipment (locomotives and cars), track and structures, and installation of signaling and control systems.

*Associate Degree Applicable*

**RAIL 052  
RAILROAD OPERATIONS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

This course examines the railroad industry's assets, organizational structure, and typical operations. Emphasis is placed on the current characteristics of North American railroads, basic operating processes in the transportation, mechanical and engineering functional areas, and administrative processes in the non-operating areas.

*Associate Degree Applicable*

**RAIL 053  
RAILROAD SAFETY, QUALITY AND ENVIRONMENT 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours.**

This course covers the importance of safety, quality, and environmental awareness to the railroad industry and emphasizes the tools and techniques for improving these conditions on the job.

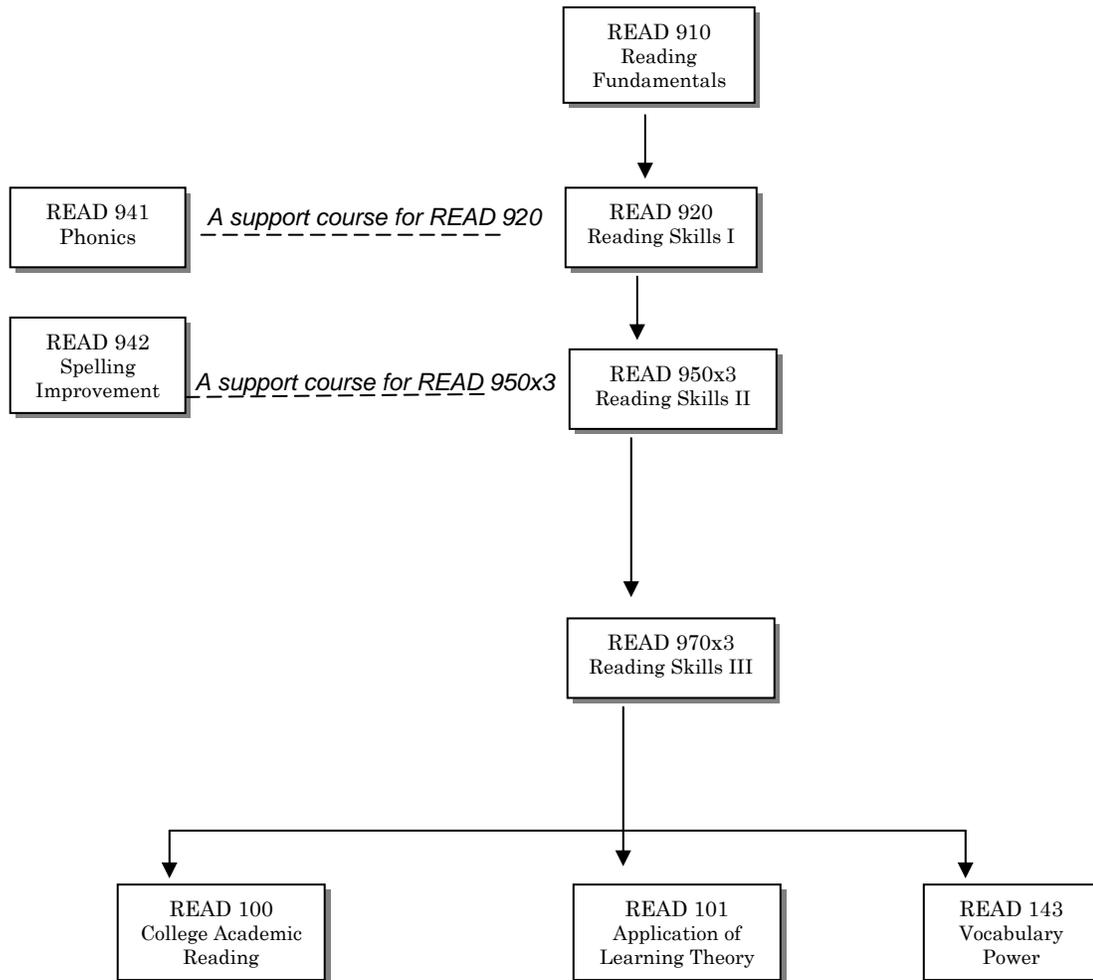
*Associate Degree Applicable*



**Sequence of Reading Courses at SBVC**

In order to graduate with an associate degree, you must complete READ 970x3, READ 100, or READ 101 with a grade of C or better  
or  
 complete all courses required to satisfy minimum graduation requirements in Categories I, II, or III with an overall grade average of 2.0 or higher

You may follow this sequence of courses to develop proficiency in reading or you may be eligible to begin this sequence with READ 950x3 or higher depending on results of the SBVC assessment process.  
 (Contact a counselor for details and assessment dates.)



## READING AND STUDY SKILLS

DIVISION: Humanities

DIVISION DEAN: Sherrie Guerrero, Ed.D.  
 DEPARTMENT HEAD: Helen Garcia, Ph.D.  
 OTHER FACULTY: Carolyn Allen-Roper, M.A.  
 Kay Weiss, Ed.D.  
 DIVISION SECRETARIES: Cheryl Benner  
 Liberal Arts 217  
 (909) 384-8633

Kelly Adcock  
North Hall 240  
(909) 384-8906  
Richard Long, M.A.  
(909) 384-8972

LIAISON COUNSELOR:

The Reading and Study Skills Department offers courses in reading improvement and study skills designed to help students succeed in college. Entering students can use their assessment scores to select the appropriate reading class. Courses in the Basic Reading Skills series (READ 910, 920, 950, 970) prepare students for college-level reading with an intensive program of instruction and laboratory practice. These courses also prepare students to satisfy one of the two options for fulfilling the reading competency requirement for the Associate Degree. READ 100 and 101 teach college-level reading and study skills. READ 143 helps students by providing strategies for the development of a college level vocabulary.

#### **COURSES OFFERED BY THE DEPARTMENT OF READING AND STUDY SKILLS:**

**READ 100**  
**COLLEGE ACADEMIC READING** 3 UNITS  
**PREREQUISITE: READ 970x3 or eligibility for READ 100 as determined through the SBVC assessment process.**

**LECTURE: 3 hours per week.**

This course is designed to improve analytical reading and critical thinking as required by academic textbooks and literature. Advanced college level vocabulary will be developed using various approaches. Comprehension of reading material focuses on the relationship between language and thinking, drawing sound inferences, distinguishing between fact and opinion, identifying bias and propaganda, and evaluation of evidence.

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

**READ 101**  
**APPLICATION OF LEARNING THEORY** 3 UNITS  
**PREREQUISITE: READ 970x3 or eligibility for READ 101 as determined through the SBVC assessment process.**

**LECTURE: 3 hours per week.**

The course is designed to develop students' awareness of their thought processes and guide them through changes in their study strategies, attitudes, and habits through exercises keyed to across-the-curriculum text excerpts. Focus is on refining problem-solving and critical thinking skills by formulating and answering questions of inference, analysis, evaluation, and synthesis through a ten-step program.

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

**READ 143**  
**VOCABULARY POWER** 3 UNITS  
**PREREQUISITE: READ 970x3 or eligibility for READ 100 or RREAD 101 through the SBVC assessment process.**

**LECTURE: 3 hours per week.**

A vocabulary improvement class which emphasizes learning Greek and Latin word elements as a help to rapid growth in academic vocabulary. This class also surveys the history and development of the English language and enables students to examine current language issues

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

**READ 910**  
**READING FUNDAMENTALS** 4 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 2 hours per week.**

This beginning basic skills reading course is designed to provide an individualized reading program for students who are not eligible for READ 920x3. Includes reading readiness, phonics (association of printed letters with speech sounds in English), word perceptions, dictionary skills, syllabication, context clues, handwriting, spelling, verbal and written expressions, and comprehension.

*Not applicable to Associate Degree*

**READ 920x3**  
**READING SKILLS I** 4 UNITS  
**PREREQUISITE: None.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 2 hours per week.**

This basic skills course in reading is designed to prepare students for READ 950x3. Focus is on phonics and practice in listening, speaking, and both literal and inferential comprehension skills.

This course may be taken three times.

*Not applicable to Associate Degree*

**READ 920A**  
**VOCATIONAL READING SKILLS I, PART 1** 1 UNIT  
**PREREQUISITE: None.**  
**LECTURE: .75 hour per week and**  
**LABORATORY: .50 hour per week.**

This is the first of a basic skills sequence emphasizing reading. Includes instruction in vocabulary development. Examples will be taken from vocational fields.

*Not applicable to the Associate Degree*

**READ 920B:**  
**VOCATIONAL READING SKILLS I, PART 2** 1 UNIT  
**PREREQUISITE: None.**  
**LECTURE: .75 hour per week and**  
**LABORATORY: .50 hour per week.**

This is the second of a basic skills sequence emphasizing reading. Includes instruction in phonics. Examples will be taken from vocational fields.

*Not applicable to the Associate Degree*

**READ 920C:**  
**VOCATIONAL READING SKILLS I, PART 3** 1 UNIT  
**PREREQUISITE: None.**  
**LECTURE: .75 hour per week and**  
**LABORATORY: .50 hour per week.**

This is the third of a basic skills course emphasizing reading. Includes instruction in literal comprehension skills. Examples will be taken from vocational fields.

*Not applicable to the Associate Degree*

**READ 920D**  
**VOCATIONAL READING SKILLS I, PART 4** 1 UNIT  
**PREREQUISITE: None.**  
**LECTURE: .75 hour per week and**  
**LABORATORY: .50 hour per week.**

This is the fourth of a basic skills course emphasizing reading. Includes instruction in inferential comprehension skills. Examples will be taken from vocational fields.

*Not applicable to the Associate Degree*

**READ 941**  
**PHONICS** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

A basic skills course in phonics with an emphasis on sounds, sound symbols, and sound rules of the English language including word recognition, basic spelling, pronunciation, and auditory discrimination.  
*Not applicable to Associate Degree*

**READ 942**  
**SPELLING IMPROVEMENT** **3 UNITS**  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

This basic skills class emphasizes improved spelling through a variety of approaches, such as using both auditory and visual memory, applying common spelling rules, using the dictionary, and using computer editing and spell-checking programs.  
*Not applicable to Associate Degree*

**READ 950x3**  
**READING SKILLS II** **4 UNITS**  
**PREREQUISITE:** READ 920x3 or eligibility for READ 950x3 as determined through the SBVC assessment process.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 2 hours per week.  
 A basic skills course designed to assist students in improving reading through an emphasis on word attack skills, vocabulary development, general comprehension skills, and study skills. This course may be taken three times.  
*Not applicable to Associate Degree*

**READ 955**  
**READING AND STUDY SKILLS**  
**DEVELOPMENT/COMPUTER ASSISTED**  
**INSTRUCTION** **1 UNIT**  
**PREREQUISITE:** READ 920x3 or eligibility for READ 950x3 as determined through the SBVC assessment process.

**LABORATORY:** 3 hours per week.  
 Reading 955 is a self-paced, computer-assisted program of basic reading and study skills. Students will meet with faculty to discuss their progress and will work independently through a series of computer activities. The skills to be learned include vocabulary development, literal and critical comprehension skills such as locating main ideas and supporting details, making inferences, drawing conclusions, and understanding the organization of stories and articles. Study Skills include: Test preparation, note taking, summarizing, outlining, and locating information. Graded on Credit/No-Credit basis only.  
*Not applicable to Associate Degree*

**READ 970x3**  
**READING SKILLS III** **4 UNITS**  
**PREREQUISITE:** READ 950x3 or eligibility for READ 970x3 as determined through the SBVC assessment process.

**LECTURE:** 3 hours per week and  
**LABORATORY:** 2 hours per week.  
 A basic skills course designed to foster general reading improvement with an emphasis on reading comprehension and vocabulary. Required laboratory practice assignments are based on diagnostic tests which identifies areas of

strengths and weaknesses. This course may be taken three times.  
*Not applicable to Associate Degree*

## REAL ESTATE/ESCROW

DIVISION: Business and Information Technology  
 DIVISION DEAN: Margaret Ortiz, M.A.  
 DEPARTMENT HEAD: Nickolas Zoumbos, M.S.  
 Business 100D  
 (909) 384-8912  
 OTHER FACULTY: Michael Durrett, M.B.A.  
 DIVISION SECRETARY: Chris Williams  
 DIVISION OFFICE: Business 101  
 (909) 384-8908  
 LIAISON COUNSELOR: To Be Announced  
 (909) 384-4404

There are a variety of reasons why people study real estate. Some wish to become real estate agents, and some people student real estate to be better-informed consumers as they work with agents to buy or sell a personal residence. Still others study real estate as a way to acquire long-term investments that could generate rental income for their retirement years. Whatever the reason, this curriculum provides a strong basis for understanding the real estate market.

The Real Estate curriculum is designed to provide students with the course requirements for pre-qualification for the real estate sales or brokers examinations.

## REAL ESTATE/ESCROW ASSOCIATE OF ARTS DEGREE

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

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

### 1. REAL ESTATE CONCENTRATION

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

### 2. ESCROW CONCENTRATION

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

### RECOMMENDED COURSES FOR BOTH CONCENTRATIONS:

ACCT 200 Principles of Accounting I	4
BUSAD 100 Introduction to Business	3
BUSAD 210 Business Law	3

BUSAD 106 Principles of Selling	3
BUSCAL 050 Quantitative Methods in Business	3
OIS 100 Beginning Keyboarding	3

## REAL ESTATE/ESCROW CERTIFICATES

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

### 1. ESCROW CERTIFICATE

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, savings and loans, and related firms.

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

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
OIS 100 Beginning Keyboarding	3
OIS 144 Business English	3
REALST 200 Real Estate Practice	3
REALST 205 Real Estate Appraisal: Residential	3

### 2. REAL ESTATE CERTIFICATE

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

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 hours per week.**

Fundamentals of real estate covering basic laws and principles of California real estate. Includes the background and terminology necessary for advanced study of real estate. Mandatory prerequisite for the real estate sales license examination.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

### REALST 101

## REAL ESTATE LOAN PROCESSING FUNDAMENTALS 3 UNITS

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: REALST 100.**

**LECTURE: 3 hours per week.**

This course covers the fundamentals of processing real estate mortgage loans. Course content includes the basics of processing a conforming mortgage loan, from the application submission to the funding and closing of the mortgage loan. It is designed for entry-level employment into the real estate field.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

### REALST 102

## GOVERNMENTAL AND NON-CONFORMING LOAN PROCESSING 3 UNITS

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORIES: REALST 100 and REALST 101.**

**LECTURE: 3 hours per week.**

This course provides in-depth training in the processing of 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.*

### REALST 103

## COMPUTERIZED REAL ESTATE LOAN PROCESSING 3 UNITS

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORIES: REALST 100 and REALST 101.**

**LECTURE: 2 hours per week and**

**LABORATORY: 2 hours per week.**

An introduction to computerized loan processing software in the field of real estate loans. This course is designed for mortgage originators, processors, and other mortgage professionals. Topics include working with loan files, amortization schedules, loan application processing, compliance, preparing good faith estimates, government forms, and processing various types of loan packages.

*Associate Degree Applicable*

*Course credit transfers to CSU.*

### REALST 200

## REAL ESTATE PRACTICE 3 UNITS

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: REALST 100.**

**LECTURE: 3 hours per week.**

Day-to-day operations in real estate; overview of brokerage procedures and the various roles of the employee. Mandatory prerequisite to real estate broker's examination.

Associate Degree Applicable  
Course credit transfers to CSU.

**REALST 205  
REAL ESTATE APPRAISAL: RESIDENTIAL 3 UNITS**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: REALST 100.**  
**LECTURE: 3 hours per week.**

Purposes of appraisals, appraisal process and the different methods, approaches and techniques used to determine the value of various types of property. Mandatory prerequisite to real estate broker's examination.

Associate Degree Applicable  
Course credit transfers to CSU.

**REALST 210  
REAL ESTATE FINANCE 3 UNITS**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: REALST 100.**  
**LECTURE: 3 hours per week.**

Analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial and special purpose properties, emphasizing methods of financing properties. Mandatory prerequisite to real estate broker's examination.

Associate Degree Applicable  
Course credit transfers to CSU.

**REALST 211  
ADVANCED REAL ESTATE FINANCING 3 UNITS**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORIES: REALST 100 and REALST 210.**

**LECTURE: 3 hours per week.**

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

Associate Degree Applicable  
Course credit transfers to CSU.

**REALST 215  
LEGAL ASPECTS OF REAL ESTATE 3 UNITS**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: REALST 100.**  
**LECTURE: 3 hours per week.**

Study of California real estate law with emphasis on applications in real estate brokerage and related fields. Mandatory prerequisite to real estate broker's examination.

Associate Degree Applicable  
Course credit transfers to CSU.

**REALST 220  
PROPERTY MANAGEMENT 3 UNITS**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: REALST 100.**  
**LECTURE: 3 hours per week.**

Professional approach to the principles and practices of managing income properties, leasing, collections, rent schedules, budgets, purchasing, market economics, evictions, maintenance, taxation and record keeping.

Associate Degree Applicable  
Course credit transfers to CSU.

**REALST 230**

**REAL ESTATE ECONOMICS 3 UNITS**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORIES: REALST 100 and REALST 200.**

**LECTURE: 3 hours per week.**

Intensive study of factors which influence changes in real estate values.

Associate Degree Applicable  
Course credit transfers to CSU.

**REALST 901  
REAL ESTATE PRE-LICENSE 3 UNITS**

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

Preparation for the Real Estate Sales License examinations given weekly by the California Department of Real Estate. California real estate law, listing and deposit receipts, appraising, financing and taxation and mathematics of real estate.

Not Applicable to the Associate Degree

**REALST 902  
BROKER'S LICENSE REVIEW 3 UNITS**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: Sales License or equivalent.**

**LECTURE: 3 hours per week.**

A review for students who qualify to take the California Real Estate Broker's examination. Includes legal procedure, law, contracts, appraising, financing, taxation, business practices, syndication subdivision, liens and practice test questions.

Not Applicable to the Associate Degree

**ESCROW 101  
ESCROW PROCEDURES I 3 UNITS**

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

Methods and techniques of escrow procedures for various types of business transactions with emphasis on the legal and ethical responsibilities of professionals engaged in escrow and real estate work.

Associate Degree Applicable  
Course credit transfers to CSU.

**ESCROW 102**  
**ESCROW PROCEDURES II** **3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: ESCROW 101.**  
**LECTURE: 3 hours per week.**

Advanced study of the more unusual and difficult types of escrows with evaluations of possible solutions designed to increase the knowledge and efficiency of escrow personnel.

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

**ESCROW 103**  
**ESCROW PROCEDURES III** **3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: ESCROW 102.**  
**LECTURE: 3 hours per week.**

Case studies of unusual and difficult types of escrows with emphasis on escrows in which conflicts or disputes arise.

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

## REFRIGERATION AND AIR CONDITIONING

DIVISION: Technical  
 DIVISION DEAN: Thomas Bauman, M.S., P.E.  
 DEPARTMENT CHAIR: Carlos Busselle, B.A.  
 (909) 384-8502  
 OTHER FACULTY: Ralph Dennington, A.S.  
 Edward Szumski, M.A.  
 DIVISION SECRETARY: Patsy Martinez  
 (909) 384-8902  
 DIVISION OFFICE: Technical 108  
 (909) 384-4451  
 LIAISON COUNSELOR: George Fleming, M.S.  
 (909) 384-8975

The Refrigeration and Air Conditioning Department prepares students for employment in the field of refrigeration and air conditioning. Employment of air conditioning and refrigeration technicians is expected to increase rapidly during the next decade. While air conditioning in offices, stores, hospitals, schools and other non-residential building has become commonplace, anticipated increases in rising personal incomes point to continued rapid growth in home air conditioning. Refrigeration is also necessary for the production, storage, and marketing of food and other perishables.

Students interested in preparing for employment in this field may begin their studies any semester. The course of study designed by SBVC's Department of Refrigeration and Air Conditioning may lead to an Associate of Science degree or a vocational certificate in Refrigeration and Air Conditioning.

### REFRIGERATION AND AIR CONDITIONING ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Refrigeration and Air Conditioning, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

### REFRIGERATION AND AIR CONDITIONING

## CERTIFICATE

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

REQUIRED COURSES:	UNITS
TECALC 097 Technical Calculations	4
REFRIG 101x3 Refrigeration I	4
REFRIG 102x3 Refrigeration II	4
REFRIG 103x3 Refrigeration III	4
REFRIG 104x3 Refrigeration Electricity I	4
REFRIG 105x3 Refrigeration Electricity II	4
REFRIG 106x3 Air Conditioning & Heating	4
WELD 123 Oxy-Acetylene Welding	3
EPA Universal Certification (608)	
<b>TOTAL UNITS:</b>	<b>31</b>

RECOMMENDED COURSES:	UNITS
AUTO 056x3 Automotive Air Conditioning	4

### COURSES OFFERED BY THE DEPARTMENT OF REFRIGERATION AND AIR CONDITIONING:

*Course descriptions for REFRIG 050A-Z through REFRIG 068A-Z follow the description for REFRIG 198.*

#### REFRIG 101x3 REFRIGERATION I **4 UNITS**

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

A study of the basic principles of refrigeration, refrigerants, refrigeration components and tools. Repair and testing of refrigeration units. Basic brazing and soldering. This course may be taken three times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

#### REFRIG 102x3 REFRIGERATION II **4 UNITS**

**PREREQUISITE: REFRIG 101x3.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Principles of refrigeration compression systems, operations and controls, refrigeration and freezer construction, piping and parts layout. Included in the lab work are trouble shooting and servicing domestic refrigeration units. This course may be taken three times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

#### REFRIG 103x3 REFRIGERATION III **4 UNITS**

**PREREQUISITE: REFRIG 101x3.**  
**LECTURE: 3 hours per week and**  
**LABORATORY: 3 hours per week.**

Theory of compressor construction and operation. Principle of all types of refrigerant controls and multi-stage control devices pertaining to commercial and industrial refrigeration. Includes practical lab work. This course may be taken three times.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

#### REFRIG 104x3 REFRIGERATION ELECTRICITY I **4 UNITS**

**PREREQUISITE: None.**

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

Fundamentals of direct and alternating current circuits, test equipment, electric motors of all types, wiring and control devices used in modern refrigeration equipment. Includes practical lab work with electrical refrigeration trainers and projects. This course may be taken three times.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**REFRIG 105x3  
REFRIGERATION ELECTRICITY II 4 UNITS  
PREREQUISITE: REFRIG 104x3.  
LECTURE: 3 hours per week and  
LABORATORY: 3 hours per week.**

A study of solid state control systems, emphasizing schematic reading and electrical trouble shooting pertaining to refrigeration equipment. Includes practical lab work with electrical refrigeration trainers and projects. This course may be taken three times.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**REFRIG 106x3  
AIR CONDITIONING AND HEATING 4 UNITS  
PREREQUISITE: REFRIG 101x3.  
LECTURE: 3 hours per week and  
LABORATORY: 3 hours per week.**

Theory of multiple-stage systems and multiple-control devices; emphasis on condensing and evaporation equipment, heavy duty piping layout, forced-air heating, ventilation and air conditioning. Includes lab work with refrigeration trainers and projects. This course may be taken three times.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**REFRIG 198  
REFRIGERATION AND AIR CONDITIONING WORK  
EXPERIENCE 1-4 UNITS  
PREREQUISITE: None.**

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

*Associate Degree Applicable  
Course credit transfers to CSU.*

**REFRIG 050A-Z through REFRIG 068A-Z are based on course material supplied by the Refrigeration Engineering Society and are designed for upgrading journeymen.**

**REFRIG 050A  
REFRIGERATION AND AIR CONDITIONING I 3 UNITS  
PREREQUISITE: None.  
DEPARTMENTAL ADVISORY: HVAC Refrigeration  
Work Experience  
LECTURE: 3 hours per week.**

This is the first term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of the principles of refrigeration. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

**REFRIG 051A  
REFRIGERATION AND AIR CONDITIONING II 3 UNITS  
PREREQUISITE: None.  
DEPARTMENTAL ADVISORY: HVAC Refrigeration  
Work Experience**

**LECTURE: 3 hours per week.**

This is the second term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of compressors, condensers and accessories. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

**REFRIG 052A  
REFRIGERATION AND AIR CONDITIONING III 3 UNITS  
PREREQUISITE: None.  
DEPARTMENTAL ADVISORY: HVAC Refrigeration  
Work Experience**

**LECTURE: 3 hours per week.**

This is the third term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of air conditioning. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

**REFRIG 055A  
REFRIGERATION HEATING I 3 UNITS  
PREREQUISITE: None.  
DEPARTMENTAL ADVISORY: HVAC Refrigeration  
Work Experience**

**LECTURE: 3 hours per week.**

This is the first term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of heating systems. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

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

**LECTURE: 3 hours per week.**

This is the second of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of heating sources and distribution. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable*

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

**LECTURE: 3 hours per week.**

This is the third term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of heating controls and filtering and cleaning equipment. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

**REFRIG 060A**  
**REFRIGERATION AND A/C ELECTRICITY I 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: HVAC Refrigeration**  
**Work Experience**  
**LECTURE: 3 hours per week.**

This is the first term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of fundamental electricity. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

**REFRIG 061A**  
**REFRIGERATION AND A/C ELECTRICITY II 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: HVAC Refrigeration**  
**Work Experience**  
**LECTURE: 3 hours per week.**

This is the second term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of alternating current and applications. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

**REFRIG 062A**  
**REFRIGERATION AND A/C ELECTRICITY III 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: HVAC Refrigeration**  
**Work Experience**  
**LECTURE: 3 hours per week.**

This is the third term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of solid state and electrical control circuits. This course is designed to help certify journeymen- level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

**REFRIG 065A**  
**HEAT-PUMP THEORY 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: HVAC Refrigeration**  
**Work Experience.**  
**LECTURE: 3 hours per week.**

This is a single term of a national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of refrigeration heat-pump theory. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

**REFRIG 066A**  
**CONTROLS I 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: HVAC Refrigeration**  
**Work Experience.**  
**LECTURE: 3 hours per week.**

This is the first term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of refrigeration pneumatic controls. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

**REFRIG 067A**  
**CONTROLS II 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: HVAC Refrigeration**  
**Work Experience.**  
**LECTURE: 3 hours per week.**

This is the second term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of refrigeration electric controls. This course is designed to help certify journeymen- level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

**REFRIG 068A**  
**CONTROLS III 3 UNITS**  
**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: HVAC Refrigeration**  
**Work Experience.**  
**LECTURE: 3 hours per week.**

This is the third term of a three-term national training course offered by the Refrigeration Service Engineers Society and is a comprehensive study of refrigeration electronic controls. This course is designed to help certify journeymen- level refrigeration technicians and keep their knowledge current.

Associate Degree Applicable

### RELIGIOUS STUDIES

See the Department of PHILOSOPHY/  
RELIGIOUS STUDIES

### RESTAURANT MANAGEMENT/ FOOD SERVICE

DIVISION: Business and Information  
Technology  
DIVISION DEAN: Margaret Ortiz, M.A.  
DEPARTMENT HEAD: E. Robert Baldwin  
Campus Center 110  
(909) 384-8695  
OTHER FACULTY: Michael Durrett, M.B.A.  
DIVISION SECRETARY: Chris Williams  
DIVISION OFFICE: Business 101  
(909) 384-8608  
LIAISON COUNSELOR: To Be Announced  
(909) 384-4404

The Restaurant Management/Food Service curriculum prepares students for careers in restaurant management, food services, and other hospitality career fields. Hospitality is the second largest employing industry in the state of California and the United States.

Successful completion of one of the vocational certificates qualifies students for certification and membership in the American School Food Service Association. Students completing the associate degree are prepared to transfer to a baccalaureate program at a four-year institution.

### RESTAURANT MANAGEMENT ASSOCIATE OF ARTS DEGREE

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM 160 Food Preparation	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 201 Food Service Operations and Restaurant Problems	3
RM/FS 225 Sanitation and Safety	3
RM/FS 240 Purchasing	3
RM 250 Dining Room Service	3
RM 275 Food and Beverage Cost Control	3
FCS 162 Nutrition	3
<b>TOTAL UNITS:</b>	<b>30-47</b>

### **RESTAURANT MANAGEMENT/FOOD SERVICE CERTIFICATES**

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

#### **1. DINING ROOM SERVICE CERTIFICATE**

The Dining Room Service Certificate is designed to prepare students for entry-level employment in the front-of-the-house of the Restaurant/Hospitality industry.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM/FS 161 Quantity Food Preparation	3
RM/FS 225 Sanitation and Safety	3
RM 250 Dining Room Service	3
BUSCAL 050 Quantitative Methods in Business	3
<b>TOTAL UNITS:</b>	<b>18-35</b>

#### **2. FOOD PREPARATION CERTIFICATE**

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

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM 160 Food Preparation	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 225 Sanitation and Safety	3
RM/FS 240 Purchasing	3
BUSCAL 050 Quantitative Methods in Business	3
<b>TOTAL UNITS:</b>	<b>21-38</b>

#### **3. FOOD SERVICE CERTIFICATE**

The Food Service Certificate is designed for students interested in employment at commercial restaurants, institutions, health care facilities, school food services, and related food service industries.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 201 Food Service Operations and Restaurant Problems	3
RM/FS 225 Sanitation and Safety	3

RM 235 Menu Planning	3
RM/FS 240 Purchasing	3
RM 275 Food and Beverage Cost Control	3
ACCT 100 Introduction to Accounting I	4
BUSAD 100 Introduction to Business	3
BUSCAL 050 Quantitative Methods in Business	3
<b>TOTAL UNITS:</b>	<b>31</b>

#### **4. RESTAURANT MANAGEMENT CERTIFICATE**

The Restaurant Management Certificate is designed for students who are interested in entering middle-management positions within the Restaurant/Hospitality industry.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
RM/FS 101 Introduction to Restaurant Management/ Food Service	3
RM110x3 Restaurant Internship I	1.5 - 10
RM111x2 Restaurant Internship II	1.5 - 10
RM 160 Food Preparation	3
RM/FS 161 Quantity Food Preparation	3
RM/FS 201 Food Service Operations and Restaurant Problems	3
RM/FS 225 Sanitation and Safety	3
RM/FS 240 Purchasing	3
RM 250 Dining Room Service	3
RM 275 Food and Beverage Cost Control	3
ACCT 100 Introduction to Accounting I	4
BUSAD 100 Introduction to Business	3
BUSCAL 050 Quantitative Methods in Business	3
FCS 162 Nutrition	3
<b>TOTAL UNITS:</b>	<b>40-60</b>

### **COURSES OFFERED BY THE DEPARTMENT OF RESTAURANT MANAGEMENT/FOOD SERVICE:**

#### **RM/FS 101 INTRODUCTION TO RESTAURANT MANAGEMENT/FOOD SERVICE 3 UNITS**

**PREREQUISITE:** None.

**COREQUISITE:** RM 110x3 or RM 111x2.

**LECTURE:** 3 hours per week.

History of restaurant management and food service industries showing progress, change and future opportunities. Introduction to the economics of restaurants, coffee shops, cafeterias and institutional feeding.

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

#### **RM/FS 161 QUANTITY FOOD PREPARATION 3 UNITS**

**PREREQUISITE:** RM 160 or FCS 160.

**LECTURE:** 3 hours per week.

Introduction to the scientific theory of the application of heat, and the changes that takes place in food during the cooking process. Includes handling of kitchen tools and equipment, analysis of budgets, and the proper techniques of preparing food for quantity production. This course is also listed as FCS 161.

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

#### **RM/FS 201 FOOD SERVICE OPERATIONS AND RESTAURANT PROBLEMS 3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Training in duties performed at various stations in a cafeteria with discussion of the physical aspects of restaurant operations including problems dealing with dining rooms, service facilities, remodeling, furnishing and the use of mechanical equipment.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM/FS 225  
SANITATION AND SAFETY 3 UNITS**

**PREREQUISITE: RM/FS 101 or RM 160 or RM/FS 161 or FCS 160.**

**LECTURE: 3 hours per week.**

Sanitation and safety as these effect the individual and the operation with a focus on the prevention and control of problems encountered in client and employee safety and sanitation. Includes accidents, fire prevention, security maintenance and foodborne illnesses. This course is also offered as FCS 225.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM/FS 240  
PURCHASING 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Policies, procedures, controls and their implementation in purchasing merchandise and supplies including food, beverage, equipment, serveware, furniture, fixtures, and contract services. Students write and analyze reports of purchasing procedures, manuals, and receiving reports. This course is also offered as FCS 240.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM 110x3  
RESTAURANT INTERNSHIP I 1.5 - 10 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4.5 - 30 hours per week.**

The laboratory is an operational restaurant. Includes techniques of preparing entrees, short orders, and desserts in quantity; recipe standardization; determination of need and supplies; organization of work stations; effective use of equipment and time management; and attractive service. This course may be taken three times.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM 111x2  
RESTAURANT INTERNSHIP II 1.5 - 10 UNITS**

**PREREQUISITE: None.**

**LABORATORY: 4.5 - 30 hours per week.**

The laboratory is an operational restaurant. Includes the language of food and food preparation techniques (American and French); strategies for catering; and techniques for preparing soups, sauces, and stocks. This course may be taken twice.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM 160  
INTRODUCTION TO FOODS 3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 2 hours per week and**

**LABORATORY: 3 hours per week.**

Introduction to food science principles and food preparation techniques. Emphasis on ingredient functions and interactions; technique, production and sensory evaluation standards, food safety, sanitation, nutrient values, and food presentation. This course is also listed as

FCS 160.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM 198  
RESTAURANT MANAGEMENT WORK EXPERIENCE  
1-4 UNITS**

**PREREQUISITE: None.**

Supervised training in the form of on-the-job employment that will enhance the student's educational goals. The student's major and job must match. Work Experience 5-20 hours per week.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM 235  
MENU PLANNING 3 UNITS**

**PREREQUISITE: RM/FS 101 or RM/FS 161 or FCS 160.**

**LECTURE: 3 hours per week.**

Principles of menu planning with emphasis on development, types, organization, and significance of menus. Includes cost and pricing of menu items, and current legislation regarding truth in advertising. This course is also offered as FCS 235.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM 250  
DINING ROOM SERVICE 3 UNITS**

**PREREQUISITE: RM/FS 101.**

**LECTURE: 3 hours per week.**

Course is taught with the proprietor and the dining room employees in mind. Topics covered include: psychology of service, dining room organization, training in American, Buffet, Butter, English, French, and Russian service techniques; use of equipment, tableside service, and wine and beverage service.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM 275  
FOOD AND BEVERAGE COST CONTROL 3 UNITS**

**PREREQUISITE: RM/FS 101.**

**LECTURE: 3 hours per week.**

Topics of coverage include: costs, sales, sales prices, profit relationships, break-even analysis, control techniques, food controls, beverage controls and labor controls.

*Associate Degree Applicable  
Course credit transfers to CSU.*

**RM 298-299  
SPECIAL TOPICS IN RESTAURANT MANAGEMENT  
.25-3 UNITS**

**PREREQUISITE: None.**

**LECTURE: 4-48 hours per semester.**

Selected seminars in the field of Restaurant Management developed to meet specific group needs. Topics may include current trends in baking, meat utilization, and techniques for preparing soups and sauces.

*Associate Degree Applicable  
Course credit transfers to CSU.*

## SCIENCE LEARNING CENTER

DIVISION: Learning Resources  
INTERMIN DIVISION DEAN: Marie Mestas, M.L.S.  
DIRECTOR: Jerry Horne

LEARNING RESOURCES    Angela Grotke  
ASSISTANT:

The Science Learning Center is a new program on campus to help students succeed in introductory science courses. It is flexibly designed to teach students methods of study necessary for success in any science class. Students will also be provided with short-term solutions to immediate problems specific to their course of study.

**SLC 600**  
**SCIENTIFIC READING AND STUDY SKILLS**  
**NON-CREDIT**

**PREREQUISITE:** *None.*  
**DEPARTMENTAL ADVISORY:** *Concurrent enrollment in an introductory, degree-applicable science course.*

**LECTURE:** *2 hours per week.*  
Designed to investigate the purpose of scientific inquiry, the study skills needed in introductory science courses, and the use of science textbooks and other written material such as tables and graphs. It is intended to help students succeed in introductory science courses.

**SIGN LANGUAGE**

See AMERICAN SIGN LANGUAGE

**SOCIOLOGY**

DIVISION:                    Social Science  
ACTING DEAN:             Gloria M. Fisher, J.D.  
DEPARTMENT HEAD:     Janet Pielke Brennecke, M.A.  
OTHER FACULTY:        Douglas Gutknecht, Ph.D.  
DIVISION SECRETARY:    To Be Announced  
DIVISION OFFICE:        Liberal Arts 122  
                                      (909) 384-8603  
LIAISON COUNSELOR:    Laura Gomez, M.A.  
                                      (909) 384-8979

Sociology is both a scientific and humanistic discipline. Sociologists examine the systems of social action including single social acts, social relationships, organizations, institutions, communities, and societies. Through analyses of society, its groups, institutions, and processes, sociologists attempt to understand and predict human behavior.

The study of sociology prepares students for further study of and careers in social work, probation, corrections, human services, law enforcement, research, public policy, law and education. Students planning to transfer to a four-year institution and major in sociology should consult with a counselor regarding the transfer process and lower division requirements.

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

**SOC 100**  
**INTRODUCTION TO SOCIOLOGY**                    **3 UNITS**  
**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*  
Examination of the social influences on human behavior focusing on American social patterns and process; structure and function; conflict and change in society; multicultural conflicts; and a comparison of these processes with international and global patterns.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): SOC 2*

**SOC 110**  
**CONTEMPORARY SOCIAL ISSUES**                    **3 UNITS**  
**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*  
An analysis of issues of concern in American society such as crime, racism, sexism, aging, substance abuse, divorce, social inequality and social change.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): SOC 4*

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

**LECTURE:** *3 hours per week.*  
A descriptive and analytical survey of the structure and process of contemporary families and marriages. Includes analysis of these relationships as intimate relationships and social institutions.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**SOC 141**  
**RACE AND ETHNIC RELATIONS**                    **3 UNITS**  
**PREREQUISITE:** *None.*

**LECTURE:** *3 hours per week.*  
An analysis of the major sociological perspectives, race, and ethnic relations, domestic and global, with emphasis on the nature and trends in race/ethnic relations in American society and comparative cultures, focusing on inter-ethnic and inter-group conflicts.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**SOC 145**  
**SOCIOLOGY OF GENDER**                    **3 UNITS**  
**PREREQUISITE:** *None.*

**DEPARTMENTAL ADVISORY:** *ENGL 015 or eligibility for ENGL 101.*  
**LECTURE:** *3 hours per week.*  
Examines the changing roles of women and men in contemporary American society. A sociological and humanistic approach will be utilized to analyze gender roles in major social institutions: the family, religion, education, work, mass media, law, medicine, and political and economic structures.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

**SOC 150**  
**INTRODUCTION TO GERONTOLOGY:**  
**SOCIAL ASPECTS OF AGING** **3 UNITS**

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

Physical, emotional, social and economic perspectives on aging including a review of how roles change with age, and the opportunities available to people over age 55. Recommended for human services paraprofessionals, for those interested in gerontology as a profession, and those retired or preparing to retire. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as HUMSV 150.

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

**SOC 152**  
**COUNSELING THE ELDERLY AND THEIR FAMILIES** **3 UNITS**

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

A practical course in counseling which applies communication skills to the resolution of problems unique to the elderly. Includes techniques for solutions to problems within families and with the society at large. This course is also offered as HUMSV 152.

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

**SOC 160**  
**CRIME AND DELINQUENCY** **3 UNITS**

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

The nature of correctional work; aims and objectives of correctional administration; probation and parole practices; skills, knowledge, and attitudes required for employment in the field; types of institutions and services; and career opportunities in corrections. This course is also offered as HUMSV 160.

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

**SOC 170**  
**INTRODUCTION TO HUMAN SERVICES** **3 UNITS**

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

History, philosophy, development and practice of social welfare, public services, casework, social/group work, community public service organizations, and career opportunities in Human Services. This course is also offered as HUMSV 170.

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

**SOC 172**  
**GROUP AND FAMILY DYNAMICS** **3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A study of the dynamics operating in groups and families including the identification of healthy versus dysfunctional groups/families; methods of intervention in dysfunctional groups/families; and techniques of facilitating treatment groups. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as HUMSV 172.

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

**SOC 173**  
**HELPING SKILLS** **3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

A practical study of helping strategies and interpersonal skills. The focus is on the use of techniques to improve communication, better evaluate relationships, and resolve conflicts. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as HUMSV 173.

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

**SOC 174**  
**INTRODUCTION TO SELF-HELP** **3 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Introduction to the principles, processes, and practices of self-help for individuals and for mutual aid groups. Focus will be on initiating and facilitating self-help groups, particularly for special populations. This course qualifies for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing, provider number 01480, for 45 contact hours. This course is also offered as HUMSV 174.

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

**SOC 285**  
**HONORS IN SOCIOLOGY** **3 UNITS**

**PREREQUISITE:** SOC 100.

**COREQUISITE:** SOC 100.

**LECTURE:** 3 hours per week.

A treatment of the major paradigms and theories in sociology including structuralism, functionalism, conflict theory, interactionism, and ethnomethodology. Includes research methods and new directions in sociology with emphasis on sociological practice.

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

## SPANISH

DIVISION: Humanities  
DIVISION DEAN: Sherrie Guerrero, Ed.D.  
DEPARTMENT HEAD: Nori Mejia, M.A.  
North Hall 201  
(909) 384-8544  
OTHER FACULTY: Jeff Schmidt, M.A.  
Lydia Barrajas-Zapata, M.A.  
DIVISION SECRETARIES: Kelly Adcock  
North Hall 240  
(909) 384-8906  
LIAISON COUNSELOR: Juan Zepeda, M.S.C.  
(909) 384-8976

The ever-increasing role that the United States takes in global affairs, international trade, and the growing numbers of immigrants dictate the need for knowledge of a modern foreign language. The primary objective of the Modern Languages Department is communication at an acceptably correct level with an understanding of culture.

Teaching methods incorporate critical thinking activities and include the direct oral approach, lectures and language laboratory assignments. Courses are offered in American Sign Language, French, and Spanish.

Students planning to transfer to a four-year institution and major in a modern language should consult with a counselor regarding the transfer process and lower division requirements. Positions for which four-year graduates in modern languages are qualified are teaching, business, foreign services, law enforcement, nursing, hospitality services, and secretarial services.

### SPANISH COURSES OFFERED BY THE DEPARTMENT OF MODERN LANGUAGES:

**SPAN 015**  
**CONVERSATIONAL SPANISH I** 3 UNITS  
**PREREQUISITE:** None.

**LECTURE:** 3 hours per week.

Develops conversational skills, listening comprehension and speaking skills in the Spanish language for persons who wish to learn to communicate orally in Spanish for purposes of personal pleasure or business.  
*Associate Degree Applicable*

**SPAN 016**  
**CONVERSATIONAL SPANISH II** 3 UNITS  
**PREREQUISITE:** SPAN 015.  
**LECTURE:** 3 hours per week.

Develops additional conversational skills, listening comprehension and the ability to speak the Spanish language.  
*Associate Degree Applicable*

**SPAN 101**  
**COLLEGE SPANISH I** 5 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 5 hours per week.

Develops the ability to converse, read and write in Spanish. The course includes the study of essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to the cultures of Spanish speaking peoples. This course corresponds to two years of high school study.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPAN 2*

**SPAN 102**  
**COLLEGE SPANISH II** 5 UNITS  
**PREREQUISITE:** SPAN 101.  
**LECTURE:** 5 hours per week.

Continues to develop conversational, reading and writing skills in Spanish, with special emphasis on past tense verbs, grammar, vocabulary expansion and cultural applications of the Spanish language.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*  
*CAN (California Articulation Number): SPAN 4*

**SPAN 103**  
**COLLEGE SPANISH III** 4 UNITS  
**PREREQUISITE:** SPAN 102.  
**LECTURE:** 4 hours per week.

Develops complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. Expands vocabulary in the Spanish language and awareness of Hispanic culture through literature.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): SPAN 8*

**SPAN 103H**  
**COLLEGE SPANISH III - HONORS** 4 UNITS  
**PREREQUISITE:** SPAN 102.  
**LECTURE:** 4 hours per week.

Develops complex conversational, reading and writing skills, with emphasis on the subjunctive and hypothetical situations. Expands vocabulary in the Spanish language and awareness of Hispanic culture through literature. Enrollment is limited to students eligible for the Honors Program.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**SPAN 104**  
**COLLEGE SPANISH IV** 4 UNITS  
**PREREQUISITE:** SPAN 103.  
**LECTURE:** 4 hours per week.

Develops language skills through reading, discussion, analysis, and writing about culturally representative works from Spain and Latin America. Emphasis on composition and literature as an expression of culture.  
*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): SPAN 10*

**SPAN 119**  
**SPANISH FOR MEDICAL PERSONNEL** 3 UNITS  
**PREREQUISITE:** None.  
**LECTURE:** 3 hours per week.

Develops comprehension and communication skills in Spanish for medical personnel working with Spanish speaking patients. Presents interview questions and basic medical terminology and general cultural information essential in the job performance.  
*Associate Degree Applicable*  
*Course credit transfers to CSU.*

**SPAN 140**  
**SPANISH FOR CHILD DEVELOPMENT 3 UNITS**

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

Language and listening experiences in Spanish through the use of literature, music, conversation and dramatic play. Emphasis will be placed on acquisition of basic communication skills appropriate for those students teaching or planning to teach in early childhood bilingual-bicultural learning environments. This course is equivalent to CD 140.

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

**SPAN 158**  
**SPANISH FOR NATIVE SPANISH SPEAKERS 5 UNITS**

**PREREQUISITE: None.**  
**DEPARTMENTAL ADVISORY: Ability to communicate orally in Spanish.**

**LECTURE: 5 hours per week.**  
Designed for students who already communicate in Spanish and who want to develop and strengthen reading and writing skills, with special emphasis on vocabulary expansion, verbs, grammar, spelling, punctuation, and cultural applications of the Spanish language. Emphasis is on correct usage of standard Spanish. Course is conducted primarily in Spanish, producing skills equivalent to Spanish 103.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*Limited transfer to UC; contact a counselor for details.*

**SPAN 227A**  
**SELECTED STUDIES IN SPANISH: COSTA RICA 2 UNITS**

**PREREQUISITE: SPAN 104.**  
**LABORATORY: 4 hours per week.**

Further students' knowledge of the language, history and culture of the host country through study of assigned topics on the host country during a study abroad experience. Explores history and culture of the host country.

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

**SPAN 285**  
**HONORS IN SPANISH 3 UNITS**

**PREREQUISITE: SPAN 102.**  
**LECTURE: 3 hours per week.**

A study of the culture of Spain and the Spanish Americas and the expression of those cultures in the Spanish language. Includes the development of the Spanish language from Latin, the impact of Spanish colonization in the Americas, transculturation, and contemporary Hispanic population in North America. Class lecture and discussion will be conducted primarily in Spanish.

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

## **SPEECH**

DIVISION: Humanities  
DIVISION DEAN: Sherrie Guerrero, Ed.D.  
DEPARTMENT HEAD: Leticia Hector, M.A.  
Liberal Arts 239  
(909) 384-8618  
OTHER FACULTY: Diana Alblinger, M.A.  
Jay Danley, M.A., J.D.  
DIVISION SECRETARIES: Cheryl Benner  
Liberal Arts 217  
(909) 384-8633  
Kelly Adcock  
North Hall 240  
(909) 384-8906  
LIAISON COUNSELOR: Juan Zepeda, M.S.C.  
(909) 384-8976

Courses offered by the Department of Speech are designed to foster practical communication skills. The emphasis is the development of the skills and techniques essential for effective public and interpersonal communication—a prerequisite for both occupational and personal success.

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

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

**SPEECH 100**  
**ELEMENTS OF PUBLIC SPEAKING 3 UNITS**

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

Training in the application of the concepts, principles, and skills of effective speech communication situations and public speaking.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): SPCH 4*

**SPEECH 100H**  
**ELEMENTS OF PUBLIC SPEAKING - HONORS 3 UNITS**

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

This course focuses on advanced training in the application of the concepts, principles, and skills of effective public speaking. Concepts such as structure, adapting messages to culturally diverse audiences, research principles, and critical evaluation of evidence and arguments are explored. Delivery, listening, and feedback skills are also discussed and practiced in a variety of presentations. Enrollment is limited to students eligible for the Honors Program. This course is also offered as SPEECH 100.

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

**SPEECH 110**  
**BEGINNING VOICE AND DICTION** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**SPEECH 111**  
**INTERPERSONAL COMMUNICATION** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Examination of the dynamics of the communication process, accurate expression of ideas, self-concept as it relates to communication, the place of self-disclosure in the communication process, the influence of personal perception on communication, listening and feedback, non-verbal communication, interviewing, and assertive speech patterns. Speech activities include conversation in pairs and small groups, short talks, listening training, and analysis of recorded speaking exercises.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPCH 8*

**SPEECH 120**  
**ORAL INTERPRETATION** 3 UNITS  
**PREREQUISITE: SPEECH 100.**

**LECTURE: 3 hours per week.**

Training in the analysis of literature for oral reading with practice in the presentation of materials from the platform. Includes instruction in effective speech skills and the remediation of minor voice problems.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**SPEECH 125**  
**CRITICAL THINKING THROUGH ARGUMENTATION**  
**AND DEBATE** 3 UNITS

**PREREQUISITE: None.**

**DEPARTMENTAL ADVISORY: SPEECH 100 or**  
**SPEECH 111.**

**LECTURE: 3 hours per week.**

Designed to provide an oral approach to critical thinking skills. Language, argument structure, types of reasoning, evaluation of evidence, fallacies in reasoning, and case development strategies are explored. Individual and group debating experiences are included.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPCH 6*

**SPEECH 130**  
**INTRODUCTION TO COMMUNICATION** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**SPEECH 135**  
**MASS MEDIA AND SOCIETY** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An exploration of the history, effects, and role of the mass media in the U.S. The major forms of mass communication are studied (television, radio, film, newspapers and magazines). Focuses on critical analysis of media messages, effects of media on individual and society, and theories of communication. Students move beyond being "consumers" of media to "analysts" of media.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): JOUR 4*

**SPEECH 140**  
**SMALL GROUP COMMUNICATION** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): SPCH 10*

**SPEECH 174**  
**INTERCULTURAL COMMUNICATION** 3 UNITS  
**PREREQUISITE: None.**

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

**LECTURE: 3 hours per week.**

This course focuses on the communication behavior and values common to all cultures and ethnic groups and on the differences that insulate and divide people. Students will examine influences on the communication process, including stereotyping, perception, prejudice, values, expectations, etc. Students will learn to overcome the communication problems that can result when members of other cultures communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. Students will also acquire a greater appreciation for others.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**SPEECH 176**  
**GENDER DIFFERENCES IN COMMUNICATION** 3 UNITS

**PREREQUISITE: None**

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

**LECTURE: 3 hours per week.**

This course explores the gender differences evident in communication. Students will examine the theories concerning gender differences, issues of gender in a variety of contexts (families, relationships, the workplace, the media, school), and the differences in the

communication patterns resulting from gender. Students will evaluate their own communication for evidence of gender patterns, and will discuss effective communication skills.

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

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

**INDEPENDENT STUDY: 3-9 hours per week.**  
Assigned projects involving research and analysis of selected topics or directed study for students who are interested in furthering their knowledge of speech on an independent study bases. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

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

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

**LECTURE: 3 hours per week.**  
Intended for those students who need improvement in basic communication skills prior to enrollment in a transfer-level speech course. Pronunciation drills, interviewing techniques, basic research methods, small group discussion, organizational skills, and techniques for controlling stage fright are addressed. Individual and group presentations are included.

*Not applicable to the Associate Degree*

**TECHNICAL CALCULATIONS**  
See courses within the Department of  
**ELECTRICITY/ELECTRONICS**

**THEATRE ARTS**

DIVISION: Humanities  
DIVISION DEAN: Sherrie Guerrero, Ed.D.  
DEPARTMENT HEAD: Leticia Hector, M.A.  
Liberal Arts 239  
(909) 384-8618  
OTHER FACULTY: Denise Dale Jacobs, M.F.A.  
DIVISION SECRETARIES: Kelly Adcock  
North Hall 240  
(909) 384-8906  
LIAISON COUNSELOR: Richard Long, M.A.  
(909) 384-8972

Theatre Arts is the study of human expression which culminates in live performance. The play is the medium used to tell a story performed by actors. Theatre Arts includes the study of the literature and related disciplines and technologies required for performances.

The Theatre Arts Department coordinates several student performances each year.

Courses offered by the Theatre Arts Department emphasize individual creativity, personal interaction, and communication skills. Courses are designed to meet the needs of students fulfilling general education requirements and the needs of students who are pursuing theatre as a major. Students planning to transfer to a four-year institution and major in Theatre Arts or a related field should consult with a counselor regarding the transfer

process and lower division requirements.

**COURSES OFFERED BY THE  
DEPARTMENT OF THEATRE ARTS:**

**THART 100**  
**INTRODUCTION TO THE THEATRE** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

An introduction to the art of theatre to include the nature of the theatrical presentation, elements of dramatic structure, and the contributions of the playwright, actor, director, designer, technician and audience.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): DRAM 18*

**THART 110**  
**BEGINNING VOICE AND DICTION** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

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

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

**THART 114x4**  
**THEATRE PRACTICUM** 4 UNITS  
**PREREQUISITE: None.**

**LECTURE: 2 hours per week and**  
**LABORATORY: 6 hours per week.**

Supervised rehearsal and performance of a college musical and/or play production. Focuses on all aspects of theatre presentation, acting, and production. Enrollment in this class is contingent upon an audition for a current theatre production.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): DRAM 16*

**THART 120**  
**ACTING FUNDAMENTALS I** 3 UNITS  
**PREREQUISITE: None.**

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

Introduction to acting techniques including foundational performing skills using techniques in relaxation, concentration, improvisation and mime. Practice in non-verbal communication and creative problem-solving working individually and in groups.

*Associate Degree Applicable*  
*Course credit transfers to CSU and UC.*  
*CAN (California Articulation Number): DRAM 8*

**THART 121**  
**ACTING FUNDAMENTALS II** 3 UNITS  
**PREREQUISITE: THART 120.**

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

A continuation of THART 120. Includes further practice in relaxation and concentration techniques; the development of character through script analysis with emphasis on physicalization; scene work; and the preparation of monologues.

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

**THART 135  
DIRECTING FUNDAMENTALS 3 UNITS**

**PREREQUISITE: THART 120 or equivalent.**  
**LECTURE: 2 hours per week and**  
**LABORATORY: 3 hours per week.**

This course is an introductory study of techniques of directing for the theatre. Topics to be covered include such areas as script analysis and blocking, rehearsal, staging, and the processes to be followed in working with other creative artists in theatre including producers, designers, and crews. Beginning directors will work with beginning and intermediate actors on class projects which may culminate in workshop production.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

**THART 160x4  
THEATRE CRAFTS 3 UNITS**

**PREREQUISITE: None.**  
**LABORATORY: 9 hours per week.**

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

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

*CAN (California Articulation Number): DRAM 12*

**THART 165  
STAGE MAKEUP 3 UNITS**

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

Extensive exploration of the theory, design, and application of makeup for the theatre. Students gain experience in applying makeup to both students in the class and students in the college's theatrical productions.

*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 hours per week.**

Assigned projects involving character analysis and performance experience, directorial and/or stage management experience, and experience in the stage crafts (e.g., lighting, sound, costume, makeup, etc.) or directed study for selected students who are interested in furthering their knowledge of theatre on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.

*Associate Degree Applicable*

*Course credit transfers to CSU and UC.*

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

## TRUCK

DIVISION: Technical  
DIVISION DEAN: Thomas Bauman, M.S., P.E.  
DEPARTMENT HEAD: Mark Williams, B.S.  
(909) 384-8571  
OTHER FACULTY: Guy M. Hinrichs, Sr., A.A.  
Richard Jaramillo, A.A.  
Manuel Loera, A.S.  
Donald Wilson  
DIVISION SECRETARY: Patsy Martinez  
(909) 384-8902  
DIVISION OFFICE: Technical 108  
(909) 384-4451  
LIAISON COUNSELOR: George Fleming, M.S.  
(909) 384-8975

**TRUCK 010  
HEAVY-DUTY TRUCK AND BUS DRIVING, DMV  
CLASS "A" WRITTEN EXAMINATION PREPARATION 19 UNITS**

**PREREQUISITE: None.**  
**PREREQUISITE/COREQUISITE: TRUCK 011x3.**  
**LECTURE: 19 hours per week.**

Commercial drivers license requirements, trucking overview, basics, laws, record keeping and inspections. This course will prepare students for the California DMV Class "A" written examination (permit) with all required endorsements. **STUDENTS MUST HAVE A VALID CALIFORNIA CLASS "C" (PASSENGER VEHICLE) LICENSE; NO MORE THAN TWO POINTS ON CURRENT DMV RECORD; NO SR-22 REQUIREMENTS; NO PHYSICAL LIMITATIONS THAT MIGHT PRECLUDE THE PASSAGE OF A DOT/DMV PHYSICAL EXAMINATION, AND THE ISSUANCE OF A DOT "MEDICAL CARD"; NO HISTORY OF DUI'S WITHIN THE LAST FIVE YEARS ON DMV RECORD; NO PAROLE RESTRICTIONS THAT PREVENT TRAVEL OUT OF THE COUNTY; ABILITY TO SPEAK, READ, UNDERSTAND AND CONVERSE IN NORMAL, CONVERSATIONAL ENGLISH; ABILITY TO PASS A DOT/DMV PHYSICAL EXAMINATION (DOT/DMV) RANDOM DRUG TESTS REQUIRED-DMV "PULL NOTICE" PROGRAM), AND ABILITY TO DRIVE A STANDARD TRANSMISSION VEHICLE.**

*Associate Degree Applicable*

**TRUCK 011x3  
HEAVY-DUTY TRUCK AND BUS DRIVING, DMV  
CLASS "A", PRACTICAL EXAMINATION  
PREPARATION 8 UNITS**

**PREREQUISITE: None.**  
**PREREQUISITE/COREQUISITE: TRUCK 010.**  
**LABORATORY: 24 hours per week.**

Practical instruction covering the operation of commercial trucking vehicles, student driving with hands on training, and commercial trucking internship leading to the skill and knowledge required for a Class "A" license, including an internship period as a student volunteer driver. **STUDENTS MUST HAVE A VALID CALIFORNIA CLASS "C" (PASSENGER VEHICLE) LICENSE; NO MORE THAN TWO POINTS ON CURRENT DMV RECORD; NO SR-22 REQUIREMENTS; NO PHYSICAL LIMITATIONS THAT MIGHT PRECLUDE THE PASSAGE OF A DOT/DMV PHYSICAL EXAMINATION, AND THE ISSUANCE OF A DOT "MEDICAL CARD"; NO HISTORY OF DUI'S WITHIN THE LAST FIVE YEARS ON DMV RECORD; NO PAROLE RESTRICTIONS THAT PREVENT TRAVEL OUT OF THE COUNTY; ABILITY TO SPEAK, READ, UNDERSTAND AND CONVERSE IN NORMAL, CONVERSATIONAL ENGLISH; ABILITY TO PASS A DOT/DMV PHYSICAL EXAMINATION (DOT/DMV) RANDOM DRUG TESTS REQUIRED-DMV "PULL NOTICE" PROGRAM), AND ABILITY TO DRIVE A STANDARD TRANSMISSION VEHICLE.**

*Associate Degree Applicable.*

## WATER SUPPLY ENGINEERING

### WAREHOUSE

DIVISION: Technical  
 DIRECTOR: Kevin Anderson, M.B.A.  
 DEPARTMENT SECRETARY: Michelle Curry  
 (909) 382-4079  
 DEPARTMENT OFFICE: 264 S. Leland Norton Way  
 Suite A110, San Bernardino  
 LIAISON COUNSELOR: George Fleming, M.S.  
 (909) 384-8975

DIVISION: Technical  
 DIVISION DEAN: Thomas Bauman, M.S., P.E.  
 DEPARTMENT HEAD: William Clarke, Ed.D.  
 (909) 384-8504  
 DIVISION SECRETARY: Patsy Martinez  
 (909) 384-8902  
 DIVISION OFFICE: Technical 108  
 (909) 384-4451  
 LIAISON COUNSELOR: George Fleming, M.S.  
 (909) 384-8975

### GENERAL WAREHOUSING CERTIFICATE

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

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

#### WAREHS 020 INTRODUCTION TO WAREHOUSE OPERATIONS 4 UNITS

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

This course is designed to introduce students to warehouse operations, the objectives of warehousing; software information systems used in warehousing, and warehouse safety. In the laboratory part of the course, students will be exposed to practical activities in a functioning warehouse. Upon completion of the course, students should be well prepared to enter the field of warehousing, distribution, or logistics.

*Associate Degree Applicable*

#### WAREHS 021 FORKLIFT OPERATION AND CERTIFICATION 1 UNIT **PREREQUISITE:** None.

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

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*

The Water Supply Engineering Department offers a curriculum designed to offer pre-service and in-service training in the water supply and reclamation industry. The courses provide technical instructions on dealing with domestic water supply and waste water treatment, and are sequenced to prepare students for the state licensing exam. The Water Supply Engineering Certificate is not equivalent to the State License in Water Supply Engineering.

### WATER SUPPLY ENGINEERING ASSOCIATE OF SCIENCE DEGREE

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

### WATER SUPPLY ENGINEERING CERTIFICATE

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

REQUIRED COURSES:	UNITS
CHEM 101 Introductory Chemistry	4
MATH 090 Elementary Algebra	4
Or	
MATH 952 Prealgebra	(4)
<b>Fifteen units from the following Water Supply Engineering Courses:</b>	<b>15</b>
WSE 140 Water Utilities Distribution I	(3)
WSE 141 Water Utilities Distribution II	(3)
WSE 142 Water Quality and Basic Domestic Water Treatment	(3)
WSE 143 Advanced Domestic Water and Industrial Water Treatment	(3)
WSE 144 Cross Connection Control and Water Safety Engineering	(3)
WSE 145 Backflow Prevention Devices	(3)
WSE 146 Wastewater Treatment Operations I	(3)
WSE 147 Wastewater Treatment Operations II	(3)
<b>One course from the list of RECOMMENDED COURSES:</b>	<b>2 - 3</b>
<b>TOTAL UNITS:</b>	<b>25-26</b>

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

RECOMMENDED COURSES:	UNITS
CSYS 101 Computer Literacy	3
CSYS 102 Using the IBM PC	3
CSYS 104 Using Macintosh	2

**COURSES OFFERED BY THE DEPARTMENT OF WATER SUPPLY ENGINEERING:**

**WSE 140**  
**WATER UTILITIES DISTRIBUTION I** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

A general introduction to the principles and practice of hydraulics and water quality in the field of water supply distribution. Prepares students for the AWWA Grade I exam.

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

**WSE 141**  
**WATER UTILITIES DISTRIBUTION II** 3 UNITS  
**PREREQUISITE: WSE 140.**

**LECTURE: 3 hours per week.**

Operation and maintenance of distribution systems.

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

**WSE 142**  
**WATER QUALITY AND BASIC DOMESTIC WATER TREATMENT** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Basic knowledge of water quality and domestic water treatment theory and practice. Prepares students for California State certification examinations for Grade I and II Operator's Level.

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

**WSE 143**  
**ADVANCED DOMESTIC WATER AND INDUSTRIAL WATER TREATMENT** 3 UNITS  
**PREREQUISITE: WSE 142.**

**LECTURE: 3 hours per week.**

Advanced study of domestic and industrial water quality and treatment. Prepares students for California State certification examinations for Grade III and IV.

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

**WSE 144**  
**CROSS-CONNECTION CONTROL AND WATER SAFETY ENGINEERING** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Intricacies of administering a cross-connection program and determining appropriate backflow prevention alternatives for protecting the drinking water system. Instruction toward certificate as a cross-connection control program specialist.

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

**WSE 145**  
**BACKFLOW PREVENTION DEVICES** 3 UNITS  
**PREREQUISITE: WSE 144.**

**LECTURE: 2.50 hours per week and LABORATORY: 1.50 hours per week.**

Concentrated training in recognition and abatement of cross-connection in water supply and plumbing systems. Hands-on backflow prevention device testing procedures. Instruction toward certificate as a backflow prevention device tester.

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

**WSE 146**  
**WASTEWATER TREATMENT OPERATIONS I** 3 UNITS  
**PREREQUISITE: None.**

**LECTURE: 3 hours per week.**

Fundamentals of treatment plants including arithmetic, basic chemistry and biology, treatment and disposal methods and plant operations. Underlying principles, unit processors, available equipment and most commonly used current wastewater treatment processes. Prepares students for State Certification examinations for Grade I and Grade II operator certificate.

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

**WSE 147**  
**WASTEWATER TREATMENT OPERATIONS II** 3 UNITS  
**PREREQUISITE: WSE 146.**

**LECTURE: 3 hours per week.**

In-depth review of the operation of wastewater treatment facilities with emphasis on how the municipal water treatment plant works to protect the environment and the health and welfare of the community. Prepares students for the State of California examinations for Grade III and IV operator certificate.

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

## **WELDING TECHNOLOGY**

DIVISION:	Technical
DIVISION DEAN:	Thomas Bauman, M.S., P.E.
DEPARTMENT HEAD:	William Kastner, M.S. (909) 384-8290
OTHER FACULTY:	Jesus Galaviz, A.S.
DIVISION SECRETARY:	Patsy Martinez (909) 384-8902
DIVISION OFFICE:	Technical 108 (909) 384-4451
LIAISON COUNSELOR:	George Fleming, M.S. (909) 384-8975

The Welding Technology curriculum is designed to provide students with the knowledge and skills necessary to pass a written and performance test for the Department of Building and Safety of Los Angeles or San Bernardino.

The written test is administered by the Los Angeles Department of Building and Safety. It is necessary for students to apply for testing at the Department of Building and Safety, Room 495, License Division, Los Angeles City Hall. The fee is \$54, plus \$64.80 upon successfully passing the exam.

San Bernardino Valley College is a test center for the performance certification test. The structural (2-plate test) fee is \$90 and the light gauge (4-plate test) is \$100. These fees entitle applicants to a maximum of 8 hours lab practice prior to test. Retest fee is \$50 for each repeat plate.

Persons applying for welding positions in large industrial companies must have a Certification Card before contacting the employment office.

Students may pursue either Associate of Science degrees or certificates in Welding Technology or Consolidated Welding.

**WELDING TECHNOLOGY  
ASSOCIATE OF SCIENCE DEGREE**

To graduate with a specialization in Welding Technology, students must complete all requirements for one of the following certificates plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

**WELDING TECHNOLOGY CERTIFICATES**

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

**1. GENERAL WELDING CERTIFICATE**

Students must complete all of the **REQUIRED COURSES** plus **ONE** of the **RESTRICTED ELECTIVES** courses.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
TECALC 950 Shop Calculations or higher level math course	3
WELD 123 Oxy-Acetylene Welding	3
WELD 145 Shielded Metal Arc Welding	3
WELD 146 Intermediate Arc Welding	3
WELD 060 Layout Fitter I	3
WELD 066A Los Angeles City Welding Cert	3
WELD 070x4 Tig Welding	1
WELD 077x4 Continuous Wire Welding	1
WELD 127 Strength of Materials Testing: Destructive	3
<b>TOTAL UNITS:</b>	<b>23</b>

<b>Select one of the following Restricted Electives Courses:</b>	<b>UNITS</b>
WELD 061 Layout Fitter II or WELD 065A Welding Inspection Visual or WELD 128 Strength of Materials Testing: Non-Destructive	3  (4)  (3)

**2. CONSOLIDATED WELDING CERTIFICATE**

Students must complete a minimum of 26 units in any combination of the following welding courses.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
WELD 062 Consolidated Welding or WELD 063 Consolidated Welding or WELD 064x4 Consolidated Welding	2-13  2-13  2-13
WELD 127 Strength of Materials Testing: Destructive	3
<b>TOTAL UNITS:</b>	<b>29</b>

**3. FLUX CORE ARC WELDING (FCAW) CERTIFICATE**

Students must complete all the **REQUIRED** and one of the **RESTRICTED** Elective courses plus pass the

**FCAW Welding Certification either through the City of San Bernardino or Los Angeles. The practical welding certification test for both cities is administered by SBVC Welding Department.**

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
WELD 145 Shielded Metal Arc Welding	3
WELD 060 Layout Fitter I	3
WELD 077x4 Continuous Wire Welding	1

<b>RESTRICTED ELECTIVE COURSES:</b>	<b>UNITS</b>
WELD 061 Layout Fitter II or WELD 065A Welding Inspection Visual or WELD 128 Strength of Materials Testing: Non-Destructive	3  (4)  (3)

**TOTAL UNITS REQUIRED FOR FCAW CERTIFICATE:  
10-11**

**4. GAS METAL ARC WELDING (GMAW) CERTIFICATE**

Students must complete all the **REQUIRED** Courses plus pass the **GMAW** Welding Certification either through the City of San Bernardino or Los Angeles. The practical welding certification test for both cities is administered by SBVC Welding Department.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
WELD 123 Oxy-Acetylene Welding	3
WELD 145 Shielded Metal Arc Welding	3
WELD 077x4 Continuous Wire Welding	1
<b>TOTAL UNITS:</b>	<b>7</b>

**NOTE:** Students completing all course work but not finishing the GMAW Certification may proceed to the next certificate. In order to be awarded the certificate, both course work and certification must be completed.

**5. GAS TUNGSTEN ARC WELDING (GTAW) CERTIFICATE**

Students must complete all the **REQUIRED** and one of the **RESTRICTED** Elective courses plus pass the **GTAW** Welding Certification in either aluminum or stainless steel. This certification can be issued in conjunction with SBVC and the City of San Bernardino.

<b>REQUIRED COURSES:</b>	<b>UNITS</b>
WELD 123 Oxy-Acetylene Welding	3
WELD 145 Shielded Metal Arc Welding	3
WELD 070x4 Tig Welding	1

<b>RESTRICTED ELECTIVE COURSES:</b>	<b>UNITS</b>
WELD 065A Welding Inspection Visual or WELD 067A Structural Steel Special Inspection (ICBO) or WELD 128 Strength of Materials Testing: Non-Destructive	4  (2)  (3)

**6. SHIELDED METAL ARC WELDING (SMAW) CERTIFICATE**

Students must complete all the **REQUIRED** Courses plus pass the **SMAW** Welding Certification either

through the City of San Bernardino or Los Angeles. The practical welding certification test for both cities is administered by SBVC Welding Department.

<b>REQUIRED COURSES:</b>		<b>UNITS</b>
WELD 123	Oxy-Acetylene Welding	3
WELD 145	Shielded Metal Arc Welding	3
WELD 146	Intermediate Arc Welding	3

**NOTE:** Students completing all course work but not finishing the SMAW Certification may proceed to the next certificate. In order to be awarded the certificate, both course work and certification must be completed.

### **COURSES OFFERED BY THE DEPARTMENT OF WELDING TECHNOLOGY:**

**WELD 060**  
**LAYOUT FITTER I** **3 UNITS**

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** WELD 145 or equivalent.

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

Designed to provide the welding student with the training needed to read blueprints and to make the welding connections to steel beams and columns. Topics include: interpreting a structural shop blueprint; understanding the abbreviations, symbols and terms used on a shop drawing; specifying and coding of various grades of steel; use of specialized tools and templates.

*Associate Degree Applicable*

**WELD 061**  
**LAYOUT FITTER II** **3 UNITS**

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** WELD 145 or WELD 060 or equivalent.

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

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

*Associate Degree Applicable*

**WELD 062**  
**CONSOLIDATED WELDING** **2-13 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 1 - 5 hours per week and  
**LABORATORY:** 3 - 24 hours per week.

Oxy-acetylene welding and cutting, brazing and arc welding in all positions. Welding theory, electrode identification, metals, blueprint reading, technical math, and a strong emphasis on safety.

*Associate Degree Applicable*

**WELD 063**  
**CONSOLIDATED WELDING** **2-13 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 1 - 5 hours per week and  
**LABORATORY:** 3 - 24 hours per week.

Arc welding in all positions. MIG and flux core welding in all positions. TIG welding on various types of materials, welding theory, electrode identification, weld symbols, blue-print reading, technical math, and a special emphasis on safety.

*Associate Degree Applicable*

**WELD 064x4**  
**CONSOLIDATED WELDING** **2-13 UNITS**

**PREREQUISITE:** None.

**LECTURE:** 5 hours per week and  
**LABORATORY:** 24 hours per week.

A consolidation of all the welding processes including oxy-acetylene welding on ferrous and non-ferrous metals, cutting and brazing, arc welding in all positions, MIG and TIG welding, welding theory, technical math, blueprint reading, metals, electrode identification. Special emphasis on safety. This course may be taken four times.

*Associate Degree Applicable*

**WELD 065A**  
**WELDING INSPECTION VISUAL** **4 UNITS**

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** WELD 145.

**LECTURE:** 4 hours per week.

This course is designed to prepare students for the certified welding inspector examination offered by the American Welding Society (AWS). Focus on welding process, welding procedures, code specifications and standards covering topics in materials and their limitations of weld testing, as well as record keeping and report preparations. **FIVE YEARS OR MORE EXPERIENCE IN WELDING IS REQUIRED.**

*Associate Degree Applicable*

**WELD 066A**  
**LOS ANGELES CITY WELDING CERTIFICATION** **3 UNITS**

**PREREQUISITE:** None.

**DEPARTMENTAL ADVISORY:** WELD 145.

**LECTURE:** 3 hours per week.

This course is designed to prepare students for the written Structural Steel examination offered by the Department of Building and Safety in the City of Los Angeles with focus on the codes used in the structural steel industry.

*Associate Degree Applicable*

**WELD 067A**  
**STRUCTURAL STEEL SPECIAL INSPECTION (ICBO)** **2 UNITS**

**PREREQUISITES:** WELD 145 and WELD 060 or WELD 061.

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

Designed to prepare students for the International Conference of Building Officials (ICBO) Inspector Certifications examinations. Provide training for employment in the quality control or construction inspection industry. Topics include a review of the technical aspects on inspection and quality control in the area of structural steel and welding preparation, materials applications, plan reading, and related codes.

Associate Degree Applicable

**WELD 070x4  
TIG WELDING 1 UNIT**

**PREREQUISITES: WELD 123 and WELD 145.  
LABORATORY: 3 hours per week.**

This is a practical application of welding techniques used in the Gas Tungsten Arc welding process. Welding safety, equipment and joint construction on aluminum and other ferrous metals are stressed. Focus is on the welding procedures for butt, corner, tee and lap joints to include voltage amperage, electrodes and shielding gas requirements. The course may be taken four times.

Associate Degree Applicable

**WELD 077x4  
CONTINUOUS WIRE WELDING 1 UNIT**

**PREREQUISITE: Arc Welding.  
LABORATORY: 3 hours per week.**

The techniques and methods of continuous wire welding with and without gas shields in various positions and on various thicknesses of material. This course may be taken four times.

Associate Degree Applicable

**WELD 123  
OXY-ACETYLENE WELDING 3 UNITS**

**PREREQUISITE: None.  
LECTURE: 1 hour per week and  
LABORATORY: 5 hours per week.**

Intensive training in oxy-acetylene welding, which includes plate and sheet metal welding, brazing and soldering. The fundamentals of welding equipment, and related subjects with a strong emphasis on safety. (Formerly WELD 023x4)

Associate Degree Applicable  
Course credit transfers to CSU.

**WELD 127  
STRENGTH OF MATERIALS TESTING: DESTRUCTIVE 3 UNITS**

**PREREQUISITE: None.  
LECTURE: 2 hours per week and  
LABORATORY: 2 hours per week.**

Instruction in destructive testing techniques, using equipment such as tensile testing machines, hardness testers and impact testers. Learning the molecular structure of metal and how it varies under testing.

Applicable to Associate Degree  
Course credit transfers to CSU.

**WELD 128  
STRENGTH OF MATERIALS TESTING:  
NON-DESTRUCTIVE 3 UNITS**

**PREREQUISITE: None.  
DEPARTMENTAL ADVISORY: WELD 127.  
LECTURE: 2 hours per week and  
LABORATORY: 2 hours per week.**

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

Applicable to Associate Degree  
Course credit transfers to CSU.

**WELD 145**

**SHIELDED METAL ARC WELDING 3 UNITS**

**PREREQUISITE: None.  
LECTURE: 1 hour per week and  
LABORATORY: 5 hours per week.**

Training and skills for arc welding on plate and various metals. The theory of arc welding, weld symbols, electrode identification and related subjects. This course may be taken four times. (Formerly WELD 045x4)

Associate Degree Applicable  
Course credit transfers to CSU.

**WELD 146  
INTERMEDIATE ARC WELDING 3 UNITS**

**PREREQUISITE: WELD 145.  
LECTURE: 1 hour per week and  
LABORATORY: 5 hours per week.**

Continuation of training and development of skills for arc welding on plate, pipe, and sheet metal. Continuing theory of welding, electrode usage, weld symbols and code information. (Formerly WELD 046x4)

Associate Degree Applicable  
Course credit transfers to CSU.

**WELD 147  
INTERMEDIATE SHIELDED METAL ARC WELDING 3 UNITS**

**PREREQUISITE: WELD 145.  
LECTURE: 1 hour per week and  
LABORATORY: 5 hours per week.**

Progressing in the art of welding on plate, pipe, and sheet metal. Continuing theory of welding, electrode usage, weld symbols and code information. (Formerly WELD 047X4)

Associate Degree Applicable  
Course credit transfers to CSU.

**WELD 198  
WELDING WORK EXPERIENCE 1-4 UNITS**

**PREREQUISITE: None.**  
Supervision in the form of on-the-job training that will enhance students' educational goals. The student's major and job must match. Students work 5-20 hours per week, with 5 hours each week equal to one unit. Students may earn a total of 16 units toward graduation in work experience courses.

Associate Degree Applicable  
Course credit transfers to CSU.

**WORD PROCESSING**

See courses in the department of  
OFFICE INFORMATION SYSTEMS

**WORK EXPERIENCE**

**OCCUPATIONAL COOPERATIVE WORK EXPERIENCE**

Work experience education credit can be earned in each of the occupational disciplines. (See appropriate program area under course number 198 for specific information.)

**WKEXP 099**

## **GENERAL WORK EXPERIENCE 1-3 UNITS**

**PREREQUISITE: None.**

**WORK EXPERIENCE: 5-15 hours per week.**

Supervised general work experience education to assist students in acquiring desirable work habits, career awareness, and job attitudes consistent with contemporary community standards.

*Associate Degree Applicable*

## **COOPERATIVE WORK EXPERIENCE**

The concept of issuing college credit for work experience is based on the premise that a student with well defined job-oriented objectives will find his/her work an educational experience. To be effective it must be approached cooperatively and with enthusiasm by the student, the employer, and the college coordinator. The student will gain college credit, a new appreciation of the responsibilities he/she has to his/her employer, greater awareness and improved job skills.

There are two classifications of Cooperative Work Experience Education at San Bernardino Valley College.

- In *Occupational Cooperative Work Experience* students may earn four units per semester for a maximum of sixteen units. They must be enrolled in at least one occupational course related to the work.
- In *General Cooperative Work Experience* students may earn three units per semester with a maximum of six allowable during their college career; and they need not be enrolled in a related course. Seventy-five hours of paid work experience (or 60 hours volunteer work) equal one unit of college credit. A student must enroll in at least seven semester units of course work including Cooperative Work Experience Credit. A student may not earn more than 16 semester units of Cooperative Work Experience Credit including both General and Occupational.

Units earned through Work Experience do not apply toward units in a major unless such courses are specifically required for a degree in that department. However, course credit earned through work experience can apply as elective units in any associate degree. Refer to the specific department section of this catalog for a list of specific courses required for a major.

We currently offer Cooperative Work Experience in the following areas:

Administration of Justice  
Aeronautics  
Air Travel  
Art  
Automotive  
Business Administration  
Child Development  
Communications/Broadcasting  
Computer Science  
Electronics  
Family & Consumer Science  
Human Services  
Inspection  
Library  
Machine Technology  
Management Information Systems  
Nursing

Office Information Systems  
Physical Education  
Public Administration  
Refrigeration  
Restaurant Management  
Welding  
General Work Experience

**For information visit the S.B.V.C. Career Center located in the Campus Center or call (909) 384-8674.**



## PART IV – ADMINISTRATION AND FACULTY

### ADMINISTRATION

President: Denise Whittaker, M.A.  
Interim Vice President, Administrative Services: Bill Orr, Ed.D.  
Vice President, Instruction: Robin Calote, Ed.D.  
Interim Vice President, Student Services: Ernestine Moore, M.A.  
Dean, Extended Day and Instructional Outreach: Gary Kelly, M.S.  
Dean, Occupational Education: Queen Hamilton, Ed.D.  
Dean, Campus Gateway: Jessie Gates, M.S.  
Dean, Student Support Services: Ali Mossaver-Rahmani, Ed.D.  
Division Dean, Business and Information Technology: Margaret Ortiz, M.A.  
Division Dean, Criminal Justice; Acting Dean, Social Science: Gloria Fisher, J.D.  
Division Dean, Health Science: Marilyn Johnson, B.S., M.N.  
Division Dean, Humanities: Sherrie Guerrero, Ed.D.  
Division Dean, Learning Resources: Marie Mestas, M.L.S.  
Division Dean, Physical Education/Athletics: Dan Bridges, Ph.D.  
Division Dean, Science and Math: W. William Hughes, Ph.D.  
Division Dean, Organizational Development: Troy Sheffield, Ed.D.  
Division Dean, Technical: Thomas Bauman, M.S., P.E.  
Director, Admissions and Records: To Be Announced  
Director, Child Development Center: Jing Babb, M.Ed.  
Director, Distributed Education: Glen Kuck, M.S.Ed.  
Director, Financial Aid: Maureen Martinez, M.A.  
Director, Health Services: To Be Announced  
Director, KVCR TV/FM: Larry Cicalone, M.B.A.  
Director, Marketing and Public Relations; Interim Director, Foundation: Paul Rubalcaba, B.A.  
Director, Transfer Services Center: Pamela E. Slade, M.A.  
Director, Transportation: Kevin J. Anderson, M.B.A.  
Director, Workforce Readiness/CalWORKs: Zelma Russ, M.A.  
Coordinator, Career Center: To Be Announced  
Coordinator, Disabled Students Programs and Services: Rebeccah Warren-Marlatt, M.A.  
Interim Coordinator, Extended Opportunity Programs and Services: Frank Dunn, M.A., M.P.A.  
Coordinator, Matriculation: Gilbert Maez, B.A., M.S.  
Coordinator, STAR Program: Kathy Kafela, M.D.  
Coordinator, Student Activities: Leonard P. Lopez, B.A., J.D.  
Cafeteria Manager: Raul Martinez

### FACULTY

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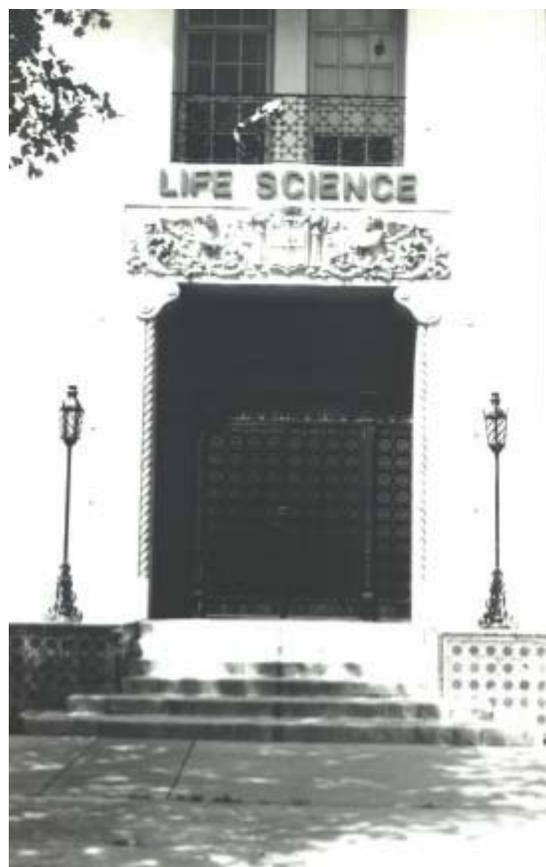
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