



San Bernardino
Valley College

2018/2019 CATALOG

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Welcome to the 2018-2019 academic year at San Bernardino Valley College!

For over 91 years, SBVC has offered degrees and certificates in the liberal arts, science and technology, business, and the humanities. Our certificates cover many popular, in-demand professions, including nursing, geographic information services (GIS) and water supply technology.

At SBVC, we make it a point to stay in touch with our educational and business partners to make sure that we are offering programs that area employers look to for qualified graduates.

Inside this catalog, you will find descriptions of hundreds of courses, along with all of the details about financial aid, counseling, tutoring and all of the specialized student services for people with particular needs and requirements, including veterans and disabled students, as well as traditionally-underrepresented student cohorts.

Our faculty and classified professionals reflect our community and combine academic preparation and a love of teaching to create a caring learning environment. Many of our professors and instructors have doctorate degrees and extensive industry experience, allowing them to pass on how to solve the real-world challenges you will face in your career.

Our campus is comprised of many new and historic buildings for you to enjoy, with the latest being our brand-new Kinesiology & Athletics Complex and Stadium.

Thank you for your interest in San Bernardino Valley College and for joining us during the 2018-2019 academic year. I look forward to seeing you on campus!

Sincerely,

Diana Z. Rodriguez
President



Bienvenidos al curso académico 2018-2019 en San Bernardino Valley College!

Durante más de 91 años, SBVC ha ofrecido títulos en los áreas de artes y letras, ciencias y tecnología, negocios y las humanidades. Nuestros certificados cubren muchas profesiones populares en demanda incluyendo enfermería, técnica psiquiátrica, servicios de información geográfica (GIS) y tecnología de suministro de agua.

En SBVC, nos esforzamos para estar en contacto con nuestros socios educativos y de negocios para asegurarnos de que ofrecemos programas que buscan los empleadores del área para los egresados calificados.

Aquí, usted encontrará descripciones de cientos de cursos junto a todos los detalles sobre ayuda financiera, servicios de orientación académica, servicios de tutoría y todos los servicios estudiantiles especializados para gente con necesidades y requisitos particulares, incluyendo a los veteranos y estudiantes con incapacidades físicas, tanto como estudiantes no respresentados tradicionalmente.

Nuestro personal y profesorado reflejan nuestra comunidad y combinan la preparación académica y el amor por la enseñanza para crear un ambiente de aprendizaje acogedor. Muchos de nuestros profesores tienen un título de doctorado y profunda experiencia industrial, que les permite pasar su sabiduría acerca de resolver los problemas del mundo real con los que se enfrentará en su carrera.

Nuestro colegio tiene muchos edificios nuevos e históricos para que usted disfrute, y los más nuevos son el complejo atlético y el estadio.

Le doy las gracias por su interés en San Bernardino Valley College y por estar con nosotros durante el año académico 2018-2019. ¡Espero verlos en el campus!

Sinceramente,

Diana Z. Rodriguez
Presidenta

SAN BERNARDINO VALLEY COLLEGE

2018-2019

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



701 South Mount Vernon Avenue • San Bernardino, CA 92410

(909) 384-4400 • www.valleycollege.edu

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

SBVC is an equal opportunity institution. Courses and programs are provided for all residents regardless of race, color, religion, sex or physical disabilities. This publication is available in alternate formats (Braille, large print, e-text) for qualified persons with disabilities.

For information call (909) 384-4443 or visit our website:

<https://www.valleycollege.edu/student-services/specialized-counseling-services/disability-services/index.php>

Accuracy Statement – The San Bernardino Community College District has made every effort to publish an accurate schedule of classes, but may without notice, change general information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the district or college. The district and college also reserve the right to add to, change, or cancel any rules, regulations, policies and procedures as provided by law. Please visit the San Bernardino Valley College webpage at www.valleycollege.edu for the most up-to-date and accurate information.

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Erik Morden, M.P.A.	Manager, Food Services



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PART I – COLLEGE GENERAL INFORMATION



THE COLLEGE

San Bernardino Valley College is a comprehensive community college that serves the residents of the Inland Empire. The college is one of 114 locally governed California community colleges, and as such, is regulated by the California Education Code and is subject to the directions of the California Legislature and the California Community College Board of Governors. The college is responsible to its local constituency through an elected Board of Trustees, which is the primary policy-making body for the college. Students of the college are drawn, for the most part, from the local community. In addition, specific programs at the college attract students from throughout the state and world. Students range in age from under 18 to over 80 years, and reflect the ethnic and cultural diversity of the region.

HISTORY

San Bernardino Valley College was established in 1926, and originally served only the San Bernardino and Colton Unified School Districts. The population served has now expanded to include communities throughout the Inland Empire. Over the years, the original four-building campus has grown to one of eighteen major buildings grouped conveniently around a central quadrangle and mall, giving easy access to the numerous special purpose classrooms, lecture halls, laboratories, studios, shops and practice rooms. A faculty of 16 has grown to a teaching staff of more than 147 full-time and 328 hourly faculty, and student body of 140 has grown to over 13,000. San Bernardino Valley College is proud of its long tradition of service to our community, and the faculty and staff is gratified to know they have played an important part in improving the lives of so many.

MISSION STATEMENT

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

VISION STATEMENT

The vision statement represents the collective sense of the direction the faculty, staff and administration would like to see the college move over the next decade. The district's Board of Trustees adopted the vision statement on June 13, 2002. The vision statement was reaffirmed by the college in October, 2012:

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

ACCREDITATION

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

Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges
10 Commercial Boulevard, Suite 204
Novato, CA 94949
(415) 506-0234

HUMAN SERVICES:

California Association for Drug/Alcohol Educators (CAADE)
5230 Clark Avenue
Lakewood, CA 90712
(707) 722-2331

NURSING:

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000

California Board of Registered Nursing
P.O. Box 944210
Sacramento, CA 95814
(916) 322-3350

PHARMACY TECHNOLOGY:

American Society of Health system Pharmacists (ASHP)
4500 East-West Highway, Suite 900
Bethesda, MD 20814
(866) 279-0681

POLICE ACADEMY:

California Commission on Peace Officers Standards and Training
860 Stillwater Road, Suite 100
West Sacramento, CA 95605
(916) 227-3909

PSYCHIATRIC TECHNOLOGY:

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833
(916) 263-7800

EDUCATIONAL PHILOSOPHY

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

We believe that:

- A well-educated populace is essential to the general welfare of the community.
- A quality education empowers the student to think critically, to communicate clearly, and to grow personally and professionally.
- An enriched learning environment promotes creativity, self-expression, and the development of critical thinking skills.
- Our strength as an institution is enhanced by the cultural diversity of our student population and staff.
- We must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.

- We can measure our success by the degree to which our students become self-sufficient learners and contributing members of society.
- Plans and decisions must be data driven, and based on informed consideration of what will best serve students and the community.
- We must model our commitment to lifelong learning by maintaining currency in our professions and subject disciplines.
- As part of the collegial process, all levels of the college organization must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services.
- Interactions between all members of the college community must be marked by professionalism, intellectual openness, and mutual respect.
- We must hold ourselves and our students to the highest ethical and intellectual standards.
- We must maintain a current, meaningful and challenging curriculum.
- Students succeed best when following an education plan and enrolled in classes that meet their interests and goals and match their level of academic preparedness.
- All members of our campus community are entitled to learn and work in an environment that is free from physical, verbal, sexual, and/or emotional threat or harassment.
- Institutional effectiveness must be verified annually by using empirical data as demonstrated through each standing committee in the collegial consultation process.
- Students learn best on a campus that is student-centered and aesthetically pleasing.
- We must be responsible stewards of campus resources.

STRATEGIC INITIATIVES

Adopted by the College Council on May 23, 2007, San Bernardino Valley College's Institutional Guiding Principle: *We are committed to quality and excellence in all of our efforts.*

Our Strategic Initiatives are as follows:

- Access
- Student Success
- Communication, Culture, and Climate
- Leadership and Professional Development
- Effective Evaluation and Accountability
- Facilities

LENGTH OF PROGRAMS

San Bernardino Valley College offers a wide variety of associate degrees and certificate programs. The amount of time it will take a student to complete an associate degree depends on whether one is attending full-time or part-time, on the student's level of preparation, and on the number of prerequisite courses required. Typically, a student attending full-time with few prerequisite requirements may complete an associate degree in two years. Students attending part-time could take as long as four or five years.

The amount of time it will take to complete a certificate program will depend on whether the student is attending full-time or part-time, the number of units required for the certificate, the rotation of courses over a one- or two-year sequence, and the number of prerequisite courses the student is required to take. A very limited number of certificate programs can be completed in one semester. The majority will take one or two years if the student attends full-time however, the length of the certificate program may vary. Consult with a counselor or consult your program counselor for more information.

ADMISSION REGULATIONS

ADMISSIONS AND RECORDS

LOCATION: AD/SS 100
 PHONE NUMBER: (909) 384-4401
 WEBSITE: <https://www.valleycollege.edu/admissions-financial-aid/admissions-records/index.php>

Admission to San Bernardino Valley College is governed by the laws of the State of California and by supplementary regulations established by the San Bernardino Community College District Board of Trustees. Every course, whether offered on the main campus, online, or at a satellite location, is open to any person who is eligible for admission to San Bernardino Valley College and who meets any prerequisites as have been established in accordance with Title 5 of the California Administrative Code.

ADMISSION REQUIREMENTS

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

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

HIGH SCHOOL STUDENTS

Students who are currently attending high school, and are seeking advanced scholastic or vocational work may apply for admission to San Bernardino Valley College as a specially admitted, concurrently enrolled high school student.

Each student's application and records are reviewed individually, and not all students who apply will be admitted. Admission decisions are made based on a combination of the following factors:

- Overall academic grade point average;
- Performance in prior coursework of a similar nature to which the student is petitioning to take, as indicated by their grades in those courses;
- Any and all academic tests or examinations recorded on the high school transcript;
- The recommendation of the high school principal (or designee);
- All high school students will be limited to no more than one course per term, unless they are participating in the Middle College High School or CCAP program.

The over-arching concern of the admission review process is that the high school student is adequately prepared to engage in the rigors of college-level work, and has a high probability of success.

High school students wishing to attend SBVC must complete and submit the following items, at least two weeks prior to the beginning of instruction:

- Regular application for admission to SBVC
- Concurrent Enrollment Petition form
- Confidential Youth Emergency Card
- Official copy of their high school transcript

The Concurrent Enrollment Petition form requires the signature of the high school principal (or designee), certifying the student is academically qualified, and recommending the student for an advanced academic or vocational experience. All forms are available online at the Admissions and Records website. All high school students wishing to enroll in transfer-level courses (courses numbered 100-299) must be in their junior or senior year, with an academic GPA of 3.0, and have high passing grades in courses similar to those they wish to take at SBVC. The courses requested at SBVC must not duplicate courses currently available at the high school.

High school students wishing to enroll in vocational courses may be in grades 9-12, with an academic GPA of 2.0, and have passing grades in courses similar to those they wish to take at SBVC. The courses requested at SBVC must not duplicate courses currently available at the high school.

All concurrently enrolled high school students must participate in the college assessment and orientation prior to approval to enroll.

RESIDENCE REQUIREMENTS

Residence determination must be made each semester for nonresident tuition purposes. The college application and, if necessary, other evidence furnished by the student are used in making residency determination. All documentation must be submitted within 2 weeks of start of term or submission of admissions applications. Residency will not be changed once the semester has ended. Any adult who is physically present in the state while, at the same time, intending to make California their permanent home, may establish legal residence. The resident determination date is the day immediately preceding the opening day of instruction for each semester or term.

Steps must be taken at least one year prior to the residence determination date to establish the intent to **make California one's** permanent home with concurrent relinquishment of the prior legal residence. Some indications of intention to establish and maintain California residence include, but are not limited to:

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

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

EXCEPTIONS TO THE RESIDENCE REQUIREMENTS ARE AS FOLLOWS:

1. Persons below the age of 19 whose parents were residents of California but who left the state while the student who remained was still a minor. When the minor reaches 18, the exception continues for one year to enable the student to qualify as a resident.
2. Persons below the age of 19 who have been present in California for more than a year before the residence determination date and who have been entirely self-supporting for that period of time.
3. Persons below the age of 19 who have lived with and have been under the continuous direct care and control of an adult, not a parent, for the two years immediately preceding the residence determination date. Said adult must have been a California resident for the most recent year.
4. Active Duty Military Students EC 68075; T5 54042; LEGAL OPINION 10-05: Students who are members of the armed forces of the United States domiciled or stationed in California on active duty are entitled to resident classification for purposes of determining the amount of tuition and fees for the duration of their attendance at a community college as long as they remain on active duty as of the residence determination date. If that member of the armed forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that community college. Please note that exclusions or limitations from residency classification for active military duty students related to students "seeking a graduate degree" or "members of the

armed forces who were assigned for educational purposes to state-supported institutions of higher education" are no longer applicable under the current statute and federal law. ***(The Chancellor's Office has concluded that service in the California National Guard does not constitute being a member of the Armed Forces of the United States for Education Code sections 68074 and 68075.)***

5. DISCHARGED MEMBERS OF THE ARMED FORCES:

A student who was a member of the Armed Forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged shall be exempt from paying nonresident tuition for up to one year if he or she files an affidavit with the community college stating they intend to establish residency in California as soon as possible. This one-year exemption shall be used while the student lives in this state and within two years of being discharged (effective January 1, 2013, AB 2478 amended Education Code Section 68075.5 to give the student two years to start the one-year exemption period as the student may need to temporarily to return to their home state after discharge and may not be able to immediately start their education in California). A former member of the armed forces of the United States who received a dishonorable or bad conduct discharge shall not be eligible for this exemption.

NON-RESIDENT VETERANS AB13

In August 2014, the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act) was signed into law. Please see the Admissions and Records Office for more details. (VACA is only applicable for students who are using CH. 30, 33, & 33TR GI benefits). A student who is a full-time employee of a public institution of higher learning, or whose parent or spouse is a full-time employee, will be entitled to resident classification until they have resided in the state the minimum time necessary to become a resident. Any student may make a written appeal to the Director of Admissions and Records within 30 calendar days of notification of a final decision by the college regarding classification.

OUT-OF-STATE STUDENTS

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

INTERNATIONAL STUDENTS

San Bernardino Valley College is approved by the U.S. Citizenship and Immigration Services (USCIS) to admit non-immigrant international students who are taking lower division coursework for transfer to four-year institutions or who are taking coursework leading to a vocational training certificate or an associate degree. San Bernardino Valley College requires international students to submit or mail to the Counseling Center (AD/SS 103) complete international application packages, including the following items:

- International student application for admission
- Non-refundable processing fee of \$25
- A minimum score of 45-46 on the internet-based TOEFL (Test of English as a Foreign Language)
- Official transcripts (i.e., academic records) from high school and college(s) previously attended, accompanied by a notarized translation if the original is not in English or Form I-134
- An affidavit of support form, an official bank letter and an original bank statement, verifying sufficient funds are available to cover all expenses while studying in the U.S.
- Photocopy of passport
- Photocopy of I-94, I-20 and visa, if the student is currently studying in the U.S.

The international application deadlines are May 1 for the Fall semester, October 1 for the Spring semester, and March 1 for the Summer sessions. International applicants living outside of the U.S. at

the time of their applying to the college are strongly recommended to apply at least six months before the term starts. After submitting international application packages, applicants need to complete the General College Application online. Information about the international application can be found at the college's website: www.valleycollege.edu/student-services/specialized-counseling-services/international-students/admission_requirements.php If an applicant is admitted to the college, students will receive a letter of acceptance, along with an I-20 Form (Certificate of Eligibility) issued by the college. Per USCIS regulations, international students must maintain full-time student status and enroll in at least 12 units per semester. International students are also required to purchase health insurance to cover the time they are residing in the U.S.

DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)

You are eligible for DACA if you:

- Were under the age of 31 as of June 15, 2012;
- Came to the United States before reaching your 16th birthday;
- Have continuously resided in the United States since June 15, 2007, up to the present time;
- Were physically present in the United States on June 15, 2012, and at the time of making your request for consideration of deferred action with USCIS;
- Entered without inspection before June 15, 2012, or your lawful immigration status expired as of June 15, 2012;
- Are currently in school, have graduated or obtained a certificate of completion from high school, have obtained a general education development (GED) certificate, or are an honorably discharged veteran of the Coast Guard or Armed Forces of the United States and Have not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and do not otherwise pose a threat to national security or public safety.

Individuals can call USCIS at 1 (800) 375-5283 with questions or to request more information on the deferred action for childhood arrivals process.

AB 540

San Bernardino Valley College, in compliance with California law, welcomes non-resident students, and will charge them the same fees as California residents, for tuition purposes, if they meet all of the following criteria:

- Have attended a combination of California High Schools, Adult Schools, and Community College for the equivalent of three (3) years or more.
- Have a high school diploma (or equivalent)
- In the case of non-immigrant aliens, you have applied for legal status – or will sign an affidavit stating your intent to do so.

Please visit the Admissions and Records Office for further information.

VETERANS

San Bernardino Valley College offers courses approved for Veterans Administration benefits under Title 38, Chapters 30, 31, 33, 35, and 1606 of the U.S. Code. An enrollment certification will be returned to the Veterans Administration when a veteran or an eligible dependent has completed the following:

- Filed an official transcript of all previous work taken at other colleges or universities with the Records Office (These records have to be evaluated and appropriate credit granted before the student can be certified for benefits. The applicant's initial certification to the Veterans Administration will reflect the total credit granted);
- Student must see a counselor to have their program approved and to develop an education plan*. The program must be listed in the College Catalog;
- To be certified, students must enroll only in the classes listed on an education plan*.

* See "Student Success and Support Program (SSSP)" on page 9 for details. Veterans and their eligible dependents are responsible for notifying the Veterans Administration of any changes to their academic program, marital or dependent status, or in their address.

ENROLLMENT AND ORIENTATION/ASSESSMENT PROCESS

APPLICATION PROCEDURES

1. ALL NEW AND RETURNING STUDENTS MUST REGISTER ONLINE AT:
www.valleycollege.edu.
2. TRANSCRIPTS OF PRIOR WORK:
Students must have official transcripts of all college work not completed at San Bernardino Valley College sent to the Admissions and Records Office if planning to attend. If the student does not submit an application, the transcript will be destroyed.
3. ORIENTATION/ASSESSMENT/ADVISEMENT:
All new students are required to participate in Orientation and Assessment unless specifically exempted from this process. When submitting an application for admission, applicants will receive an SBVC student ID number and will need to complete the following:

STUDENT ORIENTATION SESSION:

College is quite unfamiliar to first semester college students. Orientation to college will dispel most of these unfamiliarity's about SBVC. Through orientation, students will understand course offerings and services including expectations, college life and responsibilities, as well as, the college culture.

The Student Orientation Session can be completed online or on campus during peak registration.

- For online session, visit web site:
www.valleycollege.edu/webadvisor or
- Make an onsite appointment for group session in the Assessment Center (AD/SS 101).

ASSESSMENT APPOINTMENT:

After completing the orientation, students must take the assessment exam for placement into English, Reading and Math, or ESL (English as a Second Language). To schedule an appointment, go to:

https://esars.sbccd.org/V_AssessmentCtr/eSARS.asp

SBVC uses the Accuplacer assessment test*. The test is primarily used to assist students in the following:

- Identify skill levels in English, reading, and math,
- Meet class prerequisite requirements,
- Choose appropriate classes,
- Develop student educational plan.

*Students may access a pre-assessment toolkit at:
<https://www.valleycollege.edu/student-services/tutoring-academic-support/pre-assessment-toolkit/index.php>

Please report at least fifteen minutes early on the assessment date chosen. Bring the appointment card as well as a photo ID (driver's license or school ID) and your SBVC ID number. New students must bring an orientation completion certificate at time of test.

- New students are required to meet with a counselor for an education plan prior to registering for classes. Visit the Counseling Center for more information.

STUDENTS MAY BE EXEMPT FROM ASSESSMENT:

Students may be exempt from the English Assessment if they:

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

Students may be exempt from the Math Assessment if they:

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

Students may be exempt from assessment if they meet at least one of the following criteria:

- Associate Degree or higher from a regionally accredited college or university;
- An earned score of 3.0 or higher in Advanced Placement Tests in English and math;
- Submission of assessment placement scores from another California Community College within the last two years;
- Enroll in courses to achieve or maintain certificate or license requirements which do not require math, reading, or English prerequisites;
- Enroll in courses for personal enrichment, which do not require math, reading, or English prerequisites. A maximum of 12 units may be taken prior to Assessment.

For the determination of your exemption, please go to the Counseling Center.

POLICY ON ASSESSMENT

1. All students entering San Bernardino Valley College are required to complete assessment process unless exempted.
2. Assessment results are valid for two years.
After two years, students are to be reassessed if they have not satisfactorily completed an English, math or reading course at SBVC.
3. Students may be reassessed a total of one time when one of the following situations exists:
 - One full year has elapsed from previous tests;
 - Are recommended by the department chair or division dean to retake the test;
 - Are recommended by the Student Policy and Scholastic Standards Committee in accordance with the exemption permitted by the SBVC Policy on Assessment.
4. Students who reassess will be advised that the most current assessment results will supersede all other test results.
5. Students may satisfy the prerequisite for English, math, and reading through:
 - An assessment process,
 - Satisfactory completion of the prerequisite course,
 - Providing acceptable challenge documentation to the department chair or division dean.
6. Previously enrolled high school students have the ability to reassess after they have graduated.

HERE ARE QUESTIONS STUDENTS MOST OFTEN ASK ABOUT ASSESSMENT:

Why Take the Assessment?

Assessments place students in proper English, reading, and math courses. During the Orientation/Advisement session following assessment, students will be introduced to the college's services. After the assessment is processed, the counselor will assist in selecting appropriate courses for the semester.

If I do not do well on the Assessment, will I still be able to attend San Bernardino Valley College?

Yes. This is not a pass/fail exam. It is a tool to help students and counselors make appropriate educational plans.

How long will the Assessment take?

Approximately three hours.

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

If a student has a learning or physical disability that requires reasonable accommodation to complete the assessment test, please contact Disabled Student Programs and Services (DSPS) in AD/SS 105.

Do other colleges require Assessment?

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

Does a counselor discuss my Assessment results?

Yes. Counselors are the best resource to tell students how to interpret placement skills.

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

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

1. REGISTRATION

The schedule of classes provides detailed instructions on the procedures involved in registering for classes. Students may register online in accordance with the dates identified in the *Class Schedule*. Attending courses without being formally enrolled is considered auditing. In order to audit a course the student must complete the auditing process.

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

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

2. WAITLIST

Waitlisting gives students the opportunity to be first in line to register for sections that are already full. For example, if a person drops from a course, then the individual at the top of the waitlist will have the first opportunity to register and fill that empty seat. Waitlisting is available on most classes.

3. PAYMENT OF FEES

Current fees are listed each semester in the *Class Schedule* and on the website. All fees are due and payable at the time of registration. In addition to enrollment fees, students will be assessed the following: health fee, accident insurance, Student Representation fee, Transportation fee, and Student Center fee. Optional fees include those for a parking permit and for the Associated Students (ASB) discount card. Students who are not residents of California are required to pay non-resident tuition.

A hold is placed on all student accounts with past due fees. The hold prevents students from registering for courses, ordering transcripts, enrollment verifications, and receiving certificates and diplomas. Additionally, students may not be able to participate in additional school activities, such as, field trips, while account is on a financial hold. The Financial/Outstanding Balance Hold will be released upon receipt of full payment.

4. CLASS ATTENDANCE

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

5. LATE REGISTRATION

Applicants who do not enroll during the registration period may enroll online using a *Web Authorization* sticker, which is received from the instructor. Keep in mind that an instructor may refuse to admit a late registrant when the work missed cannot reasonably be made up, when the class is full, or when normal progress in the course would be impossible or unsafe. Students will not be enrolled into a class if the deadline date for admissions has passed.

6. AUDITING COURSES

Students who have been admitted to SBVC are eligible to apply to audit courses at the college. Students must meet all course prerequisites. It is the responsibility of the student to provide documentation that the prerequisite(s) has been satisfied. Auditing enrollment is permitted only on a space available basis. A student may enroll in a course for audit only if they have not enrolled in that course for credit during the same semester.

Students shall complete an audit application. Any instructor may refuse auditing without explanation. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course. Once audit enrollment is completed, no student will be permitted to change their enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit.

The fee for auditing is \$15 per unit. A student enrolled for credit in ten (10) or more semester credit units will not be charged a fee to audit three (3) or fewer units per semester. Students must also pay all mandatory student fees. Audited classes do not count towards units for financial aid, veteran's benefits, full-time student status, or any other purpose. No refund will be permitted after enrollment per BP/AP 5033. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.

7. ADDING A CLASS

Registered students may add a class during a designated period at the beginning of each semester. Once the web registration period has passed, a *Web Authorization* sticker, obtained from the instructor, is needed to change a schedule. If a schedule is revised in such a way as to change the total number of units taken, the amount of enrollment fees will also change. All fees are due at the time the change is made.

8. REFUNDS

A. DESIGNATED FEES INCLUDE:

- Enrollment
- Non-Resident Tuition
- Parking
- Health
- Accident Insurance
- Student Center
- SBVC Student Representation
- Transportation

B. MILITARY SERVICE EXCEPTION:

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

C. REFUND SCHEDULE:

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

- Fees are collected in error – Fees collected in error will be refunded in their entirety.
- Class cancelled by the college – If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. **If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph A will apply.**

D. WITHDRAWAL FROM THE COLLEGE:

- Enrollment Fee/Non-Resident Tuition – If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees and non-resident tuition fees will be refunded;
- Parking fee, Health fee, Accident Insurance fee, Student Services Card fee, Student Center fee, Student Representation fee – In order to be eligible for a refund, a student must withdraw prior to the first day of the term and attach decal/ proof to refund request within 30 days of instruction.
- Unit Reduction – If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.
- A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. REFUND PROCESSING FEE

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

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

9. STUDENT SUCCESS AND SUPPORT PROGRAM (SSSP)

Student Success and Support Program is a process designed to assist students in accomplishing their educational goals. The process brings the college and the student into an agreement for the purpose of realizing the student's educational goal. The primary purpose of SSSP is student success.

THE COLLEGE AGREES TO PROVIDE:

- Admissions application process.
- Orientation to the college's programs and services,
- Assessment of the student's study skills, English language proficiency, computational skills, goals, career aspirations, academic performance, and need for special services,
- Counseling and advisement to develop a Student Education Plan (SEP) and follow-up evaluation of each student's progress in achieving an educational goal.

THE STUDENT AGREES TO:

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

SSSP goals are partially fulfilled through the ACAD 001 class. Students who intend to graduate from San Bernardino Valley College are required to complete ACAD 001 during the first two semesters in which they are enrolled in nine (9) or more units.

Students may be exempt from this requirement upon completion of 30 plus units of college credit or AA/AS, and/or AA-T /AS-T degree. Additionally, career track students with vocational disciplines may apply for an exemption through the Department Chair or Division Dean of the area of study.



ACADEMIC STANDARDS AND POLICIES

ATTENDANCE

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

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

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

Instructors may not drop students after the 11th week of instruction (for full semester classes) or after 60 percent of instruction (for short-term classes).

CLASSIFICATION OF STUDENT LOAD

Students are defined as full-time when enrolled in 12 or more units in either the Fall or Spring semesters. A part-time student is one who is enrolled in fewer than 12 units in either the Fall or Spring semesters. During the summer session, a full-time student is enrolled in 6 or more units and a part-time student is enrolled in fewer than 6 units. (Please note that for financial aid purposes, 12 units is considered full-time during the summer session, as well). An overload of units requires a **counselor's signature for registration.** Overloads are considered to be anything over 18 units for the Fall or Spring semesters and anything over 8 units for the Summer term.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to **confirm how each college's course** will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Course requirements may change and courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

CREDIT-BY-EXAMINATION

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

- The student must submit evidence of extensive background and/or experience in the subject to the instructor of the course;
- The student must have completed twelve (12) or more units at San Bernardino Valley College or be a permanent employee of the San Bernardino Community College District;
- The student must be enrolled in the college during the semester in which he/she takes the examination;

- In accordance with Board Policy 4235, credit-by-examination for Modern Language courses may be granted only to students who take the next higher language course while attending San Bernardino Valley College, and only with the approval of the Modern Languages Faculty Chair.

An application for Credit-By-Examination is available in the Admissions and Records Office (AD/SS 100). In addition to paying an enrollment fee based on the number of units in the course that is being challenged, there is an additional \$20 processing fee, which is applied to all credit-by-examination applications. (Note: all students, including those with the Board of Governor fee waivers, must pay the processing fee and enrollment fee based on units when applying for credit-by-examination.)

Once the application has been approved by the administrator and the necessary fees have been paid, the instructor may administer the examination and submit the grade earned. Grades will be consistent with the grading systems established by the college and will be submitted by the Division to the Admissions and Records Office by the end of the semester in which the examination is completed. **The student's transcript will contain a notation that indicates that the credit was earned by examination.** Any grades earned through credit-by-examination will not be counted in determining the twelve (12) semester units of credit in residence required for graduation from the college. Upon completion, a notification will be sent to your Valley College email. Financial aid is not available for credit by examination.

CREDIT HOURS (UNITS)

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

Class hours are defined as 50 minutes. Classes scheduled for more than an hour follow formulas to stay close to this definition. For example, a class schedule from 6:00 to 7:30 p.m. (90 minutes) actually meets for 80 minutes, allowing for a 10-minute passing period. Longer class meeting patterns have required breaks. San Bernardino Valley College follows these time patterns.

CREDIT FOR MILITARY SERVICE

Currently enrolled students who have had a minimum of one year of military service will receive three (3) units of credit toward CSU GE-Breadth Area E and Associate Degree: Option #2 requirements for Category V: Lifelong Learning and Self-Development. To obtain this credit, students need to provide a copy of their DD-214 (Service 2 or Member 4) or other official evidence of U.S. military service while on active duty. A Petition for Military Service Credit may be obtained from the Admissions and Records Office (AD/SS 100).

Students who completed coursework at other accredited colleges or universities while using veteran benefits, must submit official transcripts to the Admissions and Records Office, and request an official evaluation within two (2) semesters. To obtain credit for military coursework, students must provide a copy of their AARTS (Army/American Council on Education Registry Transcript System) or SMART (Sailor-Marine American Council on Education Registry Transcript System) Transcript. The American Council on Education makes recommendations for college credit directly on the AARTS or SMART Transcript. Receiving credit for military coursework is not always advantageous to the student because units awarded by SBVC for the coursework may impact veteran benefits. It is advisable to meet with a counselor to determine if the military coursework will apply toward the selected degree major and/or general education requirements. If a determination is made to award credit towards a major, then a Modification of Major form needs to be completed by the appropriate department chair. The Credit for Military Training or

DANTES form is available from the Articulation Officer located in the Counseling Center, AD/SS 103.

FINAL EXAMINATIONS

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

FINAL GRADES AND TRANSCRIPTS

Final grades are accessible via the Internet as soon as they are submitted by the instructor. To access San Bernardino Valley College's WebAdvisor, go to: www.valleycollege.edu/webadvisor.

Note: Transcripts will not be released if a student has holds, an outstanding financial obligation, or other academic or probationary issues. Requests for transcripts online by logging onto: www.valleycollege.edu/transcripts. Requests will be filled within the legally prescribed timeframe, assuming there are no outstanding obligations to the college, or other holds on the students' record. The first two transcripts are provided at no charge. After two, there is a charge for each additional request.

INCOMPLETE GRADES

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

NON-DEGREE APPLICABLE COURSES

Courses numbered in the 900s do not apply toward a degree, and are designed to provide the fundamental skills necessary for successful completion of other college courses. These include pre-collegiate courses in reading, writing, computation, learning skills, study skills, and English as a second-language. Non-degree applicable courses, including basic skills courses, are indicated in this catalog by numbers from 900 to 999. In accordance with Title 5, Section 55758.5 (b), grades earned in non-degree applicable courses are not included when calculating a student's degree applicable grade point average. Students will not receive credit for more than thirty (30) units of basic skills course work taken in the San Bernardino Community College District. Basic skills coursework earned in another community college district will not be counted toward the 30-unit limit. Students enrolled in English as a second-language courses and students identified by the District for learning disabled programs are exempt from this 30-unit limit. Other students may apply for a waiver of the 30-unit limit. Please contact a counselor in the Counseling Center, (909)384-4404 and press zero ("0") for more information about the waiver process.

TRANSFER OF CREDIT

Transfer Credit Evaluations are only completed upon the student earning San Bernardino Valley College Residency. In order to achieve residency, twelve (12) degree applicable semester units must be earned at San Bernardino Valley College. Transfer Credit Evaluations may take up to fifteen (15) business days to complete and up to thirty (30) business days to complete during peak periods. It is the student's responsibility to provide course descriptions and/or course outlines if requested and this process may be delayed until the student has submitted all supporting documentation as requested by the office of Admissions and Records. The student understands that all official San Bernardino Valley College communication regarding this request will be sent to the student's SBVC College electronic mail account and it is the student's responsibility to maintain this account.

GRADES AND GRADE POINTS

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

GRADE	GRADE NUMERIC VALUE
A	Excellent
B	Good
C	Satisfactory
D	Passing, Less Than Satisfactory
F	Failing
*P	Pass
**NP	No Pass
***I	Incomplete
***W	Withdrawal
MW	Military Withdrawal
***IP	In Progress
RD	Report Delay

* Pass (P) grade units are not counted in GPA however, credit is earned.

**No Pass (NP) units are not counted in GPA; NP units are used in calculating units attempted for progress, probation and dismissal.

*** Non-evaluative symbols: no units or credit earned.

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

HOW TO CALCULATE YOUR GPA

A GPA or Grade Point Average is the average of student grades. One can calculate their GPA for one semester or for their cumulative, overall GPA.

EXAMPLE:

COURSE	UNITS ATTEMPTED	X	GRADE (Numerical Value)	=	Grade Points
ENGL 101	4	X	B (3)	=	12
MATH 102	4	X	A (4)	=	16
SOC 100	3	X	B (3)	=	9
POLIT 100	3	X	C (2)	=	6
HIST 101	3	X	D (1)	=	3
KIN/F 105A	(1)	X	W (0)	=	0
KIN/F 108A	1	X	F (0)	=	0
TOTALS:	18				46

- Grades are assigned a numerical value:

A = 4.0,
B = 3.0,
C = 2.0,
D = 1.0,
F = 0.0.

Note: Units attempted that result in P/NP, CR/NC, W, IP, RD or I grades are not used to calculate the GPA.

- Multiply the units attempted by the numerical value of the grade to get the grade points:

UNITS ATTEMPTED	GRADE	Grade Points
EXAMPLE: 4	x B (3)	= 12

- Total the units attempted and the grade points.
- The GPA is determined by dividing the total grade points by the number of attempted units:

GRADE POINTS	UNITS ATTEMPTED	GRADE POINT AVERAGE
EXAMPLE: 46	÷ 18	= 2.56

Grade Scale

4.0	=	A average
3.0	=	B average
2.0	=	C average
1.0	=	D average
0.0	=	F average

CONVERTING QUARTER UNITS TO SEMESTER UNITS

Quarter units are converted to semester units by multiplying the quarter units by 0.667:

$$\text{EXAMPLE: } \begin{array}{c} 4 \\ \text{(quarter units)} \end{array} \times 0.667 = \begin{array}{c} 2.67 \\ \text{(semester units)} \end{array}$$

CONVERTING SEMESTER UNITS TO QUARTER UNITS

Semester units are converted to quarter units by multiplying the semester units by 1.5:

$$\text{EXAMPLE: } \begin{array}{c} 4 \\ \text{(semester units)} \end{array} \times 1.5 = \begin{array}{c} 6 \\ \text{(quarter units)} \end{array}$$

PASS/NO PASS

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

PREREQUISITES, COREQUISITES, AND DEPARTMENTAL ADVISORIES

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

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

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

1. The student can demonstrate they have the knowledge or ability to succeed in the course or program despite not having satisfied the prerequisite or corequisite;
2. The student will be subject to undue delay in attaining their educational goal as outlined in their Student Education Plan (SEP) because the prerequisite or corequisite course has not been made reasonably available;
3. The prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner;
4. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites or was established in violation of Title 5.

It is the student's responsibility to provide information to support the challenge. Challenges must be filed in the Division Office within the first week of class. The college will process the challenge within five (5) working days. For information on challenging a prerequisite, contact the Division Office at (909) 384-4404.

REPEATED COURSESCourse Repetition in a Non-Repeatable Course

Course repetition allows students to repeat classes under the following circumstances: (Title 5, Section 58161)

1. The student is repeating the course to alleviate substandard work, which has been recorded on the student's record (D, F, or NP). Courses in which a substandard evaluative symbol has been assigned may be repeated two times for a total of three enrollments. Students may attempt a course more than three times only upon approval through the college's petition process (Title 5, section 55024).
2. The course outline of record has been officially changed and demonstrates significant curricular changes. A *Petition for Academic Exception* is required.
3. Repetition of courses where substandard work has not been recorded is permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
4. Significant lapse of time exception if the following conditions are met:
 - At least 36 months, or more if required by district policy, has elapsed since the student previously was assigned or awarded a grade in the course;
 - The student's prior grade was a satisfactory grade (55000(w)); and either
 - A. The course is required by the district as a properly established recency prerequisite (5503); or
 - B. Another institution or higher education to which the student is seeking to transfer requires the student to have taken the course more recently than the student's last enrollment.

WITHDRAWAL FROM CLASSES

If a student stops attending class, it is their responsibility to officially drop the class. A student who wishes to drop one or more classes but continue enrollment in other classes should drop the course online prior to the end of the second week (or 20% of a term, whichever is sooner). No entry will be made on the student's record for dropping a class prior to the 20% deadline. A student who withdraws or is dropped from a course before 60% of the class has been completed will not receive a letter grade. Instead, a **W (Withdrawal) will be recorded on the student's transcript**. This symbol carries no evaluation of the student's work, but is a clerical notation that the student was enrolled in the course and withdrew or dropped without grade or unit credit. W's are used in probation and dismissal procedures as well as in determining satisfactory academic progress for financial aid. Students will receive a letter grade if they continue any course after 60 percent of a class has been completed. Student may receive no more than three (3) "W" grades for any one course (Title 5, section 55024). A student activated for military service may receive a military withdrawal (MW) at any time during the semester. Military withdrawals will not factor into progress probation and disqualification. Students who are members of the military (active or reserve) or National Guard should present their military orders to Admissions and Records in order to have the MW assigned.

CREDIT FOR ADVANCED PLACEMENT

Students who have completed Advanced Placement (AP) examinations of the College Entrance Examination Board with scores of 3, 4, or 5 may receive credit at San Bernardino Valley College as indicated in the table on the following page (in accordance to Assembly Bill (AB) 1985). A grade of pass (P) will be assigned on the transcript. Credit awarded through advanced placement may be used to satisfy graduation requirements toward the associate degree, IGETC and CSU General Education-Breadth requirements. Transfer universities re-evaluate AP. The units earned from AP credit will not apply toward financial aid nor can they be used to satisfy the 12-unit residence requirement for graduation. Students request credit for AP through the Admissions and Records Office, AD/SS 100 (909) 384-4401. (See Associate Degree Graduation Requirement)

Advanced Placement Exam with Score of 3, 4, or 5	SBVC Units Awarded	SBVC Waiver Course	SBVC General Education Graduation Credit	CSU General Education Credit	IGETC Credit
Art History	3	No equivalent	Category III, 1 course	Area C1 or C2	Area 3A or 3B
Art: Studio 2D Design	3	ART 120	Category III, Applied, 1 course	None	None
Art: Studio 3D Design	3	No equivalent	Category III, Applied, 1 course	None	None
Art: Studio Drawing	3	Art 124A	Category III, Applied, 1 course	None	None
Biology	4	BIOL 100	Category I, 1 course	Areas B2, B3	Area 5B with lab
Chinese Language and Culture	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Chemistry	4	CHEM 150 or 150H	Category I, 1 course	Areas B1, B3	Area 5A with lab
Computer Science A	3	(CS 110 + (CS 120 or CS 190)	None	None	None
Computer Science Principles	3	CS 190	Category IV, 1 course	Area B4	None
Economics: Macroeconomics	3	ECON 200 or 200H	Category II, 1 course	Area D2	Area 4B
Economics: Microeconomics	3	ECON 201	Category II, 1 course	Area D2	Area 4B
English: Language & Composition	3	ENGL 101 or 101H	Category IV, 1 course	Area A2	Area 1A
English: Literature & Composition	6	(ENGL 101 or 101H) + ENGL 151	Category III and Category IV	Areas A2, C2	Area 1A or 3B
Environmental Science	4	BIOL 104	Category I, 1 course	Area B1, B3	Area 5A with lab
French Language and Culture	3	Score 3, 4 or 5 = FRENCH 102	Category III, 1 course	Area C2	Areas 3B, 6A
German Language and Culture	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Government and Politics: Comparative	3	No equivalent	Category II, 1 course	Area D8	Area 4H
Government and Politics: US	3	No equivalent	Category II, 1 course	Area D8 + US-2	Area 4H and US-2
History: European	3	No equivalent	Category II, 1 course	Area C2 or D6	Area 3B or 4F
History: U.S.	3	HIST 100 or 100H or 101 or 101H	Category II, 1 course	Area (C2 or D6) + US-1	Area (3B or 4F) + US-1
History: World	3	No equivalent	Category II, 1 course	Area C2 or D6	Area 3B or 4F
Human Geography	3	No equivalent	Category II, 1 course	Area D5	Area 4E
Italian Language and Culture	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Japanese Language and Culture	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Latin	3	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Mathematics - Calculus AB	3	MATH 250	Category IV, 1 course	Area B4	Area 2A
Mathematics - Calculus BC	3	MATH 251	Category IV, 1 course	Area B4	Area 2A
Music Theory	3	MUS 101 + MUS 101L + MUS 102 + MUS 102L	Category III, 1 course	None	None
Physics 1	4	No equivalent	Category I, 1 course	Areas B1, B3	Area 5A with lab
Physics 1 and Physics 2	6	PHYSIC 150A + 150B	Category I, 1 course	Areas B1, B3	Area 5A with lab
Physics C-Mechanics	4	No equivalent	Category I, 1 course	Areas B1, B3	Area 5A with lab
Physics C-Electricity and Magnetism	4	No equivalent	Category I, 1 course	Areas B1, B3	Area 5A with lab
Physics C - (Mechanics/Electricity and Magnetism)	4	No equivalent	Category I, 1 course	Areas B1, B3	Area 5A with lab
Psychology	3	PSYCH 100 or 100H	Category II, 1 course	Area D9	Area 4I
Spanish Language and Culture	6	Score 3=SPAN 102 or 102H Score 4=SPAN 103 or 103H Score 5=SPAN 104	Category III, 1 course	Area C2	Area 3B, 6A
Spanish Literature and Culture	6	No equivalent	Category III, 1 course	Area C2	Areas 3B, 6A
Statistics	3	MATH 108	Category I, 1 course	Area B4	Area 2A

CREDIT FOR THE COLLEGE LEVEL EXAMINATION (CLEP) PROGRAM

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

- University of California does not accept CLEP Examinations.
- Acceptance of CLEP varies at campuses of the CSU.
- At SBVC, credit for CLEP Examinations is on a pass/no pass basis only; no letter grades are assigned.
- Some CLEP Examinations may be under review at SBVC. CLEP scores for examinations no longer offered are evaluated on an individual basis.
- Students request credit for CLEP through the Admissions and Records Office, AD/SS 100, or by calling (909) 384-4401.

CLEP EXAMINATION	SBVC REQUIRED SCORE	SBVC UNITS	SBVC EQUIVALENT COURSE (to clear prerequisite requirements)	SBVC Graduation Requirement	CSU GE- Breadth Area
BUSINESS					
Principles of Accounting	50	6	ACCT 200 & 201	N/A	No credit
Introductory Business Law	50	3	BUSAD 210	N/A	No credit
Info. Systems & Computer Apps.	50	3	None	N/A	No credit
Principles of Management	50	3	None	N/A	No credit
Principles of Marketing	50	3	BUSAD 013	N/A	No credit
COMPOSITION AND LITERATURE					
American Literature	50	3	None	Category III	C2
Analyzing & Interpreting Literature	50	3	None	Category III	C2
College Composition	50	3	ENGL 015	N/A	No credit
English Literature	50	3	None	Category III	No credit
Humanities	50	3	None	Category III	C2
FOREIGN LANGUAGES					
French Language (Levels 1 and 2)	59	3	FRENCH 102	Category III	C2
German Language (Levels 1 and 2)	60	3	None	Category III	C2
Spanish Language (Levels 1 and 2)	63	3	SPAN 102	Category III	C2
HISTORY AND SOCIAL SCIENCES					
American Government	50	3	None	Category II	D8
Human Growth and Development	50	3	PSYCH 111	Category II	E
Intro. to Educational Psychology	50	3	None	Category II	No credit
Introductory Psychology	50	3	PSYCH 100	Category II	D9
Introductory Sociology	50	3	SOC 100	Category II	D0
Principles of Macroeconomics	50	3	ECON 200	Category II	D2
Principles of Microeconomics	50	3	ECON 201	Category II	D2
Social Sciences and History	50	3	None	Category II	No credit
History of the United States I: Early Colonization to 1877	50	3	HIST 100	Category II	D6 + US-1
History of the United States II: 1865 to the Present	50	3	HIST 101	Category II	D6 + US-1
Western Civilization I: Ancient Near East to 1648	50	3	None	Category II or III	C2 or D6
Western Civilization II: 1648 to Present	50	3	None	Category II or III	C2 or D6
SCIENCE AND MATHEMATICS					
Biology	50	3	BIOL 100 (No lab credit)	Category I (No lab credit)	B2
Calculus	50	3	MATH 250	Category IV	B4
Chemistry	50	3	None	Category I (No lab credit)	B1
College Algebra	50	3	MATH 102	Category IV	B4
College Algebra – Trigonometry	50	3	None	Category IV	B4
College Mathematics	No Credit	No Credit	None	No credit	No credit
Natural Sciences	50	3	None	Category I	B1 or B2
Precalculus	50	3	MATH 151	Category IV	B4
Trigonometry	50	3	MATH 103	Category IV	No credit

CREDIT FOR DSST/DANTES (DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT)

A student must be enrolled at San Bernardino Valley College to receive course credit for DANTES/DSST Examinations. Credit will not be granted for examinations in which equivalent or more advanced course work has been completed. Examinations listed on the table have been reviewed by SBVC faculty.

Students should be aware of the following:

1. University of California does not accept DANTES/ DSST credit.
2. DANTES/DSST Examinations are not accepted toward CSU GE-Breadth.
3. Acceptance of DANTES/DSST Examinations varies among transfer universities and other community colleges. Students should be advised that the DANTES/DSST Examinations get re-evaluated.
4. DANTES/DSST Examinations may be under review; therefore, the table below may not be inclusive of all examinations.

Any questions may be directed to the Articulation Officer in the Counseling Center (AD/SS 103).

DANTES/DSST Examination	SBVC Required Score	SBVC Units	SBVC Equivalent Course (to clear prerequisite requirements)	SBVC Graduation Requirement	CSU GE-Breadth Area
Ethics in America	46/400	3	None	Category III	No credit
Introduction to Business	46/400	3	BUSAD 100	No credit	No credit
Fundamentals of College Algebra	None	None	None	No credit	No credit
Introduction to World Religions	48/400	3	RELIG 101	Category III	No credit
Lifespan Developmental Psychology	46	3	None	Category II or V	No credit
Principles of Statistics	None	None	None	No credit	No credit

CREDIT FOR COURSES FROM OTHER COLLEGE AND UNIVERSITIES

Academic credits earned at other regionally accredited institutions can be evaluated for students with a completion of 12-degree applicable units at SBVC. It is therefore important that the student request official transcripts from all colleges previously attended. These transcripts should be sent to the Admissions and Records Office (AD/ SS 100). All religious courses taken at a denominational college need to be equated with courses at San Bernardino Valley College; otherwise, the religious courses are not allowed.

A student who has taken coursework at institutions of higher learning outside of the United States and who wishes to have that coursework considered toward his/her educational goal at San Bernardino Valley College must have the academic credentials evaluated by a bonafide independent evaluating agency. A list of recommended agencies is available in the Records Office (AD/SS 100).

Note: Only SBVC RN Applicants are excluded from the 12-unit Residence Requirement.

CREDIT FOR THE INTERNATIONAL BACCALAUREATE

A student must be enrolled at San Bernardino Valley College to receive course credit for the International Baccalaureate (IB) diploma or certificates. Scores below 4 for English A1 (HL) and 5 for Mathematics (HL) will require that students complete assessment at SBVC. Please refer to the table below for IB credit.

The International Baccalaureate is re-evaluated by the UC, CSU, independent universities, and other community colleges. Individual campuses of the UC, CSU may grant more credit. Any questions may be directed to the Articulation Officer in the Counseling Center, AD/SS 103.

IB Examination	Minimum Score	Units	SBVC Equivalent	SBVC Graduation	CSU GE-Breadth	IGETC
Biology (HL)	5	4	BIOL 201 + 202	Category I (lab)	B2 (no lab)	Area 5B (no lab)
Chemistry (HL)	5	4	CHEM 101	Category I (lab)	B1 (no lab)	Area 5A (no lab)
Economics (HL)	5	3	ECON 200	Category II	D2	4B
[Formerly English A1 (HL)] English A: Literature (HL)	4	4	Placement into ENGL 101; credit for ENGL 015	No credit	No credit	No credit
French A1 (HL)	5	4	FRENCH 102	Category III	C2	Areas 3B and 6A
Geography (HL)	5	3	No equivalent	Category II	D5	Area 4E
History (any region) (HL)	5	3	No equivalent	Category II	C2 or D6	Area 3B or 4F
Language A1 (all except English) (HL)	5	3	No equivalent	Category III	No credit	Areas 3B and 6A
Language A2 (all except English) (HL)	5	3	No equivalent	Category III	No credit	Areas 3B and 6A
Language B (HL)	5	4	No equivalent	No credit	No credit	Area 6A
Mathematics (HL)	5	3	MATH 250	Category IV	B4	Area 2A
Physics (HL)	5	4	PHYSIC 101	Category I (lab)	B1 (no lab)	Area 5A (no lab)
Psychology (HL)	5	3	No equivalent	Category II	D9	Area 4I
Spanish A1 (HL)	5	4	SPAN 102	Category III	C2	Areas 3B and 6A
Theatre (HL)	4	3	No equivalent	Category III	C1	Area 3A (requires score of 5)

PROBATION AND DISMISSALPROGRESS PROBATION:

Students will be placed on progress probation when they have attempted at least 12 units and have received course completion symbols of F, W, I and/or NP in 50 percent or more of these units. Students will be informed they are on progress probation by email and/or letter. The letter will list common causes of unsatisfactory progress and will recommend services for improving academic achievement. If the student on progress probation also has a grade point average of less than 2.00, they will not be allowed to register for additional courses until meeting with a counselor. Students will be released from progress probation status whenever more than fifty percent of all the units taken at the college have been completed with an assigned letter or P grade. In addition, students may appeal their probation status by making an appointment with a program counselor and completing the required paperwork.

ACADEMIC PROBATION:

Students will be placed on academic probation when their cumulative grade point average in 12 or more units fall below 2.00 in all units attempted which were assigned based on the college grading scale. Students will be informed that they are on academic probation by email and/or letter. The letter will list common causes of unsatisfactory progress and will recommend services for improving academic achievement. A student on academic probation will not be allowed to register for additional courses until meeting with a counselor. A student will be released from academic probation when their cumulative grade point average reaches 2.00 or higher. In addition, students may appeal their probation status by making an appointment with a program counselor and completing the required paperwork.

ACADEMIC DISQUALIFICATION:

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

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

As with probation, a student will be informed of dismissal by email and/or letter. In addition, students may appeal their probation status by making an appointment with a program counselor and completing the required paperwork.

READMISSION AFTER DISQUALIFICATION:

Students may be reinstated one semester after the date of dismissal. Students enrolled following dismissal shall be on probationary status for one semester. If, after this semester, the scholastic achievement of the readmitted student continues at a probationary level, the student may be dismissed for one year. Students must see a counselor and complete readmissions documents. Counseling can be reached in AD/SS 103 or at (909) 384-4404.

ACADEMIC RENEWAL:

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

- The substandard grades must have been earned during no more than two consecutive semesters of attendance at any accredited college.
- The number of units under consideration for these two consecutive semesters may not exceed 30 semester units.

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

If the conditions above are met and if the petition is approved, the student's grade point average will be recalculated. Nonetheless, any institutional action taken under Academic Renewal will not remove the original courses, units, or grades from the student's permanent record. In accordance with Title 5, all work attempted, once entered on the record, must remain legible and reflect the student's complete academic record. The petition may be obtained and reviewed by a counselor to determine if the criteria has been satisfied and submitted to Admissions and Records (AD/SS 100).

NON-DISCRIMINATION POLICY:

San Bernardino Community College District and its two colleges, San Bernardino Valley College and Crafton Hills College, are committed to non-discrimination. Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment. Federal laws and District policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities, mental impairments, or sexual orientation. The District's non-discrimination policies are supported by the requirements of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the education amendments of 1972; the Age Discrimination in Employment Act of 1975; and sections 503 and 504 of the Rehabilitation Act of 1972, as amended, and the Americans with Disabilities Act. San Bernardino Valley College is further committed to overcoming sex discrimination and sex stereotyping in vocational education programs. In addition, the lack of English language skills will not be a barrier to admission and participation in vocational education programs. Students, job applicants, and employees may complain of any action, which they believe discriminates against them on the above-cited grounds. For information regarding the college's non-discrimination policy or to file a complaint, contact the Vice Chancellor of Human Resources and Employee Relations, District Building, SBCCD, 114 South Del Rosa Drive, San Bernardino, CA 92408. You may also call (909) 382-4040. For information regarding the requirements of Section 503 and 504 of the Rehabilitation Act of 1973 or to file a complaint, contact the Vice President of Student Services, San Bernardino Valley College, in AD/SS 200, or call (909) 384-4473.

OPEN ENROLLMENT POLICY:

The policy of San Bernardino Community College District is that, unless specifically exempted by statute or regulation, every course, or class offered by the college is open to enrollment and participation by a person who has been admitted to the college and who meets the prerequisites approved for a given course.

SEXUAL HARASSMENT POLICY:

Sexual harassment of students or employees in the academic and work environments violates both federal and state law and district policy, and it will not be tolerated. It also violates law and policy to retaliate against any individuals for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment. Unlawful harassment based on sex includes, but is not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District. Complaints of sexual harassment may be registered by calling the Vice President of Student Services at (909) 384-4473.

ACADEMIC FREEDOM:

San Bernardino Valley College is committed to the principle that the free expression of ideas is essential to the effective education of its students and should be limited only by the responsibility to express ideas with fairness and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion. No special limitations shall be placed upon the study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of academic and professional responsibility. Students shall have the opportunity to study controversial issues and divergent views to arrive at their own conclusions. While students may represent without penalty any opinion in or out of class, they may be required to demonstrate knowledge of views contrary to their own in order to fulfill course requirements. (Excerpted from Board Policy 4030)

USE OF IMAGE, LIKENESS OR VOICE CAPTURED AT PUBLIC EVENTS

The various sites of the San Bernardino Community College District (including San Bernardino Valley College) often host events that are open to the public such as, but not limited to, graduation, athletic competitions, job fairs, speakers, and various activities held on

campus or district property. Those events are considered news events. Such an event may be photographed, videotaped or webcast for purposes of archiving the event, educational use, or publicity. Students, staff, faculty and the public who attend those events may have their image or voice captured on video, webcast or photograph(s). Due to the nature of these events, the San Bernardino Community College District, and its various sites, has no means by which to prevent such photographs, videotaping or webcastings from including a specific attendee's image or voice. By attending the event, such person is granting the site and the SBCCD the right to use any such still or motion images or voice recordings in future publicity or publications, including web postings as needed and without compensation. No release shall be required by the SBCCD or its sites to utilize in an appropriate manner any images captured during a public event, even if the subject is a minor.

For additional information, please contact the Director of Marketing and Public Relations at (909) 384-8978 or by email at pbratulin@valleycollege.edu.



STUDENT AWARDS AND HONORS

ACADEMIC RECOGNITION PROGRAMS

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

DEAN'S LIST:

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

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

GRADUATING WITH HONORS:

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

Students completing their associate degrees with an overall GPA of 3.0 are eligible to wear a gold cord at graduation. Students completing their vocational certificates with an overall GPA of 3.0 or above are eligible to wear a gold cord at graduation. Cords can be picked up in the Bookstore prior to graduation.

ALPHA GAMMA SIGMA:

Students who have a cumulative grade point average of 3.00 or higher may join Alpha Gamma Sigma, the California Community College Honor Scholarship Society.

For information, please see our website at:

www.valleycollege.edu/current-students/clubs/alpha-gamma-sigma

HONORS PROGRAM

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

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

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

Admission to the Honors Program is open to all students. Students who complete the Honors Program will receive a special seal on their transcripts and diploma, and an Honors Program medallion. To complete the program, a student admitted to the Honors program must:

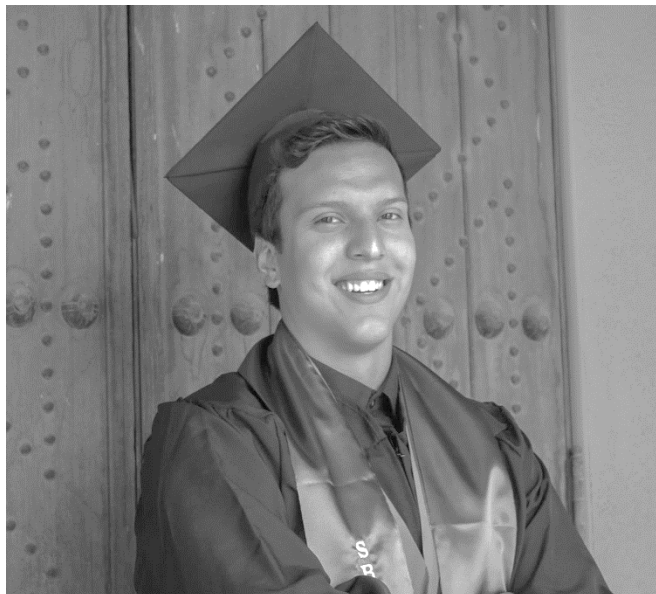
1. Complete a minimum of 15 units of honors classes;
2. Maintain and graduate with an overall 3.5 GPA in all college coursework.

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

ANTHRO	102H, 106H	GEOG	111H
ARCH	145H, 146H	HIST	100H, 101H
ART	102H	MUS	121H, 122H
BIOL	109H	PHIL	101H
CD	105H	POLIT	110H, 138H, 139H, 141H
CHEM	104H, 150H, 151H, 212H, 213H	PSYCH	100H
COMMST	100H	RELIG	100H
ECON	200H, 201H	SOC	100H, 110H
ENGL	101H, 102H	SPAN	101H, 102H, 103H

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

Students who would like to take a single honors course without fully participating in the Honors Program may enroll after satisfactorily demonstrating skill or aptitude in the discipline covered by that honors course. The prerequisite(s) for each course must be met by the individual student. Contact the Honor's Coordinator at (909) 384-8613 or the counselor (909) 384-8658 for additional information.



SERVICES FOR STUDENTS

ALEKS LAB

LOCATION: Physical Science (PS) 131
 PHONE NUMBER: (909) 384-8941
 WEBSITE: <https://www.valleycollege.edu/student-services/tutoring-academic-support/student-success-center/index.php>

This lab is for students enrolled in Math-601, Independent Lab for Fundamental Mathematical Skills. Students interested in enrolling in this course must meet with a STEM counselor.

The benefits from the ALEKS lab include:

- Support for non-tradition/traditional students
- Acknowledge the level of strength and weakness in mathematics
- One-on-one tutoring in Mathematics

ART GALLERY

HOURS: Fall and Spring semesters:
 Monday - Friday, 10 am to 2 pm
 PHONE NUMBER: (909) 384-8939
 WEBSITE: www.valleycollege.edu/about-sbvc/facilities/art-gallery.php

The Clara and Allen Gresham Art Gallery displays the work of national, regional, local and student artists in 10 - 16 exhibits each year. The hosted receptions that open each show enable the public to meet the artists and instructors. During some shows, the artists will show slides and discuss their work.

ATHLETICS

PHONE NUMBER: (909) 384-8516

San Bernardino Valley College is proud of the success of its athletic teams. Men's sports include football, basketball, baseball, track, cross-country, and soccer. Women's sports include basketball, volleyball, soccer, softball, track, and cross-country. Students interested in competing on an inter-collegiate team should contact the Director of Athletics.

CalWORKs

LOCATION: Campus Center (CC) 208
 PHONE NUMBER: 909-384-4429
 WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/occupational-advancement/calworks-detail.php

San Bernardino Valley College CalWORKs Program is designed to assist students receiving County CalWORKs enhance and achieve educational goals and employment "Self-Sufficiency". Qualified students are eligible to receive the following services: book vouchers, book loans, access to computer lab, parking permit decal, gas cards, childcare assistance, educational counseling, and employment assistance. For more information or to enroll in the CalWORKs Program, contact us or visit the CalWORKs & Workforce Development Department.

CAMPUS CHILD DEVELOPMENT CENTER

HOURS: 7:00 a.m. to 4:00 p.m., Monday-Friday
 PHONE NUMBER: (909) 384-4440
 WEBSITE: www.valleycollege.edu/about-sbvc/facilities/child-development-center/index.php

The SBVC Child Development Center is a licensed facility designed to meet the developmental needs of children from birth through pre-Kindergarten. Our environment nurtures the child and embraces the family. We have an open door policy and encourage all families to participate in the Center. Fees are assessed on a sliding scale (according to state guidelines), and can range from \$0 to \$34 per day, depending on income of the parent(s). Call for a tour of the Center and further eligibility and enrollment information.

CAMPUS STORE

HOURS: Vary throughout the semester.
 PHONE NUMBER: (909) 384-4435
 WEBSITE: <https://www.bkstr.com/sbvccstore/home/en>
 The Campus Store, located in the Campus Center, sells textbooks, general books, electronics and a wide variety of supplies, apparel, sportswear, accessories, snacks, beverages and college logo and imprinted items.

CAMPUS TECHNOLOGY SERVICES

24/7 TECHNICAL SUPPORT SBCCD Technical Assistance Center (STAC)
 PHONE NUMBER: (909) 384-4357
 WEBSITE: <http://stac.valleycollege.edu>
 The Campus Technology Services Department manages the technology systems and provides technology support services for the campus community.

WIRELESS INTERNET SERVICES:

Wireless Internet services are available by using the following information:

SSID: SBVC
 PASSWORD: ValleyIs#1

COPIERS (FOR STUDENT USE):

LOCATIONS:

- Library

FEATURES:

- Printing from your flash drive
- Scan to your flash drive
- Scan to your email
- B/W and Color copies

PRINTERS (FOR STUDENT USE):

LOCATIONS:

- Library
- Cyber Lounge

CLUBS AND ORGANIZATIONS

LOCATION: Office of Student Life (Campus Center)
 PHONE NUMBER: (909) 384-4474
 WEBSITE: www.valleycollege.edu/current-students/student-life

Students are invited to join one of the various campus clubs – or to start one of their own! For more information on campus clubs, please stop by the Office of Student Life or call. A list of currently registered clubs and club information may be obtained on our website.



COUNSELING CENTER

LOCATION: AD/SS 103
 PHONE NUMBER: (909) 384-4404
 WEBSITE: www.valleycollege.edu/counseling
 The faculty of the Counseling Center are available to assist students in making informed decisions about their academic, career and life goals. Additionally, counselors help students select the courses needed to meet the requirements for associate and associate-transfer degrees, certificates, university transfer, and career advancement.

The Counseling Center is committed to increasing college success and career readiness within the framework of the Student Success Act of 2012. By virtue of this law, students are required to undergo the following – college orientation, assessment, academic advising for basic skills as applicable, identification of a course of study (commonly called as major), initial education planning leading to a comprehensive education plan, and follow-up services to complete their academic goals within a reasonable time.

Varieties of services are available through the Counseling Center that include but are not limited to:

- Educational and career planning including the development of students' **abbreviated** and comprehensive education plans
- Appointments for abbreviated education plan for one to two semesters to accommodate immediate scheduling needs for registration are scheduled during the entire academic year. However, due to the influx of students during registration periods, it is highly recommended that appointments for comprehensive education plan be made during non-peak registration periods in September until mid-October, February, and March. Note that the comprehensive education plan covers all semesters **required for the achievement of the student's educational goal/s**.
- Personal counseling to meet the short-term needs of students with personal concerns which impact their academic life
- International student counseling to meet specialized enrollment and counseling needs of F-1 visa students
- Comprehensive counseling for various special populations/learning communities, such as Puente, veterans, and athletes.

Counseling services are provided to prospective, new, and continuing students in an individual and/or group basis as well as online. Students may be seen on a same-day appointment on a first-come, first-served basis. To make a same-day appointment, please call. For limited online advisement and additional information, visit our website.

DISABLED STUDENT PROGRAMS AND SERVICES (DSP&S)

LOCATION: AD/SS 105
 PHONE NUMBER: (909) 384-4443
 WEBSITE: www.valleycollege.edu/dsps
 The mission of DSPS is to provide academic adjustments, auxiliary devices, services, and educational assistance courses to students with disabilities in order to ensure that they have full access to and equal participation in the educational process including classes, activities, or services offered to students without disabilities. Further, DSPS serves as a resource to faculty, staff, and administrators and will work cooperatively with college, district, and community agencies to support the success of students in meeting their educational and vocational goals.

Academic adjustments and auxiliary aids include alternate media, assistive technology, American Sign Language interpreters, assistive listening devices, spell checkers, tape recorders, magnification devices, specialized keyboards, and computer-assisted real time transcription. Services include DSPS intake and orientation, learning disabilities assessment, academic counseling/advising, education planning, disability-

related counseling, personal counseling, vocational counseling, vocational plans, referral to campus and community resources, note takers, campus orientation, priority registration, registration assistance, assistive technology assessment and training, scribes, e-text, and test-facilitation. Educational assistance courses provide specialized instruction and tutoring in math, reading, and spelling.

Students with permanent or temporary disabilities may apply for DSPS. Decisions regarding eligibility are made on an individual basis. For more information, contact DSPS by phone at (909)384-4443 or visit the DSPS Office in the Administration/Student Services Building, Room 105 to make an appointment for intake and advisement.

DREAMERS AND DREAMERS RESOURCE CENTER (DRC)

LOCATION: Liberal Arts (LA) 121
 PHONE NUMBER: (909) 384-8915
 WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/first-year-experience/dreamer/
San Bernardino Valley College's Dreamer Resource Center (DRC) is designed to improve student success and help successfully transition AB 540 students into college. The Center provides academic advising, counseling, referrals to student services programs and peer-to-peer advising in a welcoming environment where Dreamers can connect with campus and community resources. The DRC uses Student Equity and Student Success funds to advise students about the California Dream Act and Deferred Action Childhood Arrivals (DACA) laws. Dreamers visiting the DRC are provided resources intended to assist students in completing their educational and career goals.

The center is part of the First-Year Experience program. Staffing the DRC are a full-time counselor, adjunct counselors, senior student services technician and student ambassadors. Dreamer Liaisons from different departments on campus offer office hours in the DRC to develop educational plans, as well as assist with completing financial aid paperwork. The Dreamers Club and an annual conference to promote community awareness about the California Dream Act and San Bernardino Valley College academic, vocational and student services programs also add to the support provided.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) AND COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

LOCATION: AD/SS 202
 PHONE NUMBER: (909) 384-4412
 WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/eops-care/

The Extended Opportunity Programs & Services (EOPS) program is a state funded student services program designed to provide academic counseling and financial support to students who are from educationally and financially disadvantaged backgrounds. The EOPS program promotes student success with enrollment assistance, educational planning, transportation and book services. Participation in this program is limited to California residents or qualified AB540 students who are eligible to receive **the Board of Governor's Fee Waiver (BOGFW) A or B, are in good academic standing, are enrolled as a full-time student (12 units per semester) and have an educational disadvantage**. In addition to the services mentioned above, the CARE program provides childcare grants and field trips. *All support services are contingent upon funding*. Fall applications are accepted in April, and spring applications are accepted in September.

FINANCIAL AID

see page 26 for more information

LOCATION: AD/SS 106
 PHONE NUMBER: (909) 384-4403
 WEBSITE: www.valleycollege.edu/Financial_Aid
 The Financial Aid Office provides help in obtaining financial assistance from various federal and state programs. Please see the section on Financial Aid, call, or visit the Financial Aid website for more information.

FIRST YEAR EXPERIENCE PROGRAM (FYE)

LOCATION: Liberal Arts (LA) 132
 PHONE NUMBER: (909) 384-8988
 WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/first-year-experience/

The San Bernardino Valley College (SBVC) First Year Experience (FYE) program is designed to successfully transition first year students into college. FYE provides a supportive and welcoming environment where first year students connect with student support services on campus to ensure student success.

FYE OFFERS:

- Guaranteed courses, no competing for classes;
- book assistance and supplies;
- embedded academic counseling that focuses on educational and career goals;
- study groups and learning communities; supplemental instruction;
- enhanced study skills;
- how to utilize library resources to conduct research;
- mandatory workshops, tutoring, fieldtrips, mentoring and service learning projects
- connections with student support services and
- successful transition into college

FOOD SERVICE/SNACK BAR

LOCATIONS: Cafeteria: Main floor of the Campus Center
 Snack Bar: Outside the PS Building
 Sunroom: Main floor of the Campus Center

During the fall and spring semesters, the campus cafeteria is available for food and drink purchases. Our snack bar provides a selection of sandwiches, salads, snacks, hot and cold beverages. Food and drink items can also be obtained from the vending machines located throughout the campus. During the fall and spring semesters, the college's award-winning Culinary Arts program operates an on-campus restaurant, The Sunroom. The Sunroom offers a variety of sandwiches, salads and daily specials at a nominal cost.

GUARDIAN SCHOLARS (FOSTER YOUTH SERVICES)

LOCATION: Liberal Arts (LA) 133
 PHONE NUMBER: (909) 384-8287
 WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/guardian-scholars/

The Guardian Scholars Program is designed to assist students between the ages of 18 years and 24 years of age, who are currently or were formerly in foster care, with the pursuit of a Post-Secondary Education. This office acts as a resource for the many unanswered questions a foster youth may have.

The staff of this office will assist with the following:

- Assistance and/or directions in completing all college admission paperwork and financial aid forms;
- Exploration and development of educational goal planning;
- Obtaining the necessary documentation to verify students are or were in foster care;
- Purchasing of school supplies, backpacks, food/snacks, textbook purchases or textbook loans, and computer lab printing.
- Referrals to foster liaisons in each student services office;

LIBRARY

HOURS: When classes are in session:
 Monday-Thursday 7:30-8:00
 Friday 7:30-5:00
 Saturday 10:00-2:00

PHONE NUMBER: (909) 384-4448
 WEBSITE: <https://library.valleycollege.edu/>

The SBVC Library houses a collection of more than 70,000 volumes, searchable by author, title and/or subject -- along with more than 200,000 eBooks and articles -- in the OCLC WorldShare online catalog (<http://sbccdlbcs.worldcat.org>). The Library also subscribes to numerous full-text research databases, accessible from any computer on campus, and from off campus with passwords found in Canvas.

The Library Computer Lab provides currently enrolled students with 120 computers as well as cash/coin-operated printers and photocopiers. Computer technicians are available to provide basic technical support. Faculty librarians provide one-on-one research assistance, orientations, workshops and information literacy instruction. For research assistance at any time, day or night, the Library participates in the Ask-A-Librarian online chat reference service. Books and other items in the general collection normally circulate for 3 weeks. Textbooks and other reserve items (available at the Circulation Desk) normally circulate for 2 hours, and are limited to in-library use.

MIDDLE COLLEGE HIGH SCHOOL PROGRAM

LOCATION OF HIGH SCHOOL: 1260 W Esperanza St, San Bernardino, CA 92410

PHONE NUMBER AT MIDDLE COLLEGE: (909) 888-4041

HIGH SCHOOL: LOCATION OF PROGRAM OFFICE: North Hall (NH) 139

AT SBVC: PHONE NUMBER AT SBVC: (909) 384-4431

WEBSITE: <https://middlecollege.sbcusd.com/>
 Middle College High School is one of the top-performing schools in the Inland Empire and California. Middle College made its debut in San Bernardino in 2001 as an alternative educational experience for students who were not working to their full potential. The program serves many students who are first in their families to go to college or are considered underserved minorities. Located adjacent to San Bernardino Valley College, students take high school courses in the morning and college courses during the day and/or evenings. Students have the opportunity to work towards a goal of achieving their high school diploma alongside obtaining credits to apply towards their Intersegmental General Education Transfer Curriculum (IGETC) as well achieving an associate degree. The school serves about 300 students in 9th through 12th grade, all who are selected from the San Bernardino City Unified School District. The students engage in application and interview process in order to be selected to the program. The program itself is designed to create an environment where students thrive academically and develop a keen sense of responsibility as both college and high school students.

ONLINE EDUCATION

WEBSITE: <https://www.valleycollege.edu/online-classes/>

The office of Online Education coordinates all courses, which are computer based in their delivery (to include Hybrid courses) and are available to the students of Crafton Hills College in Yucaipa and San Bernardino Valley College in San Bernardino. Online and hybrid courses require accessibility to a computer system with an Internet connection and may have meetings on campus. Fees and academic credits are the same as equivalent traditional classroom courses.

PARKING REGULATIONS

Parking decals or daily permits are required to park in all college streets and lots. Follow all parking restrictions and regulations as noted by posted signs and colored curbs. All parking decals are purchased online. Login to WebAdvisor and click on "SB Valley Student Parking Decals." Daily permits may be purchased from dispensers located in Student Parking Lots 1, 3, 5, 7, 8, 9, 10, and 11.

PARKING DECAL FEES:

One Semester (Fall or Spring):	\$35.00
with BOG Waiver:	\$20.00
Summer Session:	\$20.00
Daily Permit:	\$ 2.00
Individuals with disabilities <u>must</u> display a valid DMV Handicap Permit placard <u>and</u> a valid college parking decal/permit to park in designated disabled parking spaces.	

The Board of Trustees of the San Bernardino Community College District, its administration, or other employees are not and shall not be liable under any circumstances for loss or damage to vehicles or contents thereof parked or stored on District property by fire, theft, or any other cause whatsoever.

PUEENTE PROJECT

PHONE NUMBER: (909) 384-8255
WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/puente-project/

The UC Puente Project is a national award-winning program that helps tens of thousands of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors for future generations. UC Puente has been at SBVC since 1984 and is a successful statewide transfer program sponsored by the University of California and the California Community Colleges. Puente consists of three components: Writing, Counseling, and Mentoring. Students take two consecutive writing classes: English (ENGL) 015 (fall) and English (ENGL) 101 (spring). Students build confidence in their writing skills through an exploration of Mexican/ American/Latino literature. These English classes are linked with a one-unit class, Student Development (SDEV) 015 in the Fall, and Student Development (SDEV) 102 for three (3) units in the Spring. Puente is open to all students.

- Puente students have access to a Puente Motivational Conference in the Fall Semester.
- Puente students have access to cultural activities year round.

SCHOLARSHIPS AND AWARDS

LOCATION: Campus Center (CC) 226
PHONE NUMBER: (909) 384-4471
WEBSITE: www.valleycollege.edu/scholarships

Scholarships are offered each year to students enrolled at San Bernardino Valley College and detailed information is available to students year-round at the SBVC Scholarship Website. There are two types of scholarships available to students, *Inside Scholarships* and *Outside Scholarships*. Most scholarships are funded through businesses, associations and college organizations; however, some are funded through individual donations to the SBVC Foundation. Scholarship recipients are selected based on a wide variety of criteria including, in some cases, academic achievement, financial need, community service and barriers or obstacles to their education.

The Scholarships Office administers the program in conjunction with the SBVC Scholarship Committee, which is composed of faculty and staff from across the campus. Students who have completed 12 units or more at SBVC may apply for the Inside Scholarship, which includes over 100 individual scholarships by completing the online application between October and January each year.

Outside Scholarship information is available 12 months out of the year, and scholarship workshops are available to assist students with the process. Scholarship workshops are especially helpful for first time applicants and specialized populations such as AB540, disabled students, foster youth, transfer students, re-entry students and other students facing challenges to funding their education. Students are advised to check the website monthly for workshop schedules, updates and new scholarship postings.

STAR PROGRAM

LOCATION: AD/SS 201
PHONE NUMBER: (909) 384-4433
WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/success-through-achievement/

The STAR (Success Through Achievement and Retention) program is a federal Student Support Services TRIO program designed to increase the graduation and transfer rate of students who qualify (based on academic need, citizenship status, first-generation college student status, and/or physical or learning disability). The purpose of STAR is to provide a counseling and learning support community that will empower students to complete their educational degree and/or certificate requirements and obtain an AA, AS, Certificate and/ or transfer. Participants receive academic and personal counseling, academic workshops, transfer advising, tutoring, financial aid counseling, field trips to four-year universities and an opportunity to attend cultural enrichment activities.

STEM PROGRAM

LOCATION: Physical Science (PS) 138 and 140
PHONE NUMBER: (909) 384-4463
WEBSITE: <http://www.sbvstem.org>

The STEM (Science, Technology, Engineering and Mathematics) Program is housed under the Student Success Center. The program is designed to assist low income and other traditionally underrepresented students and prepare them to pursue diverse careers in various STEM fields. It assists students in Math and Science courses and prepares them to transfer to four-year universities.

The benefits of the program include:

- Petition-Granted Accelerated Math Cohort Courses (962, 090-095, 095-102, 103-151)
- S-STEM Scholarships to CSUSB
- Specialized Workshops, Events, and Fieldtrips
- Instructor led Ted-Talks and Math and Science Mentors
- Dedicated Counseling for STEM Majors
- Mid-term and Final Pizza Study Jams

STUDENT HEALTH SERVICES

LOCATION: Parking Lot 8, South of the Track and Football Field
 PHONE NUMBER: (909) 384-4495
 WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/health-services/

Student Health Services provides services to keep students healthy so they can achieve their academic goals with a variety of skilled clinicians available to students through our integrated services providing both mental and physical health services. Educational experiences are also provided to support students in developing and maintaining optimal levels of health and quality of life. There is no charge for office visits, however a nominal fee is charged for medication, lab tests, and immunizations. A Health and Accident fee is paid at the time of registration and supports the Student Health Services. The amount of this fee is posted in the *Class Schedule*. In addition to the health fee, International Students attending SBVC on a student visa must purchase international insurance through the Counseling Center, which covers repatriation and medical evacuation expenses in addition to medical coverage. They must also provide a negative tuberculin skin test or a chest X-ray.

Students are not charged the health fee if they qualify for one of the following exemptions:

- Apprentices attending college under an approved training program;
- Students attending college classes on high school campuses;
- Students enrolled only in community services classes;
- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bonafide religious sect, denomination or organization (documentation required).

Those students who do not attend classes on campus, or who are registered only for Distributed Education classes, will pay only an accident insurance premium of \$1.50 per term. This is a secondary insurance and requires a \$50 deductible.

STUDENT LIFE AND ASSOCIATED STUDENT GOVERNMENT (ASG)

LOCATION: Campus Center (CC) 128
 PHONE NUMBER: (909) 384-4474
 WEBSITE: www.valleycollege.edu/current-students/student-life

The Office of Student Life assumes a leadership role in creating a campus environment that integrates the learning experience, which complements the academic curriculum. Programs and services are provided to enhance students' ability to learn and develop the life skills necessary to become productive and caring members of our global society. Student participation in the design and implementation of campus wide programs provides opportunities to develop and enhance characteristics of leadership, interpersonal skills, and personal growth. The office provides structured activities, programs, services, resources and facilities to accomplish this mission.

ASSOCIATED STUDENT GOVERNMENT:

LOCATION: Campus Center 128
 PHONE NUMBER: (909) 387-1611
 WEBSITE: www.valleycollege.edu/current-students/student-government

The Associated Student Government (ASG) is the official student government organization of San Bernardino Valley College. The ASG represents all SBVC students. The primary responsibility of ASG members is to represent student interests on college, district and statewide committees. In addition, they plan and manage various ASG accounts, including the Student Body Center Fee Account, the Student Representation Fee Account and the General Account. Funds from these accounts are used to support various activities, lobbying efforts and Campus Center services and programs. Students can become active in ASG either by running for office during the spring semester or by applying to be

appointed to any vacant positions during the fall semester. Appointments are at the discretion of the ASG President with Board of Senators ratification.

STUDENT SUCCESS CENTER

HOURS: Monday -Thursday 9:00am to 7:00pm and Friday-Saturday 9:00am-3:00pm
 LOCATION: Physical Sciences (PS) 121
 PHONE NUMBER: 909-384-4463
 WEBSITE: www.valleycollege.edu/student-services/tutoring-academic-support/student-success-center/

The San Bernardino Valley College Student Success Center (SSC) provides academic support services that enhance the college learning experience through a variety of academic assistance programs including one-on-one tutoring, group tutoring, and workshops. The SSC offers tutoring in a variety of subjects including areas of Mathematics, Science, and Computer Information Technology. Tutors work with students on learning styles, learning strategies, test-taking strategies, and other skills designed to help students stay on the road of academic success. The SSC academic support staff at SBVC takes special care to empower students with learning strategies and skills needed to become independent learners and strive to deliver those services in an atmosphere that promotes academic growth. These programs are free to students and have demonstrated a positive impact on student academic success.



TRANSFER AND CAREER SERVICES

LOCATION: AD/SS 203
 PHONE NUMBER: (909) 384-4410
 WEBSITE: <https://www.valleycollege.edu/student-services/transfer-prep-services/>

The Transfer Center is open to students planning to transfer to any four-year college or university and/or seeking career counseling and information. The center provides the following Transfer services: appointments to see a four-year college or university representative; Transfer Counseling; Honors Counseling; workshops on admissions and on-line application process; financial aid information relative to transfer institutions and requirements; field trips to four-year institutions; transfer workshops; transfer orientation sessions; assistance with major selection; credit evaluations; a monthly calendar of events; transfer agreements. Several times a year transfer/college fairs are held. Stop by the Center to learn more about special programs such as TAP, TAG and Cross Enrollment. Transfer materials can be requested from the Transfer Center. You can follow updates on our SBVC Transfer Center Facebook page.

Career counseling is available to assist students with career development and planning process, and resources that assist students with identifying career goals that will prepare students to meet the demands of the global job market place. The assessment serves as a tool to enhance the students' process of discovering what the major should be as it relates to a career. Multiple career assessments are available. The various assessments focus on personality, interest, abilities and skills. Please call to schedule appointments.

UMOJA-TUMAINI PROGRAM

LOCATION: AD/SS 203 and
 Physical Science (PS) 138
 PHONE NUMBER: (909) 384-8950 or (909) 384-8651
 WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/tumaini-program/

Umoja-Tumaini is a statewide program designed to increase academic and personal success, and promote transfer to four-year colleges and universities. Umoja-Tumaini targets students who are interested in learning about African American history, literature, and culture. Umoja-Tumaini instructors and counselors use collaborative and other community building strategies to enhance students' learning potential in and out of the classroom. The Program is a learning community and combines elements of counseling and other courses (Student Development, Math and African-American History) to assist students with the rigors of college life. The mission of Umoja-Tumaini is to retain students at the community college level, assist students in grading with an associate's degree or certificate, and increase transfer readiness to a four-year college or university.

THE BENEFITS FROM UMOJA-TUMAINI INCLUDE:

- Fostering high self-confidence and pride in one's cultural heritage;
- Developing critical thinking, reading, and writing skills that are needed for college and future career success;
- Researching occupational interest through various sources;
- Individual and group access to counselors, college workshops, guest speakers, professional mentors, and college tours. Umoja-Tumaini is open to all students.

VALLEY BOUND COMMITMENT

PHONE NUMBER: (909) 384-8988
 WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/valley-bound-commitment/

San Bernardino Valley College is proud to announce the Valley-Bound Commitment for 2018-2019. This student success program is for low-income students and is designed to remove economic barriers and strengthen the academic achievement of its participants through a learning community within the First Year Experience program.

Inland Empire-area high school graduates, including AB540 students, who qualify for this life-changing program, will have their enrollment fees and textbooks covered for the first year of attendance at SBVC.

The following high schools are eligible for the Valley-Bound Commitment for 2018-2019: Colton, Bloomington, Eisenhower, Rialto, Carter, Arroyo Valley, San Geronio, Pacific, Cajon, San Bernardino, Big Bear, Rim of the World, Grand Terrace, Milor, San Andreas, Washington, and Indian Springs.



VETERAN'S RESOURCE CENTER

LOCATION: Campus Center (CC) 133
 PHONE NUMBER: (909) 384-4411
 WEBSITE: <http://www.valleycollege.edu/admissions-financial-aid/admissions-records/Veterans>

San Bernardino Valley College (SBVC) Veteran's Resource Center assists veterans for the following benefit programs:

- Chapter 30 – Active Duty Educational Assistance Program
- Chapter 31 – Veteran's Administration Vocational Rehabilitation
- Chapter 33 – Post-9/11 GI Bill
- Chapter 33TR – Post-9/11 GI Bill Transfer to VA Dependents
- Chapter 35 – Survivors and Dependents Educational Assistance Program
- Chapter 1606 – Selected Reserve Educational Assistance Program
- Chapter 1607 – Reserve Educational Assistance Program (REAP)

Veterans and/or dependents seeking to use VA Educational Benefits should apply online at www.gibill.va.gov or www.vets.gov. If eligible for VA educational benefits, the student will receive two copies of the Certificate of Eligibility (COE). One copy of the COE must be submitted to the Veteran's Services office at the student's home college location and the other copy should be kept by the student for his/her personal records. All Veteran and/or dependent students must follow San Bernardino Valley College's enrollment policies and procedures in order to register into classes.

Students must submit an application online to San Bernardino Valley College and complete any required assessment testing and online orientation. Veterans and/or dependent students are **also required to agree and submit a Veteran's Statement of Responsibility** every semester to request his/her benefits certification. Students may also be eligible for other types of financial assistance are encouraged to submit the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

Students must set up an appointment with a VA Educational Counselor to complete our VA Student Education Plan (SEP). Once the VA-SEP has been completed and a VA *Statement of Responsibility* has been submitted along with a Certificate of Eligibility, **Veteran's Services will verify that the classes are included on the VA-SEP and certification will be submitted to the VA for benefit processing.** If you have questions regarding benefit payments or how to retrieve a copy of your *Certificate of Eligibility*, please contact the VA at (888) GIBILL-1 or visit the website www.ebenefit.gov. Veteran students may be eligible for priority registration at SBVC. **It is the students' responsibility to submit a copy of their DD214 (Service 2 or Member 4 Copy) to the Veteran's Services office to verify eligibility.**

Dependent students must complete the admissions process but are not eligible for priority registration. For additional assistance, **you may contact the SBVC Veteran's Resource Center.**

WELCOME CENTER

LOCATION: AD/SS 102
PHONE NUMBER: 909-384-8766
WEBSITE: www.valleycollege.edu/student-services/counseling/welcome-center/

The Welcome Center is a one-stop location where new and prospective students can find information about the college's academic programs, access to computers, and directions to various student support services on campus. Students can also get quick access to class schedules, registration information, and a variety of campus publications such as the student handbook, maps and the college catalog. The Welcome Center operates campus tours and presentations for prospective students.

WORKABILITY III

LOCATION: Campus Center (CC) 208
PHONE NUMBER: 909-384-4429
WEBSITE: www.valleycollege.edu/student-services/specialized-counseling-services/occupational-advancement/workability-detail.php

Workability III (WAIll) is a collaborative program between San Bernardino Valley College and the State of California Department of Rehabilitation (DOR). The program's objective is to assist DOR clients/students develop employability skills and confidence. Clients/students will receive guidance in securing **meaningful employment opportunities. The overall goal is "Self-Sufficiency".** For more information, or to enroll in the Workability III Program, contact us or visit the CalWORKs & Workforce Development Department.

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)/EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

LOCATION: Campus Center (CC) 208
PHONE NUMBER: 909-384-4429

The Workforce Innovation & Opportunity Act (WIOA) and the Employment Development Department (EDD) in collaboration with San Bernardino Valley College provides educational support services and occupational skills to prepare students to enter or reenter the workforce. For more information, please contact us or visit the CalWORKs & Workforce Development Department.

WRITING CENTER

LOCATION: Liberal Arts (LA) 201
PHONE NUMBER: (909) 384-4464
WEBSITE: www.valleycollege.edu/student-services/tutoring-academic-support/writing-center/

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

ZERO TEXTBOOK COST DEGREE PROGRAM (Z DEGREE)

LOCATION: Physical Science (PS) 116
PHONE NUMBER: (909) 384-8653
WEBSITE: <https://www.valleycollege.edu/open-education-resources/students/zero-cost-textbook-classes.php>

Zero Textbook Cost Degree Program (Z Degree) is one of the Open Educational Resources (OER) initiatives to improve teaching, learning and accessibility for all learners at California Higher Education institutions. San Bernardino Valley College is one of 20 California Community Colleges to be awarded the Implementation Phase II RFA for 2017/2018. The Z Degree Pathway is earned entirely by completing courses that eliminate conventional textbook costs by using alternative instructional materials and methodologies, including open educational resources (OER) (Definition by CA Education Code Section 78052(a)).

This program is designed to improve student success by providing students access to a textbook-free Associate of Arts (AA) degree in Liberal Arts with an emphasis in Social and Behavioral Sciences. The course sections in this AA degree exclusively use digital or other instructional materials that are free of charge. However, low-cost options for print versions may also be available, based on student preference. In addition, a dedicated counselor will provide academic support and resources to assist students in successful degree completion. Please refer to page 159 for degree information.

FINANCIAL AID PROGRAMS

LOCATION: AD/SS 106
 PHONE NUMBER: (909) 384-4403
 WEBSITE: www.valleycollege.edu/Financial_Aid

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

It is important that students apply for the Free Application for Federal Student Aid (FAFSA) by the priority deadline of March 2nd of each year. The average application can take eight weeks or longer to completely process. Financial aid awards are limited to availability of funds and are awarded on a first-come, first-served basis with priority given to students with the greatest need who apply by the priority deadline of March 2nd. Students may still apply after March 2nd, however processing of the financial aid applications may take significantly longer the later the application is submitted.

More information about Financial Aid programs is available on the Financial Aid website. After reading through this information, if you still have questions, visit the Financial Aid Office in AD/SS 106. The Financial Aid Office may not give information about your financial aid application status over the phone, in accordance with FERPA regulations. To check the status of your financial aid application you must visit WebAdvisor or come in to speak to a Financial Aid representative.

ELIGIBILITY REQUIREMENTS

Effective July 1, 2012 students must possess either a high school diploma or a GED in order to receive financial assistance. In addition, a student receiving aid must have a stated qualifying educational objective and maintain satisfactory academic progress towards that objective. Federal programs require students to be U.S. citizens or eligible non-citizens. In addition, California grant programs require recipients to be residents of the State of California.

Effective January 1, 2013 AB540 students are eligible to apply for California Financial Aid. AB540 students will need to complete the CA Dream Act Application to determine BOG and/or Cal Grant eligibility. Additionally AB540 students need to be confirmed AB540 status through the Admissions and Records Office. Please visit the office for additional information regarding eligibility requirements.

APPLICATION PROCEDURE

For most student aid programs described in this section, students must complete the Free Application for Federal Student Aid (FAFSA). This application is available online at www.fafsa.gov. The Financial Aid Office recommends that students apply online, which can expedite the process by as much as two weeks. Students may use computers in any of the computer labs on campus to access the FAFSA if they do not have access to the Internet at home. Make sure you list San Bernardino Valley College, federal code # 001272 on your FAFSA application to ensure your financial aid information is sent to the SBVC Financial Aid Office. We cannot process applications that do not list the correct federal school code.

Applications for each new academic year will be available in October. Financial aid is not continued from one year to the next, therefore students must complete the FAFSA each school year to apply for financial aid. Deadlines for the various programs may vary; therefore, students are encouraged to visit the Financial Aid website early each January for updated information and changes in regulations, policies or procedures.

FINANCIAL AID PROGRAMS

San Bernardino Valley College participates in various financial aid programs, which are summarized below. Additional information regarding each of the programs is available on the Financial Aid website.

CALIFORNIA COLLEGE PROMISE GRANT FORMERLY THE BOARD OF GOVERNORS FEE WAIVER (BOG)

The California College Promise Grant program is available to qualifying California residents. The California Promise Grant waives mandatory enrollment fees and a portion of the parking permit fee. The California College Promise Grant does not apply to class material fees or College Service fees. Students are responsible for making sure all fees have been paid. To apply for the California College Promise Grant, fill out the FAFSA application (Dream Act application, if applicable) online. The Financial Aid Office will receive the results of the FAFSA and Dream Act Applications and award the California College Promise Grant automatically to eligible students. Receipt of the FAFSA application results will also determine eligibility of other types of financial assistance. Students may be eligible for a fee waiver, even when determined not eligible for other types of financial aid. Applicants only need to apply once to have fees waived for the entire academic award year.

NEW CALIFORNIA COLLEGE PROMISE GRANT CHANGES – EFFECTIVE FALL 2016

New regulations from the California Community College Chancellor's Office will affect the student CA College Promise Grant program and Priority Enrollment.

- Loss of Promise Grant/Priority Enrollment will occur if a student has two consecutive semesters (excludes Summer session) of not meeting Academic (2.0 GPA or above) or Progress standards (more than 50% Completion Rate) and placed on Academic Dismissal.
- Students will have the right to appeal the loss of their Promise Grant and Priority Enrollment.
- Students will have their Promise Grant/Priority Enrollment reinstated if one of the following applies:
 - Meeting Academic Progress Standards
 - Successful Appeal
 - Sitting out two consecutive primary terms

Meet with your program counselor to review your academic standing!

CAL GRANT

The Cal Grants are state funds awarded to selected eligible students. Cal Grant recipients are selected by the California Student Aid Commission (CSAC). To apply for the Cal Grant Program, a student must submit their FAFSA or Dream Act Application, and a Cal Grant GPA Verification form to CSAC by the March 2nd priority deadline. Valley College participates in the Cal Grant B and C awards. To find out more information, visit www.csac.ca.gov.

CALIFORNIA CHAFEE GRANT

The California Chafee Grant provides up to \$5,000 per year for eligible students who are current or former foster youth to use for career and technical training or college courses. For more information on the CHAFEE grant program, visit: <https://www.chafee.csac.ca.gov/>

FEDERAL PELL GRANT

The Federal Pell Grant is need-based and awarded to eligible undergraduate students. In most cases, this grant does not need to be paid back. You are automatically considered for the Pell Grant when you apply and file your FAFSA application. The Federal Pell Grant may be used for tuition, fees, books, transportation, and living expenses. Initial awards are estimated based on the results of the FAFSA application. Actual disbursement of the Federal Pell Grant will not be determined until your file is completed and enrollment status has been verified.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)
The FSEOG program provides federal grants to supplement the Federal Pell Grant. The average grant for San Bernardino Valley College students is \$750. Students must be eligible for a Pell Grant and have exceptional need.

FEDERAL WORK-STUDY

Federal Work-Study offers students the opportunity to earn funds to help cover their educational expenses through part-time employment during the school year. The average maximum award is \$1,000 per year. Federal Work Study awards are determined by financial need and are available to students enrolled in six (6) or more units per semester.

FULL TIME STUDENT SUCCESS GRANT (FTSSG)

The FTSSG is awarded to students who have been awarded a CalGrant B or CalGrant C award and who are enrolled in 12 or more units.

COMMUNITY COLLEGE COMPLETION GRANT

This is a new financial aid program for Full Time Student Success Grant (FTSSG) recipients. The intent of the program is to support student persistence, retention and success by providing students enrolled in a minimum of 15 units per term additional assistance in order to complete their programs in "scheduled timeframes". The maximum annual award for the Community College Completion Grant (CCCCG) is \$1500. Due to limited funding, the Community College Completion Grants (CCCCG) are awarded on a first, come first serve basis. To be eligible for the Community College Completion Grant (CCCCG), a student must be a Cal Grant recipient receiving a Full Time Student Success Grant (FTSSG) in the fall and/or spring semester, be enrolled in at least 15 units per term, maintain a cumulative Grade Point Average (GPA) of at least a 2.0 and maintain pace and adhere to his or her qualifying comprehensive Student Education Plan, and have financial need. You must get a comprehensive student educational plan from the Counseling Department and submit it to the Financial Aid Office for review. Disqualification from participating in the Community College Completion Grant occurs when a student fails to adhere to his/her

comprehensive Student Education Plan or when the student no longer meets the above eligibility requirements. There are no appeals if you lose eligibility.

FINANCIAL AID REFUND POLICY (R2T4)

San Bernardino Valley College will determine the amount of federal financial aid that a student has "earned" in accordance with federal regulations. The Financial Aid Office uses a federal formula to determine how much aid a student earned based on his/her last day of attendance. Students who receive federal financial aid and do not begin attendance in any of their classes will be required to repay all of the funds they received. Students who withdraw from classes will have their financial aid eligibility recalculated based on the percentage of the semester completed, and will be required to repay any "unearned" financial aid they received. At San Bernardino Valley College, a student's withdrawal date is:

- The date the student officially notified the Admissions Office of his or her intent to withdraw;
- The midpoint of the semester for a student who leaves without notifying the college;
- The student's last date of attendance at a documented academically related activity.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

All students receiving financial aid are required to maintain satisfactory academic progress. Satisfactory Academic progress will be monitored at the end of each semester, beginning Fall 2015, for all Financial Aid students based on the SBVC Satisfactory Academic Policy. Per federal regulations, this policy must apply to all students whether or not they were recipients of financial aid previously at SBVC or any other college or university. If a student was awarded financial aid and is later determined ineligible based on not meeting Satisfactory Academic Progress, all previously awarded aid will be withdrawn. The Satisfactory Academic Progress policy can be found on the Financial Aid website.

STUDENT RIGHTS AND RESPONSIBILITIES

ACADEMIC RECORDS

Student academic records are treated in a confidential and responsible manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have:

1. The right to inspect and review their education records within 45 days of the day the College receives a request for access. A student should submit to the Director of Admissions and Records, a written request that identifies the record(s) they wish to inspect. The Director will arrange for access and will notify the student of the time and place where the record(s) may be inspected. If the records are not maintained by the Admissions and Records Office, the Associate Dean will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the portions of their education records that they believe are inaccurate or misleading. Students should write to the Director clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and will advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable **information contained in the student's education records**, except to the extent that FERPA authorizes disclosure without consent. One exception that permits release of student records without written consent is disclosure to school officials with legitimate **educational interests**. A "school official" is defined as a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a member of the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill professional responsibility.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by San Bernardino Valley College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

ACADEMIC DISHONESTY

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

PLAGIARISM:

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

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

CHEATING:

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

Examples include:

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

FABRICATION:

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

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

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

SUBSTANCE ABUSE

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

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

ANIMALS ON CAMPUS

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

CHILDREN ON CAMPUS AND IN THE CLASSROOM

All children (with the exception of high school students who have been admitted to the Middle College program) must be accompanied by an adult while on campus. Children are not allowed in the classroom under any conditions and are not to be left unattended in any campus facility. Should this occur, the District Police will be notified immediately.



COMPUTER USE POLICY

The San Bernardino Community College District has a Computer Use Policy (AP 3720) that all students and employees are expected to follow. These documents set the foundation for the following items: Ownership Rights, Privacy Interests, District Rights, System Abuse, Misrepresentation, Liability, Harassment, Commercial Use, Fair Use, Software Licensing, Exceptions, Network Access, Media, Social Networking, PDA, and Smartphone. These documents can be found on the District website at: www.sbccd.org under Board Policies and Administrative Procedures.

FINANCIAL OBLIGATIONS

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

SPEECH: TIME, PLACE, AND MANNER

Designated Public Forum (DPF) Areas have been identified throughout the campus. Individuals or organizations wishing to use a DPF should notify the Campus Business Office or the Office of Student Life at least one hour prior to use and fill out a Free Speech Application.

In accordance with Education Code Section 76120, the use of Free Speech Areas is subject to the following:

- Persons using the DPF area(s) and/or distributing material in the DPF area(s) shall not impede the progress of passersby, nor shall they force passersby to take material;
- No person using the DPF area(s) shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby;

- Persons using a DPF area shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time;
- No persons using the DPF area(s) shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the DPF area(s) on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved by Associated Student Government or club;
- All persons using the DPF area(s) of the college shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the DPF area(s). Material distributed in the DPF area(s) that is discarded or dropped in or around the DPF area(s) other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the DPF area(s) that day.

POSTING:

Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. Materials displayed shall be removed after the passage of specified days.

STANDARDS OF CONDUCT

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

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

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

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



GROUND FOR DISCIPLINARY ACTION

The Chancellor shall be responsible for procedures that impose discipline on students in accordance with due process outlined in federal and state law and regulations.

The following behaviors are subject to disciplinary action ranging from verbal reprimand through removal, suspension or expulsion of a student:

- Causing, attempting to cause, or threatening to cause physical injury to another person;
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a district employee, which is concurred in by the college president;
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5;
- Committing or attempting to commit robbery or extortion;
- Causing or attempting to cause damage to district property or to private property on campus;
- Stealing or attempting to steal district property or private property on campus;
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District;
- Committing sexual harassment as defined by law or by District policies and procedures;
- Engaging in harassing or discriminatory behavior based on race, sex, (i.e., gender), religion, age, national origin, disability, or any other status protected by law;
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel;
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty;
- Dishonesty, forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District;
- Unauthorized entry upon or use of college facilities
- Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions;
- Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District;
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure;
- Hazing, defined as including any method of initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm to any student or other person attending any school, college, university or other educational institution in this State;
- Persistent violation of smoking regulations. SBCCD Board Policy 5500

TYPES OF DISCIPLINARY ACTION

Students enrolled in the San Bernardino Community College District shall refrain from disruptive conduct which significantly interferes with the instructional program, college activities, or which endangers the health or safety of members of the college, including visitors to the campus. Disruptive conduct on the part of students shall be cause for disciplinary action in accordance with policies adopted by the San Bernardino Community College District Board of Trustees and pursuant to appropriate sections of the Education Code, the Business and Professions Code, the Health and Safety Code, and the Penal Code of California.

A. DISCIPLINARY ACTION:

1. Disciplinary action for good cause may be imposed upon a student by an instructor, an administrator, or the Board of Trustees for misconduct of any of infractions while attending college classes or college-sponsored activities.
2. DISCIPLINARY ACTION INCLUDES:
 - **REPRIMAND:** a verbal or written reprimand regarding the misconduct.
 - **PROBATION:** Student conduct probation may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges.
 - **SUSPENSION:** Exclusion from the colleges and college-sponsored activities for a specified time.
 - **EXPULSION:** Exclusion by the District Board of Trustees from the college and all college-sponsored activities.

B. DISCIPLINARY PROCEDURES:

Suspension or expulsion of a student in the San Bernardino Community College District shall be accompanied by a formal hearing, unless the student involved waives the right to such a hearing, in accordance with the student due process procedures. The student shall make a decision regarding waiving the right to a hearing within five (5) working days.

SBCCD Administrative Procedure 5500

STUDENT COMPLAINTS

Students are encouraged to resolve complaints at the appropriate level of the dispute. Any student complaint about a grade, an instructor, or a course should be first made to the instructor involved. However, should this approach fail or be inappropriate, students may submit a written complaint through the Faculty Chair or the Academic Dean. Once received, the complaint will be forwarded to the appropriate college official for review, and the complaint will receive a response as soon as possible. For matters regarding grade appeals, student grievances, discrimination or sexual harassment, **please refer to the college's policies relating to those matters.** The Student Complaint process is currently being updated at the time of printing this catalog. For more information on the student complaint process, please refer to the San Bernardino Community college District Board Policies by visiting:

http://www.sbccd.org/Board_of_Trustees/Policies_-_a_-_Procedures

STUDENT GRIEVANCE AND DUE PROCESS

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

A. CAUSE AND FILING

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

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

NOTICE:

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

WHO TO FILE A GRIEVANCE WITH?

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

Student grievances should be filed with the appropriate college administrator for resolution. Examples are:

- Classroom or teacher-related issues should be submitted to the Vice President of Instruction, or designee;
- Student service or counseling-related issues should be submitted to the Vice President of Student Services, or designee;
- Building, grounds, cashiering, mailroom, switchboard, food services or police-related issues should be submitted to the Vice President of Administrative Services, or designee.

B. TIME FOR FILING A GRIEVANCE NOTICE

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

C. STUDENT STATUS FOR FILING A GRIEVANCE

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

D. GROUP GRIEVANCE

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

E. INFORMAL STUDENT COMPLAINT RESOLUTION PROCESS (NON-WRITTEN)

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

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

F. FORMAL PROCEDURES

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

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

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

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

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

G. HEARING PROCEDURES

1. The hearing shall convene within ten (10) working days of the receipt of the student grievance notice unless mutually agreed upon for a delay.
2. The hearing shall be closed unless the District employee or student against whom the grievance is brought requests that it be open.
3. The following persons should be present:
 - The Hearing Committee
 - The student grievant and non-legal representative/advocate if any
 - The college employee or student against whom the grievance is brought and a representative of the appropriate bargaining unit, if any
 - Witnesses, while presenting testimony.
4. Both parties shall notify the appropriate Vice President or designee, in writing within three (3) working days of the hearing if he/she will be accompanied by a representative/advocate. Such notification shall include the name and title of the representative. The Committee Chairperson shall be obligated to immediately notify the parties directly involved.
5. Although minutes will be taken at the hearing to provide a written record, if all parties agree the hearing may also be tape-recorded.
6. All participants in a hearing shall be advised by the Committee Chairperson that the proceedings are confidential.
7. Witnesses shall not be required to testify under oath; however, witnesses shall be advised that false testimony will constitute grounds for college disciplinary action.
8. The proceedings will not be bound by formal rules of evidence nor trial-like procedures. Rather, the procedures will be those upon which reasonable persons would rely in the conduct of serious affairs. The Committee Chairperson shall rule on all procedural issues. If substantive or procedural issues arise during the hearing that require external assistance for resolution, the Hearing Committee

Chairperson should recess the hearing and submit the issue to the college president for resolution.

9. Evidence and/or testimony, which may be irrelevant or unduly repetitious, may be so noted by the Committee Chairperson.
10. The burden of proof to sustain a grievance rests with the student.
11. If the grievant fails to appear at the time and place scheduled for the hearing, and fails to notify the committee of the circumstances the grievance will be considered to have been withdrawn and procedures will be terminated. Depending on the nature of the circumstances, the committee shall determine if the hearing should be rescheduled within a reasonable time period. It is recommended that the defendant participate in the hearing.
12. Upon conclusion of the hearing, within five (5) working days, the Committee Chairperson shall submit to the Vice President a written report. The report shall include:
 - A brief summary of evidence submitted;
 - A finding of facts, supported by a preponderance of the evidence;
 - A recommendation that the grievance be sustained or denied; and
 - In the event the recommendation is to sustain the grievance, a recommendation of appropriate corrective action.
13. **Upon review of the Hearing Committee's report, the Vice President or designee shall make a final determination.**

H. NOTIFICATION

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

I. APPEAL TO PRESIDENT

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

J. APPEAL TO THE CHANCELLOR

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

GENERAL PROVISIONS

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



GRADE APPEAL PROCESS

Any student complaint about a grade should first be made to the instructor involved. All attempts should be made to resolve the grade dispute at the lowest level. (Please see Student Complaints on page 30).

By law, the instructor is solely responsible for the grades assigned in courses; no instructor may be directed to change a grade except in cases of mistake, fraud, bad faith, or incompetence as authorized by the California Education Code, Section 76224 (a).

To appeal a grade, the student must provide evidence that the instructor issued a grade in:

1. Mistake – unintentional error on part of the instructor
2. Fraud – intentional misrepresentation of any or all facts, which lead to a negative outcome
3. Bad faith – any other intentional act of the instructor, which negatively impacts the grade of the student
4. Incompetency – there is evidence that the instructor does not have the knowledge, skills, and/or abilities to conduct and fairly grade the course. Incompetence is usually pervasive, and not restricted to one student or one incident.

Grade appeals with supporting documentation must be submitted with the Student Grade Appeal form to the Director of Admissions and Records. The student must provide evidence that one of the four conditions listed above (mistake, fraud, bad faith, or incompetency) resulted in the assignment of the grade in question. The burden of proof in this process lies with the student. The Director of Admissions and Records, in consultation with the Vice President of Instruction, will make a thorough review of the grade appeals documentation provided by the student within 30 working days. If warranted, the student's appeal will be forwarded to a hearing committee for review.

CAMPUS SAFETY

TO REPORT A LIFE-THREATENING EMERGENCY, CALL 911

CAMPUS SAFETY MISSION STATEMENT

The San Bernardino Community College District Police, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees. This will be accomplished through a cooperative and coordinated effort involving all departments and the San Bernardino Community College District employees, law enforcement agencies and community.

It is a policy of the Board of Trustees for the San Bernardino Community College District to protect members of the entire college community and the property of the District. In accordance with this policy, the District maintains a Police Department 24 hours a day, 7 days a week. The officers are sworn and duly Commissioned Police Officers of the State of California as defined in section 830.32 of the Penal Code and 72330 of the California Education Code and authority extends to anywhere within the state.

FOR NON-EMERGENCIES:

Contact the San Bernardino Community College District Police Department Office at (909) 384-4491. Our business office is located in the Campus Center Building, Room 100. Call this number to locate and/or turn in lost articles or to relay concerns for personal safety along with parking rules and regulations. Be aware that when the office is closed on nights and weekends the San Bernardino County Sheriff will dispatch for the District Police Department.

In 1990, the U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," which requires colleges and universities to disclose information about crime on and around their campuses. This law was renamed in 1992 to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". The San Bernardino Community College District provides this information in the Annual Security Report that is available to all campus community members and the public. This report provides statistical, policy, and procedural information required by the Clery Act. The full text of this report can be accessed from our website at:

<http://sbccd.org/police> or <http://valleycollege.edu/asr2012>

In addition to being available at various offices on campus or at the police office in Campus Center room 100. For prevention and survival tips on active shooter situations, sexual assault, personal safety, and thefts, go to <http://sbccd.org/police>. View past presentations, schedule a presentation for your class or department meeting, access local and state websites for additional resources, and print/download numerous safety resources. Students may also view the Campus Information and Safety Awareness Orientation presentation by going to: <http://sbccd.org/orientationSBVC>

REFERRAL RESOURCES ON CAMPUS:

Student Health Services: (909) 384-4495
Student Assistance Program: (909) 384-4474
Counseling: (909) 384-4404

PART II - DEGREE, CERTIFICATE AND TRANSFER INFORMATION

PHILOSOPHY OF GENERAL EDUCATION

General Education provides students the means to comprehend the modern world. Toward that end, General Education provides students learning experiences meant to develop such abilities as being able to think critically, communicate clearly, use science and technology, and possess the basic principles, concepts, and methodologies both unique to, and shared by, various disciplines. General Education prepares students from diverse communities to live in and contribute to a complex, changing, multicultural, and diverse world. Most importantly, General Education creates a strong foundation in both breadth and depth upon which students can continue to develop an understanding of their specific interests, environments, and disciplines through productive lifelong learning.

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

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

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

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

* See "Student Success and Support Program (SSSP)" on page 9 for details.



ASSOCIATE DEGREES FOR TRANSFER

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

In order to earn one of these degrees, students must complete 60 semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

TO EARN AN AA-T OR AS-T DEGREE, STUDENTS MUST COMPLETE THE FOLLOWING REQUIREMENTS:

1. Completion of 60 semester units that are eligible for transfer to a California State University, including certified completion of one of the following:
 - A. California State University General Education-Breadth pattern (CSU GE)
 - B. Intersegmental General Education Transfer Curriculum (IGETC).
2. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major
3. Obtainment of a minimum grade point average of 2.0. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.
 - A "P" (Pass) grade is not an acceptable grade for courses in the major.
4. Students preparing for a major in science, technology, engineering, or mathematics (STEM) are eligible to complete CSU GE Breadth for STEM or IGETC (Intersegmental General Education Transfer Curriculum) for STEM
 - Students completing CSU GE Breadth for STEM majors (AS-T Biology or AS-T Chemistry) are only required to complete 33 semester units for lower-division GE certification for transfer. This pattern allows students to defer completion of one course from CSU GE Area C and one course from CSU GE Area D until after transfer.

REQUIREMENTS OF THE CSU GE BREADTH FOR STEM ARE:

- AREA A: All courses in English Language Communication and Critical Thinking.
 - AREA B: All courses in Scientific Inquiry and Quantitative Reasoning.
 - AREA C: One course in Area C1 Arts and one course in Area C2 Humanities.
 - AREA D: Two courses from two different disciplines in the Social Sciences.
 - AREA E: All courses in Lifelong Learning and Self-Development
5. Students completing IGETC for STEM majors (AS-T Biology or AS-T Chemistry) are allowed to defer completion of one course from IGETC Area 3, one course from IGETC Area 4, and one course in Area 6 (Language Other Than English/LOTE -- for students who have not previously satisfied LOTE through proficiency) until after transfer.

REQUIREMENTS OF THE IGETC FOR STEM ARE:

- All courses in Areas 1, 2, and 5 of the traditional IGETC; and
- Two courses in Area 3 and two courses in Area 4.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSU GE or IGETC before transferring to a CSU.

BENEFITS OF THE AA-T AND AS-T DEGREES

Besides the benefit of completing community college coursework with an associate degree in hand, this program also provides students with the necessary preparation to transfer to the CSU system and complete a baccalaureate degree with no more than 60 additional units. Students with an AA-T or AS-T degree will be guaranteed admission to a CSU campus with junior standing. While not guaranteed admission to their campus of choice, students will be given priority consideration for admission to their local CSU campus and to any CSU campus that offers a program that has been designated as "similar" by CSU.

ASSOCIATE DEGREES FOR TRANSFER BY DISCIPLINE:

Administration of Justice AS-T
 Anthropology AA-T
 Biology AS-T
 Business Administration AS-T
 Communication Studies AA-T
 Early Childhood Education AS-T
 English AA-T
 Film, Television, and Electronic Media AS-T
 Geography AA-T
 Geology AS-T
 Kinesiology AA-T
 Mathematics AS-T
 Music AA-T
 Philosophy AA-T
 Physics AS-T
 Political Science AA-T
 Psychology AA-T
 Sociology AA-T
 Theatre Arts AA-T

You may also visit the website below for more information:
www.valleycollege.edu/academic-career-programs/degrees-certificates

ASSOCIATE DEGREE (GRADUATION) REQUIREMENTS

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

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

FALL GRADUATION	October 1
SPRING GRADUATION	March 1
SUMMER GRADUATION	July 1

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

ASSOCIATE DEGREE: OPTION #1

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

ASSOCIATE DEGREE: OPTION 1A

The general education breadth requirements are the same as the requirements for the *Intersegmental General Education Transfer Curriculum* (IGETC). Refer to page 37 of the catalog for the IGETC requirements. In the process of completing this coursework, the student must fulfill these general requirements:

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

ASSOCIATE DEGREE OPTION 1B

The general education breadth requirements for this degree are the same as the requirements for the *California State University General Education Breadth Requirements* (CSU GE-Breadth). Refer to page 38 of the catalog for the CSU GE-Breadth requirements. In the process of completing this coursework, the student must fulfill these general requirements:

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

ASSOCIATE DEGREE: OPTION #2

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

1. Complete ACAD 001.
2. Complete a minimum of 60 semester units of college coursework, with at least 12-degree applicable semester units in residence at SBVC.
3. Earn an overall grade point average of C (2.00) or higher.
4. Complete coursework for an Associate of Arts or an Associate of Science major as listed in Part IV of the *San Bernardino Valley College Catalog*. Note: you must declare a major in order to receive a degree. All courses used to satisfy the majors for the Associate degrees must be completed with a grade of "C" or higher.
5. Demonstrate competency in English, mathematics and reading by satisfying the following criteria:
 - A. Competency in English as demonstrated by completion of ENGL 101 or ENGL 101H with a grade of C or higher.
 - B. Competency in mathematics as demonstrated by:
 1. Completion of MATH 095, or a higher level course in mathematics with a grade of C or higher, or a course from another college with a minimum of three semester units, or;
 2. Completion of a mathematics proficiency examination, which is equivalent to a comprehensive final examination in MATH 095 with the equivalent to a grade of C or higher.
 - C. Competency in reading as demonstrated by:
 1. Completion of READ 015 with a grade of C or higher, or assessment into READ 100, or;
 2. Completion of all courses required to satisfy minimum graduation requirements in Categories I, II and III as listed below with an overall grade point average of 2.00 or higher.
6. Complete 24 to 26 of the 60 semester units needed for graduation from the five subject categories as listed below:

CATEGORY I: NATURAL SCIENCE

(Minimum: 4 semester units if a laboratory is included; otherwise 6 semester units). Laboratory classes are underlined.

Courses in the following subjects carry credit for

Natural Science:

ANTHRO	106, 106H, <u>106L</u>
ASTRON	120, <u>125</u>
BIOL	<u>100</u> , 104, <u>109</u> , <u>109H</u> , 141, <u>155</u> , <u>205</u> , <u>206</u> , <u>207</u> , <u>250</u> , <u>251</u> , <u>260</u> , <u>261</u> , <u>270</u> , <u>292</u>
CHEM	<u>101</u> , <u>104</u> , <u>104H</u> , <u>105</u> , 110, <u>150</u> , <u>150H</u> , <u>151</u> , <u>151H</u>
FN	162
GEOG	110, <u>111</u> , <u>111H</u> , <u>114</u>
GEOL	101, <u>111</u> , <u>112</u> , 122, 250, 251
OCEAN	101, <u>111</u>
PHYSIC	<u>101</u> , <u>150A</u> , <u>150B</u> , <u>200</u>
PS	101
PSYCH	141

CATEGORY II: SOCIAL AND BEHAVIORAL SCIENCE

(Minimum: 6 semester units; the two courses must be from two different subject areas).

Courses in the following subjects carry credit for Social and Behavioral Sciences:

ANTHRO	100, 102, 102H, 108, 109, 125
CD	105, 105H, 108, 126
COMMST	135, 174, 176
ECON	100, 200, 200H, 201, 201H
GEOG	102, 106, 118, 120
HIST	100, 100H, 101, 101H, 107, 137, 138, 139, 140, 145, 150, 170, 171, 176
KIN	202
PHIL	180
PS	112
POLIT	100, 110, 110H, 140, 141, 141H
PSYCH	100, 100H, 102, 110, 110H, 111, 112, 118
RELIG	135, 180
RTVF	100
SOC	100, 100H, 110, 110H, 120, 130, 135, 141, 145, 150

CATEGORY III: HUMANITIES

(Minimum: 6 semester units; the two courses must be from different subject areas with no more than three semester units within the category of Applied Courses as identified below).

Courses in the following subjects carry credit for Humanities:

ANTHRO	108, 109, 110
ARAB	101, 102
ARCH	145, 145H, 146, 146H
ART	100, 102, 102H, 103, 105, 107, 108
ASL	109, 110, 111, 112
DANCE	200
ENGL	032, 055, 061, 063, 065, 070, 071, 075, 077, 080, 081, 151, 153, 155, 161, 163, 165, 175, 232, 270, 271, 275, 280, 281
FRENCH	101, 102
HIST	100, 100H, 101, 101H, 107, 137, 138, 139, 140, 145, 150, 170, 171, 176
MUS	100, 101, 102, 104, 105, 106, 107, 121, 121H, 122, 122H, 201, 202
PHIL	101, 101H, 105, 112, 180
RELIG	100, 100H, 101, 110, 135, 150, 175, 176, 180
RTVF	101
SPAN	101, 101H, 102, 102H, 103, 103H, 104, 157, 158
THART	100, 110

APPLIED COURSES (HUMANITIES)

ART	120, 124ABC, 126ABC, 132ABC, 145, 148, 149, 161, 175ABC, 180, 212ABCD, 240ABCD, 270ABCD
MUS	101L, 102L, 117ABCD, 123, 124, 130, 131, 133, 134AB, 135, 141X2, 150X4, 152X4, 154X4, 156X4, 158X4, 159X4, 162X4, 166X4, 201L, 202L, 210, 241x2
RTVF	132, 134
THART	114X4, 120, 121, 132, 135, 136, 139, 147, 160X4, 165, 166

**CATEGORY IV:
COMMUNICATION AND ANALYTICAL THINKING**

(Minimum: 6 semester units)

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

COMMST	100, 100H, 111, 125, 140
ECON	208
ENGL	102, 102H
MATH	102 and above
PHIL	102, 103
PSYCH 105	(completed Fall 2009 and later)
READ	100, 102

**CATEGORY V:
LIFELONG LEARNING AND SELF DEVELOPMENT**

(Minimum 2 semester units)

Courses in the following subjects carry credit for this requirement:
(Note: A maximum of four semester units of Kinesiology activity courses can apply for graduation requirements.)

ACAD	001
BIOL	140
BUSAD	039, 108
CD	101, 126
DANCE	101AB, 102AB, 103AB, 105AB, 106AB, 107x2, 114x4
FN	162
GEOG	106
HEALTH	101, 103
KIN	236
KINA	ALL COURSES
KINF	ALL COURSES
KINS	ALL COURSES
KINX	ALL COURSES
PSYCH	100, 100H, 102, 111, 118
SDEV	010, 015, 102, 103
SOC	130, 150

A DD214 waives this requirement for former military personnel

Students are exempt from this requirement if they have completed any of the following programs of study at SBVC: Nursing, Psychiatric Technology, or POLICE 002 Basic Law Enforcement Academy. KIN 231 First Aid and CPR does not satisfy this graduation requirement.

IMPORTANT NOTE:

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

ASSOCIATE DEGREE MAJORS

San Bernardino Valley College offers associate degree majors in most departments listed in Part IV of this catalog. Refer to the chart on page 41 for a complete list of associate degree majors. Refer to the particular department for course descriptions and a complete list of the courses required for that major.

GRADUATION CATALOG RIGHTS

A student may elect to meet graduation requirements in any one of the following ways:

- Catalog Rights at the time the student begins at SBVC without interruption, or
- The student who drops out for two or more consecutive semesters is subject to the requirements in the catalog at the time of reentry, or
- The catalog in effect at the time the graduation petition is submitted.

Note: Summer session course requirements are included in the catalog of the previous academic year.

GRADUATION REQUIREMENT EXCEPTIONS

When a student has a deficiency in one or more of the areas required for graduation, he/she has the option of filing a *Petition for Academic Exception*, which is available in the Admissions and Records Office, Administration/Student Services, Room 100. The Scholastic Standards Committee will consider each petition based on its overall individual merit.

VOCATIONAL CERTIFICATE PROGRAMS

San Bernardino Valley College offers certificates of occupational proficiency in many fields. Certificates enable the student to gain marketable skills relatively quickly and at less expense than would be required for an associate degree. Students working toward a certificate are not typically required to take advanced academic courses in such fields as philosophy, foreign languages or history. Nonetheless, they must have a sufficient background in mathematics, reading and writing in order to complete their coursework and to succeed in the occupations they select. Students must also complete all requirements for a certificate with a grade of C or higher. Refer to page 41 of this catalog for a complete list of certificates, and to the individual programs described in Part IV for a complete list of the sequence and scope of courses required for each certificate. The length of the certificate program may vary. Students interested in enrolling in certificate programs should confer with a counselor and talk with representatives of the departments that offer the desired program. In some instances, courses completed in high school may be used to satisfy some of the requirements for a certificate. In addition, training programs such as military courses, apprenticeships or other training may be credited toward a certificate program.

STATE APPROVED CERTIFICATES OF ACHIEVEMENT:

State-approved certificate programs consisting of 18 or more units of degree-applicable coursework. These certificates appear by name on student's transcripts.

LOCALLY APPROVED CERTIFICATES OF CAREER PREPARATION:

Locally approved certificate programs consisting of fewer than 18 units of degree-applicable coursework. These certificates do not appear on student's transcripts. At the beginning of the student's final semester, he/she should obtain a *Graduation and/or Certificate Application* either from the Counseling Office, Records Office or the division office of his/her certificate program. The student will then submit the application to the Records Office for a final check by the deadline date for the semester in question. Those dates are as follows:

FALL	October 1
SPRING	March 1
SUMMER	July 1

When printed deadlines fall either Saturday or Sunday, the filing period will be extended to the Monday following the deadline date. Twelve units, or 50 percent of the coursework required for a certificate, whichever is the lesser, must be completed at San Bernardino Valley College. This residency requirement may be waived in the case of extenuating circumstances with the permission of the program coordinator or Faculty Chair. The certificate will be prepared by the Records Office and will be available to the student by the start of each new semester following the semester of submission.

THE UNIVERSITY OF CALIFORNIA (UC)

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

www.calstate.edu/apply
uctransfer.universityofcalifornia.edu
www.assist.org

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

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

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

Students should enroll in the transfer courses that meet the following requirements:

- A. Complete 60 semester units or 90 quarter units of transferable college credit with a grade point average of 2.4 (no more than 14 semester/21 quarter units may be taken Pass/Not Pass), and;
- B. Completed the following course pattern requirement, earning a grade of C or better in each course:
 - Two transferable college courses (3 semester or 4-5 quarter units each) in English composition, and;
 - One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning, and;
 - Four transferable college courses (3 semester or 4-5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral science and physical and biological sciences.

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

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

1. **TRANSFER ADMISSION GUARANTEE PROGRAM (TAG):**
An agreement between the University of California and San Bernardino Valley College. Consult with the Transfer Center for details of this admissions agreement. They can be found at AD/SS 203 or call (909) 384-4410;
2. **TRANSFER ALLIANCE PROGRAM (TAP):**
An agreement between the University of California, Los Angeles, and the Honors Program at San Bernardino Valley College. Consult with the Honors Program Coordinator or the Honors Program Counselor for details of this admissions agreement. Call (909) 384-8612 for additional information.

Catalogs for each of the UC campuses may be available in the Transfer Center. Also in the Transfer Center (AD/SS 203 or call (909) 384-4410) there is further information available that provide a summary of the unique requirements of each University of California campus: *Introducing the University and Answers for Transfers*.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the University of California (UC) or the California State University (CSU) without the need to complete additional lower-division general education courses. The IGETC is not an admission requirement for transfer to UC or CSU, nor is it the only way to fulfill prior to transfer, the lower-division, general education requirements of UC or CSU. Students pursuing majors that require extensive lower-division preparation may not find the IGETC option to be advantageous. Students with Advanced Placement (AP) Examinations, will receive credit for the appropriate IGETC area as documented in the "IGETC Standards, Policies, and Procedures" available at <http://icas-ca.org/igetc>. A minimum grade of "C" is required in each course.

NOTE:

1. Courses may be counted in one area only, with the exception of Area 6A: Language Other than English (LOTE) requirement for UC's.
2. Courses designated with a double asterisk (**) indicate that transfer credit may be limited by UC and/or CSU. Please consult with a counselor for further information.
3. Students should request official IGETC certification from the SBVC Records Office. For students who have completed coursework at multiple campuses, the campus of last attendance prior to transfer to UC or CSU will usually certify the IGETC. SBVC will certify coursework from other campuses according to the IGETC list of the originating campus. Official transcripts from high school and other colleges and universities must be on file at the SBVC Records Office.
4. Courses completed at colleges and universities outside of the U.S.A. will not be permitted for IGETC certification, except for the Language Other than English requirement. Courses on this list are approved for Fall 2018 and beyond. SBVC courses not listed above may not be used for IGETC, except for courses that were on the IGETC list for the year in which they were completed.

AREA 1: ENGLISH COMMUNICATION

CSU: Three (3) courses required, one from each group below.
UC: Two (2) courses required, one each from 1A and 1B.

1A: ENGLISH COMPOSITION

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

Select from:

ENGL 101, 101H

1B: CRITICAL THINKING - ENGLISH COMPOSITION

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

Select from:

ENGL 102, 102H
PHIL 102

1C: ORAL COMMUNICATION (CSU ONLY)

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

Select from:

COMMST 100, 100H, 111, 140

AREA 2: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

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

Select from:

ECON 208**
MATH 102**, 108**, 115, 151, 250, 251, 252, 265, 266
PSYCH 105 (completed Fall 2009 and later)

AREA 3: ARTS AND HUMANITIES

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

Select from:

3A: ARTS

ANTHRO 109
ARCH 145, 145H, 146, 146H
ART 100, 102, 102H, 103**, 105, 107, 108
DANCE 200
MUS 100, 101, 102, 104, 105, 106, 107, 121**, 121H**, 122**, 122H**
RTVF 101
THART 100

3B: HUMANITIES

ARAB 102
ANTHRO 108, 110 (same as RELIG 110)
ASL 111, 112
ENGL 151, 153, 155, 161, 163, 165, 175 (same as RELIG 175), 270, 271, 275, 280, 281
FRENCH 102
HIST 100, 100H, 101, 101H, 107, 110, 137, 138, 139, 140, 145, 150, 170, 171, 176
PHIL 101**, 101H**, 105, 112, 180
RELIG 100**, 100H**, 101, 110 (same as ANTHRO 110), 135, 150, 175 (same as ENGL 175), 176, 180
SPAN 102, 102H, 103**, 103H**, 104, 157, 158

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES

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

Select from:

ANTHRO 100, 102, 102H, 106**, 106H**, 108, 109, 110 (same as RELIG 110), 125
CD 105**, 105H**, 108, 126
COMMST 135, 174, 176
ECON 100**, 200**, 200H**, 201**, 201H**
GEOG 102, 106, 118, 120
HIST 100, 100H, 101, 101H, 107, 110, 137, 138, 139, 140, 145, 150, 170, 171, 176
KIN 202
PHIL 180
POLIT 100, 110**, 110H**, 140, 141, 141H
PS 112
PSYCH 100**, 100H**, 102, 110, 111**, 112**, 118
RELIG 110 (same as ANTHRO 110), RELIG 180
RTVF 100
SOC 100**, 100H**, 110, 110H, 120, 130, 135, 141, 145, 150

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

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

Select from:

5A: PHYSICAL SCIENCE

ASTRON 120, 125
CHEM 101**, 104**, 104H**, 105, 110**, 150**, 150H**, 151**, 151H**, 212**, 212H**, 213**, 213H**
GEOG 110**, 111**, 111H**, 114
GEOL 101, 111, 112, 122, 250, 251
OCEAN 101, 111
PHYSIC 101**, 150A**, 150B**, 200**, 201**
PS 101**

5B: BIOLOGICAL SCIENCE

ANTHRO 106**, 106H**, 106L
BIOL 100**, 104, 109, 109H, 141, 205, 206, 207, 250**, 251**, 260**, 261**, 270
PSYCH 141

AREA 6: LANGUAGES OTHER THAN ENGLISH**(UC REQUIREMENT ONLY)**

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

ARAB	101, 102
ASL	109
FRENCH	101
SPAN	101, 101H, 102, 102H, 157

CSU GRADUATION REQUIREMENTS IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS

Any combination of one course from EACH of the following lists of politics and history areas will normally fulfill this requirement. (Not part of IGETC; may be completed prior to transfer). Courses may be applied toward areas 3B and/or 4.

Group 1:	
POLIT	100
Group 2:	
HIST	100, 100H, 101, 101H, 137, 139, 140

THE CALIFORNIA STATE UNIVERSITY (CSU)

The California State University system consists of 23 campuses, ranging in location from San Diego to Arcata. The admission cycle for the fall term of each year begins on October 1 of the preceding year. Eligible students may also be accepted during the winter and/or spring terms. Check with the Transfer Center to determine the acceptance dates for each CSU campus. A maximum of 70 transfer-level semester units (or 105 quarter units) earned in a community college will be accepted for transfer. Although courses may be indicated in the catalog as transferable to UC and/or CSU, they may or may not meet general education or major preparation. Students who plan to transfer to UC or CSU should consult with a counselor and the following websites:

www.valleycollege.edu/student-services/counseling/counseling-services
www.calstate.edu/apply
uctransfer.universityofcalifornia.edu
www.assist.org

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

THE CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION - BREADTH REQUIREMENTS

San Bernardino Valley College may certify that a student has satisfied the minimum general education requirements of 39 lower division transfer units in accordance with CSU Executive Order 1100. (It is also possible to transfer to a California State University campus upon completion of the Intersegmental General Education Transfer Curriculum [IGETC], as discussed in the preceding section of this catalog.) The number of units, which may be certified, are as follows:

AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

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

A1 ORAL COMMUNICATION

Select from:

COMMST	100, 100H, 111, 140
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A2 WRITTEN COMMUNICATION

ENGL	101, 101H
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A3 CRITICAL THINKING

Select from:

COMMST	125
ENGL	102, 102H
PHIL	102, 103
READ	102

AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

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

Select from:

B1 PHYSICAL SCIENCE

ASTRON	120, <u>125</u>
CHEM	<u>101, 104, 104H, 105, 110, 150, 150H, 151, 151H, 212, 212H, 213, 213H</u>
GEOG	110, <u>111, 111H, 114</u>
GEOLOG	101, <u>111, 112</u> , 122, 250, 251
OCEAN	101, <u>111</u>
PHYSIC	<u>101, 150A, 150B, 200, 201</u>
PS	101

B2 LIFE SCIENCE

ANTHRO	106, 106H, <u>106L</u>
BIOL	<u>100, 104, 109, 109H, 141, 155, 205, 206, 207, 250, 251, 260, 261, 270</u>
PSYCH	141

B3 LABORATORY ACTIVITY

The requirement is satisfied by completion of any course in B1 or B2 with a laboratory. Lab courses are underlined.

B4 MATHEMATICS/QUANTITATIVE REASONING

A minimum grade of "C-" is required.

ECON	208
MATH	102, 103, 108, 115, 151, 250, 251, 252, 265, 266
PSYCH	105 (completed Fall 2009 and later)

AREA C: ARTS AND HUMANITIES

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

C1 ARTS (ART, CINEMA, DANCE, MUSIC, THEATER)

Select from:

ANTHRO	109
ARCH	145, 145H, 146, 146H
ART	100, 102, 102H, 103, 105, 107, 108
DANCE	200
MUS	100, 101, 102, 104, 105, 106, 107, 121, 121H, 122, 122H
RTVF	101
THART	100

C2 HUMANITIES (LITERATURE AND LANGUAGE OTHER THAN ENGLISH)

Select from:

ANTHRO	108, 110 (same as RELIG 110)
ARAB	101, 102
ASL	109, 110, 111, 112
ENGL	151, 153, 155, 161, 163, 165, 175, 232, 270, 271, 275, 280, 281
FRENCH	101, 102
HIST	100, 100H, 101, 101H, 107, 137, 138, 139, 140, 145, 150, 170, 171, 176
PHIL	101, 101H, 105, 112, 180 (same as RELIG 180)
RELIG	100, 100H, 101, 110 (same as ANTHRO 110), 135, 150, 175, 176, 180 (same as PHIL 180)
SPAN	101, 101H, 102, 102H, 103, 103H, 104, 157, 158

AREA D: SOCIAL SCIENCES

Minimum of 9 semester units / 12-quarter units.

Select from a minimum of two disciplines:

ANTHRO	100, 102, 102H, 106, 106H, 108, 109, 110, 125
CD	105, 105H, 108, 126
COMMST	135, 174, 176
ECON	100, 200, 200H, 201, 201H
GEOG	102, 106, 120
HIST	100, 100H, 101, 101H, 107, 137, 138, 139, 140, 145, 150, 170, 171, 176
KIN	202
PHIL	180
POLIT	100, 110, 110H, 140, 141
PS	112
PSYCH	100, 100H, 102, 110, 111, 112, 118
RELIG	110, 135, 180
RTVF	100
SOC	100, 100H, 110, 110H, 120, 130, 135, 141, 145, 150

AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT

Minimum of 3 semester units / 4-quarter units. Three units of credit is allowed for former military personnel with a DD-214.

Select from:

BIOL	140
BUSAD	108
CD	101, 105, 105H, 126
FN	162
GEOG	106
HEALTH	101, 103
KIN	236
PSYCH	100, 100H, 102, 111, 118
SDEV	102, 103
SOC	130, 150

ACTIVITY COURSES

Only 1-semester unit/1.5 quarter units allowed toward Area E

DANCE	101AB, 102AB, 103AB, 105AB, 106AB, 107x2, 114x4, 206x4
KINA: Adapted	ALL COURSES
KINF: Fitness	ALL COURSES
KINS: Sports	ALL COURSES
KINX: Athletics	ALL COURSES

U.S. HISTORY AND AMERICAN IDEALS REQUIREMENT:

Not part of CSU GE Certification, but can be completed prior to transfer. Courses may also be applied toward areas C and D. Any combination of one selection from EACH of the following lists of history and politics courses will normally fulfill this requirement:

Group 1:

HIST 100, 100H, 101, 101H, 137, 139, 140

Group 2:

POLIT 100

NOTE:

1. Students with AP Examinations will receive appropriate CSU GE-Breadth credit according to the CSU Office of the Chancellor guidelines.
2. Students are encouraged to complete Areas A and B4 early. CSU will not admit students until the grades are recorded for courses in Areas A and B4.
3. Upon transfer, students will be required to complete at least nine units of upper-division general education courses at the CSU.
4. For CSU GE-Breadth certification purposes, students may use the catalog of entry or any catalog thereafter as long as continuous enrollment is maintained until transfer to CSU. CSU defines continuous enrollment as one semester or two quarters in each calendar year.
5. Students may request official certification of CSU GE-Breadth requirements at the SBVC Records Office.
6. Although SBVC will certify Areas A through E individually, the CSU encourages students to complete all areas prior to transfer. Upper division transfer students are required to complete a minimum of 30 units of CSU GE-Breadth courses with a minimum grade of C in each course.
7. Course work from other California Community Colleges will be evaluated according to the CSU GE-Breadth pattern of those respective colleges. For out-of-state coursework, the SBVC Records Office will determine equivalency to SBVC courses. Courses from foreign institutions may not be certified. Official transcripts must be on file in the Records Office.
8. A single course may not be certified as meeting more than one category.
9. Some majors at the CSU have required general education courses and/or do not allow double counting of courses toward major requirements. Students are encouraged to consult with a counselor and the catalog of the CSU to which they want to transfer.
10. The courses on this list are approved by the CSU Chancellor's office for Fall 2018 and beyond. SBVC courses not on this list may not be used for CSU GE-Breadth requirements, except for courses that were on the CSU GE-Breadth list for the year in which they were completed.

REQUIREMENTS FOR TRANSFER TO INDEPENDENT CALIFORNIA COLLEGES AND UNIVERSITIES

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

PART III – INSTITUTIONAL LEARNING OUTCOMES

The five (5) Institutional Learning Outcomes listed below describe the skills and abilities the student should be able to demonstrate after completing the requirements for an Associate Degree at San Bernardino Valley College. These Institutional Learning Outcomes are embedded in our established pattern of general education courses, in our more advanced major-preparation courses, and in the student service learning experiences we provide over the span of a student's enrollment at the college. In addition, assignments that lead to the acquisition of these core skill sets are embedded in the coursework required for vocational certificates. The Institutional Learning Outcomes are:

1. COMMUNICATION SKILLS

LITERACY: Reading, listening, observing, speaking, and writing.

INTERPERSONAL SKILLS: Working with individuals and groups, including conflict resolution and giving/receiving constructive feedback.

2. QUANTITATIVE SKILLS

MATHEMATICAL THEORY: Understanding mathematical concepts and structures.

APPLIED MATHEMATICS: Applying mathematical skills and numerical data to analyze and solve real world problems.

MATHEMATICAL VISUALIZATION: Using graphs, charts, and tables.

3. CRITICAL THINKING SKILLS

INFORMATION LITERACY: Finding, interpreting, and evaluating information in print, electronic, and non-electronic media sources.

LOGICAL REASONING: Constructing, supporting, analyzing, and evaluating arguments.

PROBLEM SOLVING: Using evidence-based reasoning to articulate a problem and propose hypotheses or solutions.

CREATIVITY: Using creative reasoning for problem solving and personal and social expression.

4. DISCIPLINE SPECIFIC SKILLS

DISCIPLINE THEORY: Understanding and employing discipline vocabulary, ideas, theories, standards, and ethics.

DISCIPLINE TECHNOLOGY: Using tools, computers, instruments, and equipment relevant to discipline.

DISCIPLINE PERFORMANCE: Working in labs, workshops, clinics, performances, and work experience relevant to discipline.

5. PERSONAL, SOCIAL, PROFESSIONAL RESPONSIBILITY

SELF-KNOWLEDGE: Understanding and evaluating personal strengths, weaknesses, biases, and values.

GOAL SETTING: Setting goals that are realistic and balance educational, professional, and personal life.

CULTURAL AWARENESS: Understanding and respecting one's own culture, other cultures, and diversity.

ETHICS: Understanding and practicing ethics, intellectual honesty, fairness, and personal responsibility.

Student Learning Outcomes for courses are on the Course Outline of record, and Program Learning Outcomes for certificates and degree are located on the Program of Study. The Course Outline of Record and the Program of Study may be viewed at: <http://www.curricunet.com/SBVC/>

PART IV - COURSE DESCRIPTIONS

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

- Courses numbered from 600 through 699 are non-credit and do not receive any type of college credit.
- Courses numbered from 001 through 099 are generally applicable to certificate and associate degree programs.
- Courses numbered from 100 through 299 are generally applicable for associate degrees and baccalaureate degrees conferred by universities.
 - Courses that are designated CSU transfer to CSU campuses system wide.
 - Courses designated UC are approved by the UC Office of the President as comparable to courses offered at UC. Courses with *UC notation indicate that some credit limitation applies. UC limits credit on courses that are similar in nature or taken after a higher-level course(s). To access information on SBVC courses that transfer to UC, go to www.assist.org.
 - Although courses may be indicated in the catalog as transferable to UC and/or CSU, they may or may not meet general education or major preparation. Students who plan to transfer to UC or CSU should consult with a counselor and research the following websites:
www.calstate.edu/apply
uctransfer.universityofcalifornia.edu
www.assist.org
- Courses numbered from 900-999 are not applicable to associate degrees and generally do not transfer to four-year institutions.
- Certain course entries include a symbol X and a number following the symbol, such as MUS 141X2. This symbol (X) indicates that this is a skill-based course and may be taken for credit more than once; the number following the symbol (X) indicates the number of times the course may be taken for credit.

DEGREE AND CERTIFICATE PROGRAM INDEX

These are the Associate Degree major/areas of emphasis and Certificates currently available at San Bernardino Valley College. The courses to fulfill the requirements for each listed program are detailed in the following pages. All courses are used to fulfill Associate Degree majors and state or locally approved Certificates must be completed with a minimum grade of C. All programs are subject to change; students should consult with a counselor for further information.

PROGRAM	TRANSFER DEGREE	ASSOCIATE DEGREE	STATE APPROVED CERTIFICATE	LOCALLY APPROVED CERTIFICATE	NON CREDIT	PAGE NUMBER
Accounting*		AA	■			44
Bookkeeping				■		45
Administration of Justice*	AS-T	AA	■			46
Aeronautics						
Airframe Maintenance Technician*			■			49
Aviation Maintenance Technician*		AS	■			48
Avionics Technology*		AS	■			111
Flight Operations*			■			50
Flight Operations and Management		AS				49
Powerplant Maintenance Technician*			■			50
Anthropology	AA-T					54
Architecture and Environmental Design		AA				57
Computer-Aided Drafting Technician*			■			57
Art		AA				59
Graphic Design*		AA	■			59
Web and Multimedia Design*			■			60
Astronomy		AS				64
Automotive						
Advanced Automotive Collision Repair and Refinishing*		AS	■			65
Automatic and Manual Transmission*		AS	■			67
Automotive Technician*		AS	■			67
Basic Automotive Collision Repair and Refinishing*		AS	■			65
Engine Performance*		AS	■			67
Street Rod Construction				■		66
Wheel Alignment and Brakes*		AS	■			67
Biology	AS-T	AS				72
Business Administration*	AS-T	AA	■			75
Leadership*			■			76
Retail Management*			■			76
Chemistry		AS				79
Child Development		AA				82
Associate Teacher*			■			83
Early Childhood Education	AS-T					82
Early Intervention and Inclusion*		AA	■			83
Family Child Care Provider*			■			85
Infant and Toddler*			■			85
Master Teacher*			■			84
School-Age*			■			86
Site Supervisor*			■			84
Teacher*			■			83
Communication Studies	AA-T					90
Computer Information Technology						
Administrative Assistant*			■			92
Cisco Certified Network Associate				■		92
CIT - Office Technology		AA				92
Computer Network Support Specialist*			■			93
Computer Support Specialist*			■			93
Information Security and Cyber Defense*			■			93
Office Technology Fundamentals					■	94
Medical Coding and Billing*			■			93
Computer Science*		AS	■			98
Corrections*			■			100

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PROGRAM	TRANSFER DEGREE	ASSOCIATE DEGREE	STATE APPROVED CERTIFICATE	LOCALLY APPROVED CERTIFICATE	NON CREDIT	PAGE NUMBER
Criminal Justice						
Modular Basic Peace Officer			■			101
Culinary Arts*		AA	■			102
Baking*			■			102
Baking Business*			■			102
Food Preparation*			■			103
Food Service*			■			103
Professional Baking and Management		AA				102
Restaurant Service*			■			103
Diesel						
Diesel Engine and Fuel Injection Technology			■			107
Heavy/Medium Duty Diesel Truck Technology*		AS	■			107
Electricity/Electronics						
Communication Engineering Technology*		AS	■			110
Computer Engineering Technology*		AS	■			110
Electric Power Technology*		AS	■			111
Electronics Technology*		AS	■			111
General Electrician*			■			112
Green Technician				■		113
Industrial Automation*			■			113
English	AA-T					117
Environmental Science		AS				123
Geographic Information Systems*			■			125
Geography	AA-T	AS				127
Geology	AS-T	AS				130
Heating, Ventilation, Air Conditioning and Refrigeration*		AS	■			132
Refrigeration Service Engineer Society (HVAC)			■			133
Human Services*		AA	■			137
Alcohol/Drug Studies*			■			137
Career Specialist*			■			138
Case Management in the Public Sector*			■			138
Inspection Technology*		AS	■			141
Kinesiology	AA-T	AA				143
Liberal Arts						
Biological and Physical Sciences		AA				156
Humanities and Fine Arts		AA				157
Social and Behavioral Sciences		AA				159
Library Technology*		AA	■			160
Machinist Technology						
Basic Machine Operator				■		162
Basic Operations Computerized Numerical Control (CNC)				■		162
Computer Numerical Control – CAD & CAM*		AS	■			161
Machinist Standard*		AS	■			162
Machine Technology*			■			163
Tool and Die*		AS	■			162
Mathematics	AS-T					166
Music	AA-T	AA				168
Nursing		AS				175
Pharmacy Technology*		AS	■			181
Philosophy	AA-T					182
Physics	AS-T	AS				185
Police Science						
Basic Peace Officer*			■			187
Political Science	AA-T					190
Psychiatric Technology*		AS	■			194
Psychology	AA-T					195

PROGRAM	TRANSFER DEGREE	ASSOCIATE DEGREE	STATE APPROVED CERTIFICATE	LOCALLY APPROVED CERTIFICATE	NON CREDIT	PAGE NUMBER
Radio, Television and Film*		AA	■			197
Film, Television, and Electronic Media	AS-T					197
RTVF (Film)*		AA	■			198
RTVF (Radio)*		AA	■			198
RTVF (Television)*		AA	■			198
Real Estate/Escrow						
Escrow*		AA	■			203
Real Estate*		AA	■			204
Sociology	AA-T					206
Theatre Arts	AA-T					210
Vocational Education						
Job Readiness Skills					■	213
Workforce Literacy Skills					■	213
Water Supply Technology*			■			214
Water Technology		AS				214
Welding Technology*		AS	■			217
Flux Cored Arc Welding (FCAW)				■		218
Gas Metal Arc Welding (GMAW)				■		218
Gas Tungsten Arc Welding (GTAW)				■		218
Pipe Welding				■		218
Shielded Metal Arc Welding (SMAW)				■		44
Welding Inspection Technology*			■			218

(*) A Gainful Employment Program is an educational program that leads to a certificate or other non-degree credential awarded by a public or private non-profit institution, regardless of the length of the program.



ACADEMIC ADVANCEMENT

Academic Advancement and Learning Services Division
DIVISION OFFICE: Physical Science (PS) 127
FACULTY CHAIR: Celia Huston, Ph.D.

ACAD 001 is required of all students taking nine or more units a semester. This course must be completed within a student's first two semesters of course work. Students are exempt from this requirement if they have already earned 30 units or more of college credit, or if they have already earned an associate or baccalaureate degree. The rest of the courses offered through this department are designed to help students perform well in their other classes and at their place of employment.

NONCREDIT COURSES

ACAD 606 NONCREDIT

SUPERVISED TUTORING/ACADEMIC INSTRUCTIONAL SUPPORT

LECTURE: 18 contact hours per semester

LIMITATION ON ENROLLMENT:

Students will be assigned to this course by a counselor or instructor or for supervised tutoring and learning assistance subject to regulations under Title 5, Section 58172 & 58164(c). Enrollment in at least one other course at SBVC.

Students enrolled in this noncredit class receive assistance in understanding course-specific content in various content area classes. Activities may include, but are not limited to, supervised individual or group tutorial/instructional services, computer assisted instruction and testing. Enrollment in this class is limited to students who have been recommended by an instructor or counselor on the basis of an identified learning need.

Not Applicable to Associate Degree

ACAD 610 NONCREDIT

TUTOR TRAINING

DIRECTED STUDY: 17 contact hours per semester

DEPARTMENTAL ADVISORY:

Completion of any college-level course to be tutored with a grade of B or better.

This non-credit course presents techniques and strategies for effective academic tutoring and facilitation in a community college setting. Emphasis is on tutoring and facilitating, study skill techniques and practical skills to use in a variety of tutoring situations. *Not Applicable to Associate Degree*

CREDIT COURSES

ACAD 001 1 UNIT

STRATEGIES FOR COLLEGE SUCCESS

LECTURE: 18 contact hour per semester

PREREQUISITE: None

This class introduces students to the college environment, its educational opportunities, college services, academic procedures and policies, including graduation and transfer requirements. College survival skills such as educational planning, goal-setting, learning styles, time management, and interpersonal skills are key components of this course.

Associate Degree Applicable

ACAD 010 1 UNIT

TUTOR TRAINING

LECTURE: 9 contact hour per semester and

LABORATORY: 27 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

Completion of any college-level course to be tutored with a grade of B or better is required.

This course presents techniques and strategies for effective academic peer tutoring in a community college setting. Emphasis is on tutoring, study skill techniques and practical skills to use in a variety of tutoring situations. Graded on pass/no pass basis only. *Associate Degree Applicable*

ACCOUNTING

Mathematics, Business, and Computer Technology Division
DIVISION OFFICE: Business (B) 127
FACULTY CHAIR: Michael Assumma, M.B.A.

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

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

1. Provide high quality accounting and business programs, which will prepare our students for successful careers in business and government;
2. Provide students with a broad-base understanding of the concepts of accounting, business and management;
3. Provide transfer preparation for universities.

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

DEGREE

ACCOUNTING ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES	UNITS
ACCT 047 Computerized Accounting	3
ACCT 200 Financial Accounting	4
ACCT 201 Managerial Accounting	4
BUSAD 100 Introduction to Business	3
BUSAD 210 Business Law OR	3
BUSAD 211 The Legal Environment of Business	3

ECON 208 Business and Economic Statistics OR	4
MATH 108 Introduction to Probability and Statistics	4

ECON 200 Principles of Macroeconomics OR	3
ECON 200H Principles of Macroeconomics - Honors	3

ECON 201 Principles of Microeconomics OR	3
ECON 201H Principles of Microeconomics - Honors	3

RECOMMENDED COURSES: (8-10 UNITS)	
ACCT 030 Federal and State Taxation	4
ACCT 090 Payroll Accounting	3
CIT 101 Introduction to Computer Literacy	3
CIT 114 Spreadsheets: Excel	3
MATH 102 College Algebra	4
TOTAL UNITS	27

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.

ACCOUNTING CERTIFICATE

Students working for a certificate must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level positions, updating and maintaining accounting records, calculating disbursements and receipts, tracking accounts payable and receivable, and determining profit and loss.

REQUIRED COURSES		UNITS
ACCT 047	Computerized Accounting	3
ACCT 200	Financial Accounting	4
ACCT 201	Managerial Accounting	4
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law OR	3
BUSAD 211	The Legal Environment of Business	3
ECON 208	Business and Economic Statistics OR	4
MATH 108	Introduction to Probability and Statistics	4
ECON 200	Principles of Macroeconomics OR	3
ECON 200H	Principles of Macroeconomics - Honors	3
ECON 201	Principles of Microeconomics OR	3
ECON 201H	Principles of Microeconomics - Honors	3
RECOMMENDED COURSES (8-10 UNITS)		
ACCT 030	Federal and State Taxation	4
ACCT 090	Payroll Accounting	3
MATH 102	College Algebra	4
CIT 101	Introduction to Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
TOTAL UNITS		27

This is a Gainful Employment Program

BOOKKEEPING CERTIFICATE

Bookkeeping clerks along with accounting and auditing clerks are an organization's financial record keepers. They update and maintain one or more accounting records. All of these clerks make numerous computations each day. In small businesses, bookkeeping clerks handle all financial transactions and recordkeeping. In large offices and accounting departments, the clerks have more specialized tasks, such as accounts payable or account receivable. The responsibilities vary by level of experience.

REQUIRED COURSES:		UNITS
ACCT 010	Bookkeeping OR	3
ACCT 047	Computerized Accounting	3
ACCT 090	Payroll Accounting	3
ACCT 200	Financial Accounting	4
BUSAD 050	Business Math	3
CIT 114	Spreadsheets: Excel	3
TOTAL UNITS		16

COURSES

ACCT 010 3 UNITS

BOOKKEEPING

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This is an introductory course for students interested in the accounting field. The focus is basic bookkeeping and accounting principles for small business enterprises. Emphasis is on the development of skills used to record business transactions, as well as the procedures to prepare financial statements and complete the accounting cycle. The course is designed for occupational students and for those who wish preparatory training before entering ACCT 200.

Associate Degree Applicable

ACCT 030 4 UNITS

FEDERAL AND STATE TAXATION

LECTURE: 72 contact hours per semester

PREREQUISITE: None

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

ACCT 047 3 UNITS

COMPUTERIZED ACCOUNTING

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course provides a comprehensive overview of accounting software. Topics covered include the analysis of source documents and the use of accounting software to prepare, understand, and interpret financial statements for a variety of management purposes. It also includes creation and use of spreadsheets to find the solutions to accounting problems.

Associate Degree Applicable

ACCT 090 3 UNITS

PAYROLL ACCOUNTING

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course is designed to introduce individuals, entrepreneurs and small businesses to the cost of labor and its related payroll taxes. Reporting requirements and withholding from employees' wages or salaries and for payroll taxes are studied. This course will focus on the liabilities, the records and control requirements of payroll accounting. Associate Degree Applicable

ACCT 200 4 UNITS

FINANCIAL ACCOUNTING

LECTURE: 72 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

MATH 090 and CIT 101 or CIT 114 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: ACCT 110

ACCT 201**4 UNITS****MANAGERIAL ACCOUNTING****LECTURE:** 72 contact hours per semester**PREREQUISITE:** ACCT 200

This is the study of how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: ACCT 120

ACCT 222**1-3 UNITS****INDEPENDENT STUDY IN ACCOUNTING****INDEPENDENT STUDY:** 18 - 54 contact hours per semester**PREREQUISITE:** ACCT 200

Students with previous course work in accounting may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of accounting. Prior to registration, a written contract must be prepared. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU

ADMINISTRATION OF JUSTICE

Social Sciences, Human Development,
and Physical Education Division

DIVISION OFFICE: North Hall (NH) 345**FACULTY CHAIR:** Patrick Buckley, B.S.

The Administration of Justice Department strives to provide our students with the legal, ethical and educational background necessary to pursue a career in a criminal justice-related field and to successfully transition into a 4-year academic program.

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

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

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

ANY FELONY OR DOMESTIC VIOLENCE CONVICTION, OR ANY SIGNIFICANT PRIOR OR CURRENT DRUG USE WILL DISQUALIFY MOST PEOPLE SEEKING JOBS IN LAW ENFORCEMENT, CORRECTIONS, PROBATION/PAROLE, OR FORENSICS.

DEGREES**ADMINISTRATION OF JUSTICE****ASSOCIATE OF SCIENCE TRANSFER DEGREE (AS-T)**

Administration of Justice is the study of the causes, consequences and control of crime. The program leading to the Associate in Science in Administration of Justice for Transfer (AS-T) is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice systems in America. The goal of this program is to familiarize students with a foundation in the Criminal Justice sub-systems: Law Enforcement, Correctional Science, Criminology, Forensics, Investigations, and the Judicial /Court's role. The program is both academic and professional in that it is an interdisciplinary attempt to relate intellectual issues and practitioner perspectives to the challenge of crime in a free society. Consequently, the program provides preparation for employment with a related agency and /or transfer to a college or university.

Students will be prepared to work in a variety of fields, including: public law enforcement agencies such as municipal police, CHP, probation officers, county deputy sheriffs, correctional officers, game wardens, state park rangers, and private security. Students completing the AS-T in Administration of Justice degree will be able to transfer to the California State University systems and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Science, Social Science/Criminology, Forensics, and Pre- Law.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AS-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- Certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

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

REQUIRED CORE COURSES:		UNITS
ADJUS 101	Introduction to Administration of Justice	3
ADJUS 103	Concepts of Criminal Law	3
LIST A: SELECT TWO OF THE FOLLOWING COURSES (6 UNITS):		
ADJUS 102	Principles and Procedures of the Justice System	3
ADJUS 104	Legal Aspects of Evidence	3
ADJUS 105	Community Relations	3
ADJUS 106	Principles of Investigation	3
ADJUS 108	Juvenile Procedures	3
CORREC 101	Introduction to Corrections	3
LIST B: SELECT TWO OF THE FOLLOWING (6 UNITS): ANY COURSE NOT USED FROM LIST A		
CIT 101	Introduction to Computer Literacy	3
ENGL 102	Intermediate Composition and Critical Thinking OR	4
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
MATH 102	College Algebra	4
MATH 108	Introduction to Probability and Statistics	4
MATH 115	Ideas of Mathematics	3
PHIL 103	Introduction to Logic: Argument and Evidence	3
POLIT 100	American Politics	3
PSYCH 100	General Psychology OR	3
PSYCH 100H	General Psychology - Honors	3
SOC 100	Introduction to Sociology OR	3
SOC 100H	Introduction to Sociology - Honors	3
MAJOR TOTAL:		18 - 20
CSU GE-BREADTH OR IGETC FOR CSU REQUIREMENTS:		37 - 39
CSU ELECTIVES (AS NEEDED TO REACH 60 TRANSFERABLE UNITS):		0 - 3
TOTAL UNITS		60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

ADMINISTRATION OF JUSTICE ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES:		UNITS
ADJUS 101	Introduction to Administration of Justice	3
ADJUS 102	Principles and Procedures of the Justice System	3
ADJUS 103	Concepts of Criminal Law	3
ADJUS 104	Legal Aspects of Evidence	3
ADJUS 105	Community Relations	3
ELECTIVES: (CHOOSE 6 UNITS OF ELECTIVES FROM THE LIST BELOW)		
ADJUS 106	Principles of Investigation	3
ADJUS 107	Concepts of Enforcement Services	3
ADJUS 108	Juvenile Procedures	3
CORREC 101	Introduction to Corrections	3
CORREC 102	Correctional Interviewing and Counseling	3
CORREC 103	Gangs and Corrections	3
CORREC 104	Control and Supervision in Corrections	3
CORREC 105	Legal Aspects of Corrections	3
CORREC 106	Probation and Parole	3
TOTAL UNITS		21

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.

ADMINISTRATION OF JUSTICE CERTIFICATE

The Administration of Justice certificate is designed to prepare students for entry-level positions in a wide range of law enforcement services, including the courts, corrections, law enforcement, and private security. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		UNITS
ADJUS 101	Introduction to Administration of Justice	3
ADJUS 102	Principles and Procedures of the Justice System	3
ADJUS 103	Concepts of Criminal Law	3
ADJUS 104	Legal Aspects of Evidence	3
ADJUS 105	Community Relations	3
ELECTIVES: (CHOOSE 6 UNITS OF ELECTIVES FROM THE LIST BELOW)		
ADJUS 106	Principles of Investigation	3
ADJUS 107	Concepts of Enforcement Services	3
ADJUS 108	Juvenile Procedures	3
CORREC 101	Introduction to Corrections	3
CORREC 102	Correctional Interviewing and Counseling	3
CORREC 103	Gangs and Corrections	3
CORREC 104	Control and Supervision in Corrections	3
CORREC 105	Legal Aspects of Corrections	3
CORREC 106	Probation and Parole	3
TOTAL UNITS		21

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COURSES

ADJUS 101 3 UNITS

INTRODUCTION TO ADMINISTRATION OF JUSTICE

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 OR ENGL 101H*

This course is an introduction to the philosophy and history of the criminal justice system including the roles and functions of the local, state, and federal jurisdictions. Additional discussion topics will include the roles, functions and interrelationships among law enforcement agencies, courts and corrections as well as crime causation, correctional theory, analysis, and the social impact of crime.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: AJ 110

ADJUS 102 3 UNITS

PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 OR ENGL 101H*

This course provides an examination and analysis of due process in criminal proceedings, from pre-arrest through trial and appeal, utilizing statutory, state and constitutional precedents.

Associate Degree Applicable Course credit transfers to CSU
C-ID: AJ 122

ADJUS 103 **3 UNITS**
CONCEPTS OF CRIMINAL LAW
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 OR ENGL 101H*
 This course is an introduction to common law, legal concepts, codes and their history, and the philosophy and development of U.S. criminal law.
 Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: AJ 120

ADJUS 104 **3 UNITS**
LEGAL ASPECTS OF EVIDENCE
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 or 101H*
 This course examines the origin, development, philosophy, and constitutional basis of the use of evidence. It also incorporates constitutional and procedural considerations affecting arrest, search and seizure, types of evidence, and rules governing admissibility, judicial decisions, and interpretation of individual rights. Case studies will also be covered in this class.
 Associate Degree Applicable Course credit transfers to CSU
 C-ID: AJ 124

ADJUS 105 **3 UNITS**
COMMUNITY RELATIONS
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 OR ENGL 101H*
 This course examines the complex and dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges of administering justice within a diverse multicultural population. Topics include the consensus and conflicting values in culture, religion, and the law.
 Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: AJ 160

ADJUS 106 **3 UNITS**
PRINCIPLES OF INVESTIGATION
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 OR ENGL 101H*
 This course covers the principles of various types of investigations utilized in the criminal justice system, including concepts of investigation, and the analysis, evaluation, preservation and documentation of evidence. The course will also include dealing with the public, techniques for handling crime scenes, interviews, evidence, surveillance, follow-up, technical resources, and case preparation.
 Associate Degree Applicable Course credit transfers to CSU
 C-ID: AJ 140

ADJUS 107 **3 UNITS**
CONCEPTS OF ENFORCEMENT SERVICES
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 OR ENGL 101H*
 This course examines the theories, philosophies, and concepts related to the role expectations of line enforcement officers. The emphasis is focused on patrol, traffic and public service responsibilities and their relationships to the administration of justice.
 Associate Degree Applicable Course credit transfers to CSU

ADJUS 108 **3 UNITS**
JUVENILE PROCEDURES
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 OR ENGL 101H*
 This course is an examination of the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focuses on juvenile law, courts and processes, and the constitutional protections extended to juveniles administered by the American Justice System.
 Associate Degree Applicable Course credit transfers to CSU
 C-ID: AJ 220

AERONAUTICS

Applied Technology, Transportation, and Culinary Arts Division
DIVISION OFFICE: Technical (T) 108
FACULTY CHAIR: Tarif (Terry) Halabi, M.S.E.E.

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

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

DEGREES

AVIATION MAINTENANCE TECHNICIAN ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Aviation Maintenance Technician, students must complete the following requirements with a grade of C or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units). This degree enables the holder to perform 100 hours and annual inspections on aircraft ranging from small aircraft used in general aviation to jets utilized by commercial airlines.

REQUIRED COURSES:		UNITS
AERO 050	General/Calculations and Basic Electricity Airframe and Powerplant Technologies	5
AERO 050L	General Laboratory/Calculations and Basic Electricity Airframe and Powerplant Technologies	2
AERO 051	General/Materials and Servicing Airframe and Powerplant Technologies	5
AERO 051L	General Laboratory/Materials and Servicing Airframe and Powerplant Technologies	2
AERO 052	Airframe Maintenance - Structures	6
AERO 052L	Airframe Maintenance Laboratory - Structures	5
AERO 053	Airframe Maintenance - Systems and Components	6
AERO 053L	Airframe Maintenance Laboratory - Systems and Components	5
AERO 054	Powerplant Maintenance - Reciprocating Engine Overhaul	6
AERO 054L	Powerplant Maintenance Laboratory - Reciprocating Engine Overhaul	5
AERO 055	Powerplant Maintenance - Accessory Overhaul	6
AERO 055L	Powerplant Maintenance Laboratory - Accessory Overhaul	5
TOTAL UNITS		58

FLIGHT OPERATIONS AND MANAGEMENT ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Flight Operations and Management students must complete the following requirements with a grade of C or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units). This degree is for students who are interested in a career as a commercial pilot either in general aviation, the airlines, or in the area of aviation management.

REQUIRED COURSES:		UNITS
AERO 021	Aviation Fundamentals	3
AERO 022	Private Pilot Ground School	6
AERO 024	Aircraft Powerplants	3
AERO 025	Flight Safety	2
AERO 026	Airframe Structures	3
AERO 027	Airport Certification and Operations	2
AERO 034	Civil Aviation Management and Laws	3
AERO 040	Instrument Ground School	4
AERO 046	Aviation Weather	3
BUSAD 100	Introduction to Business	3
PHYSIC 101	Introductory Physics	4
TOTAL UNITS		36

AERO 022 may be waived if students have taken an equivalent course; students are encouraged to see the Department Chair to determine whether course is equivalent to AERO 022.

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.

AVIATION MAINTENANCE TECHNICIAN CERTIFICATE

This certificate is designed to prepare students to qualify for the airframe and powerplant certificates issued by the Federal Aviation Administration (FAA), which enables the holder to perform 100 hours and annual inspections on aircraft ranging from small aircraft used in general aviation to jets utilized by commercial airlines. The written examinations are administered by the FAA at computer testing centers. The total program requires 1,900 hours of lecture and laboratory.

REQUIRED COURSES:		UNITS
AERO 050	General/Calculations and Basic Electricity Airframe and Powerplant Technologies	5
AERO 050L	General Laboratory/Calculations and Basic Electricity Airframe and Powerplant Technologies	2
AERO 051	General/Materials and Servicing Airframe and Powerplant Technologies	5
AERO 051L	General Laboratory/Materials and Servicing Airframe and Powerplant Technologies	2
AERO 052	Airframe Maintenance - Structures	6
AERO 052L	Airframe Maintenance Laboratory - Structures	5
AERO 053	Airframe Maintenance - Systems and Components	6
AERO 053L	Airframe Maintenance Laboratory - Systems and Components	5
AERO 054	Powerplant Maintenance - Reciprocating Engine Overhaul	6
AERO 054L	Powerplant Maintenance Laboratory - Reciprocating Engine Overhaul	5
AERO 055	Powerplant Maintenance - Accessory Overhaul	6
AERO 055L	Powerplant Maintenance Laboratory - Accessory Overhaul	5
TOTAL UNITS		58

This is a Gainful Employment Program

ADDITIONAL REQUIREMENTS TO OBTAIN 1900 HOURS FOR THE AVIATION MAINTENANCE TECHNICIAN CERTIFICATE:

Additional Laboratory courses must be taken in conjunction with laboratory required courses to meet the mandatory 1900 hours of instruction to qualify for the Airframe and Powerplant written, oral and practical tests administered by (FAA):

- Aero 050L with Aero 650L
- Aero 051L with Aero 651L
- Aero 052L with Aero 652L
- Aero 053L with Aero 653L
- Aero 054L with Aero 655L
- Aero 055L with Aero 655L

Students planning to obtain FAA A&P certification with prior military or industry experience should consult with department Chair.

AIRFRAME MAINTENANCE TECHNICIAN CERTIFICATE

This certificate is designed to prepare students to qualify for the Airframe Certificate issued by the Federal Aviation Administration (FAA), which enables the holder to perform 100 hours and annual inspections on aircraft ranging from small aircraft used in general aviation to jets utilized by commercial airlines. The written examinations are administered by the FAA at computer testing centers. The total program requires 1,150 hours of lecture and laboratory.

REQUIRED COURSES:		UNITS
AERO 050	General/Calculations and Basic Electricity Airframe and Powerplant Technologies	5
AERO 050L	General Laboratory/Calculations and Basic Electricity Airframe and Powerplant Technologies	2
AERO 051	General/Materials and Servicing Airframe and Powerplant Technologies	5
AERO 051L	General Laboratory/Materials and Servicing Airframe and Powerplant Technologies	2
AERO 052	Airframe Maintenance - Structures	6
AERO 052L	Airframe Maintenance Laboratory - Structures	5
AERO 053	Airframe Maintenance - Systems and Components	6
AERO 053L	Airframe Maintenance Laboratory - Systems and Components	5

RECOMMENDED COURSE:

AERO 015	Nano Composite Technology	2
TOTAL UNITS		36 - 38

This is a Gainful Employment Program



FLIGHT OPERATIONS CERTIFICATE

This certificate program in Flight Operations is designed for students interested in careers as a pilot in general aviation, commercial aviation, or military aviation. This certificate prepares students for employment or transfer to other colleges, and includes Federal Aviation Administration approved curricula in basic ground school, advanced ground school, and instrument ground school. Through the San Bernardino Valley College Flying Club students have the opportunity to gain flight experience at a nominal cost as they prepare for the private pilot, commercial pilot, or instrument pilot ratings. Students working for certificates must have a basic knowledge of arithmetic, reading, and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		UNITS
AERO 021	Aviation Fundamentals	3
AERO 022	Private Pilot Ground School	6
AERO 024	Aircraft Powerplants	3
AERO 025	Flight Safety	2
AERO 026	Airframe Structures	3
AERO 040	Instrument Ground School	4
AERO 046	Aviation Weather	3
TOTAL UNITS		24

AERO 022 may be waived if students have taken an equivalent course; students are encouraged to see the Department Chair to determine whether course is equivalent to AERO 022.

This is a Gainful Employment Program

POWERPLANT MAINTENANCE TECHNICIAN CERTIFICATE

This certificate is designed to prepare students to qualify for the Powerplant Certificate issued by the Federal Aviation Administration (FAA), which enables the holder to perform 100 hours and annual inspections on aircraft ranging from small aircraft used in general aviation to jets utilized by commercial airlines. The written examinations are administered by the FAA at computer testing centers. The total program requires 1,150 hours of lecture and laboratory.

REQUIRED COURSES:		UNITS
AERO 050	General/Calculations and Basic Electricity Airframe and Powerplant Technologies	5
AERO 050L	General Laboratory/Calculations and Basic Electricity Airframe and Powerplant Technologies	2
AERO 051	General/Materials and Servicing Airframe and Powerplant Technologies	5
AERO 051L	General Laboratory/Materials and Servicing Airframe and Powerplant Technologies	2
AERO 054	Powerplant Maintenance - Reciprocating Engine Overhaul	6
AERO 054L	Powerplant Maintenance Laboratory - Reciprocating Engine Overhaul	5
AERO 055	Powerplant Maintenance - Accessory Overhaul	6
AERO 055L	Powerplant Maintenance Laboratory - Accessory Overhaul	5
TOTAL UNITS		36

This is a Gainful Employment Program

NONCREDIT COURSES

AERO 600 NONCREDIT

INTRODUCTION TO AVIATION TECHNOLOGY

LECTURE: 16 contact hours per semester and

LABORATORY: 48 contact hours per semester

PREREQUISITES: None

This noncredit introductory course gives students hands-on experience with airframe and powerplant aviation technology. It will focus on aviation principles, maintenance practices, and careers. *Not applicable to Associate Degree*

AERO 650L NONCREDIT

GENERAL LABORATORY/CALCULATIONS AND BASIC ELECTRICITY AIRFRAME AND POWERPLANT TECHNOLOGIES

LABORATORY: 45 contact hours per semester

PREREQUISITES: None

This noncredit course provides additional training and lab hours for the Airframe Maintenance Technician Certificate as required by the FAA. The content includes the use of basic hand tools, applications of mathematics, basic physics, certain Federal Aviation Regulations (FARs), basic electricity including application of Ohm's Law, use of a volt/ohm meter, interpret electrical circuit diagrams, service and inspection of batteries. *Not applicable to Associate Degree*

AERO 651L NONCREDIT

GENERAL LABORATORY/MATERIALS AND SERVICING AIRFRAME AND POWERPLANT TECHNOLOGIES

LABORATORY: 45 contact hours per semester

PREREQUISITES: None

This noncredit course provides training for the General requirements of the Aviation Maintenance Technician Certificate. Areas of instruction include aircraft weight and balance control, basic drafting, aircraft fluid lines, fittings, aircraft hardware, materials, non-destructive testing processes, corrosion control, aircraft cleaning, and ground operations and handling. *Not applicable to Associate Degree*

AERO 652L NONCREDIT

AIRFRAME MAINTENANCE LABORATORY - STRUCTURES

LABORATORY: 54 contact hours per semester

PREREQUISITES: None

This noncredit course provides training for the Airframe requirements of the Airframe Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Areas of instruction include airframe structures, aircraft covering, aircraft finishing, theory of flight, assembly and rigging, structural repair, aircraft inspection, and aircraft fuel systems. *Not applicable to Associate Degree*

AERO 653L NONCREDIT

AIRFRAME MAINTENANCE LABORATORY SYSTEM AND COMPONENTS

LABORATORY: 54 contact hours per semester

PREREQUISITES: None

This noncredit course provides additional training and lab hours for the Airframe Maintenance Technician Certificate as required by the FAA. Topics of instruction include aircraft welding, electrical circuits, and basic aircraft systems for power, landing, brakes warning instrumentation, autopilot, cabin atmosphere control, ice and rain control, fire protection and communications. *Not applicable to Associate Degree*

AERO 654L	NONCREDIT
POWERPLANT MAINTENANCE LABORATORY - RECIPROCATING ENGINE OVERHAUL	
LABORATORY: 54 contact hours per semester	
PREREQUISITES: None	
This noncredit course provides training for the Powerplant requirements of the Powerplant Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Topics of study include reciprocating engine theory, overhaul, inspections, lubricating systems, indicating systems, fire protection systems, and engine fuel systems.	
Not applicable to Associate Degree	

AERO 655L	NONCREDIT
POWERPLANT MAINTENANCE LABORATORY – ACCESSORY OVERHAUL	
LABORATORY: 54 contact hours per semester	
PREREQUISITES: None	
This noncredit course provides training for the Powerplant requirements of the Powerplant Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Areas of instruction include electrical power generation, ignition, fuel and fuel metering, induction, cooling, exhaust, propeller systems, turbine engines and auxiliary power units.	
Not applicable to Associate Degree	

CREDIT COURSES

AERO 900	1 UNIT
LAB STUDIES IN AVIATION MAINTENANCE TECHNOLOGY	
LABORATORY: 54 contact hours per semester	
PREREQUISITES: AERO 100L and AERO 101L	
COREQUISITE: AERO 100L and AERO 101L	
This course provides additional laboratory instruction for students lacking mandated hours or projects to complete a training certificate. Not applicable to Associate Degree	

AERO 015	2 UNITS
NANO COMPOSITE TECHNOLOGY	
LECTURE: 18 contact hour per semester and	
LABORATORY: 54 contact hours per semester	
PREREQUISITE: None	
This course is an introduction to Nano Composite Structures including the manufacturing, uniqueness, strength and repair methods in the aviation field and any related fields using composites technology. Associate Degree Applicable	

AERO 021	3 UNITS
AVIATION FUNDAMENTALS	
LECTURE: 54 contact hours per semester	
PREREQUISITE: None	
This course is an introduction to the basic principles of aeronautics, aircraft structure and operations including space, rocketry and aeronautical occupations.	
Associate Degree Applicable	

AERO 022	6 UNITS
PRIVATE PILOT GROUND SCHOOL	
LECTURE: 108 contact hours per semester	
PREREQUISITE: None	
This course offers complete preparation for the Federal Aviation Administration (FAA) private pilot written examination including aerodynamics, weight and balance, airports and airspace, meteorology, using aviation services, flight information publications, federal air regulations, navigation, radio navigation aids, cross-country flight planning, physiology of flight, and airborne emergencies. Associate Degree Applicable	

AERO 024	3 UNITS
AIRCRAFT POWERPLANTS	
LECTURE: 54 contact hours per semester	
PREREQUISITE: None	
This course is designed to familiarize the student with the operating principles and construction highlights of both reciprocating and jet aircraft engines including internal combustion engines, jet propulsion engines, aircraft fuels and fuel systems, electrical and ignition systems, lubricants and lubrication systems, propellers, engine instrument and control systems, engine inspection, operation and troubleshooting.	
Associate Degree Applicable	

AERO 025	2 UNITS
FLIGHT SAFETY	
LECTURE: 36 contact hours per semester	
PREREQUISITE: None	
This course is an in-depth study of flight safety including: organizations contributing to flight safety, Pilot and passenger responsibilities, emergency radio procedures, pilot resources, ground safety, mid-air collisions, weather and night flight hazards and precautions, emergency procedures, medical factors, human factors, and crash investigation and liability.	
Associate Degree Applicable	

AERO 026	3 UNITS
AIRFRAME STRUCTURES	
LECTURE: 54 contact hours per semester	
PREREQUISITE: None	
This course is designed to familiarize the aviator or prospective pilot with the fundamentals of aircraft design and construction including: aircraft structural components, fundamentals of aerodynamics and flight, materials and hardware, ice and rain protection, hydraulic and pneumatic systems, landing gear systems, fire protection systems, electrical systems, instrument systems, weight and balance control, and blue print reading.	
Associate Degree Applicable	

AERO 027	2 UNITS
AIRPORT CERTIFICATION AND OPERATIONS	
LECTURE: 36 contact hours per semester	
PREREQUISITE: None	
This course covers airport certification and operations including applicability, definitions, certificate requirements, and process, Airport Certification Manual(ACM), record keeping, personnel requirements, markings, signs, and lighting, airport emergency plan, wildlife hazard management, and unmanned aerospace vehicles (UAV)(drones) issues. Associate Degree Applicable	

AERO 034	3 UNITS
CIVIL AVIATION MANAGEMENT AND LAWS	
LECTURE: 54 contact hours per semester	
PREREQUISITE: None	
This course covers the history of civil aviation in the United States including: federal legislation on civil aviation, international treaties and agreements relevant to civil aviation, and regulations pertaining to the management of airports, air carriers, general aviation, international air transport, and the air cargo industry. Associate Degree Applicable	

AERO 040	4 UNITS
INSTRUMENT GROUND SCHOOL	
LECTURE: 54 contact hours per semester and	
LABORATORY: 54 contact hours per semester	
PREREQUISITE: None	
This course examines the fundamentals of instrument flight in the Air Traffic Control (ATC) system and factors that can affect the operation including aerodynamics, navigation, flight planning, and communication. The subject matter is reinforced by flying various procedures in flight simulators. This course can be used as a method to meet the Federal Aviation Administration (FAA) requirements for the ground instruction portion of a Biennial Flight Review (BFR) as specified in Federal Aviation Regulations (FAR) 61.56. Associate Degree Applicable	

AERO 046 3 UNITS AVIATION WEATHER LECTURE: 54 contact hours per semester PREREQUISITE: None This course covers the aspects of weather as they relate to aircraft operation and safety. Includes: Basic and hazardous weather, atmospheric winds, pressure systems as associated with weather, cloud formation, air masses and fronts, thunder storms, turbulence and icing, fog, haze and smoke, high altitude, arctic and tropical weather, interpretation of weather reports, forecast, charts and maps. <i>Associate Degree Applicable</i>	AERO 052 6 UNITS AIRFRAME MAINTENANCE – STRUCTURES LECTURE: 108 contact hours per semester PREREQUISITES: None COREQUISITE: AERO 052L This course provides training for the Airframe requirements of the Airframe Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Areas of instruction include airframe structures, aircraft covering, aircraft finishing, theory of flight, assembly and rigging, structural repair, aircraft inspection, and aircraft fuel systems. (Formerly AERO 102) <i>Associate Degree Applicable</i>
AERO 050 5 UNITS GENERAL/CALCULATIONS AND BASIC ELECTRICITY AIRFRAME AND POWERPLANT TECHNOLOGIES LECTURE: 90 contact hours per semester PREREQUISITE: None COREQUISITE: AERO 050L This course provides training for the General requirements of the Aviation Maintenance Technician Certificate. Areas of study include familiarization of basic hand tools, applications of mathematics, basic physics, certain Federal Aviation Regulations (FARs), basic electricity including application of Ohm's Law, electrical terms, units of measure, types of electrical circuits, reading and interpreting electrical diagrams, and electrical components familiarization. (Formerly AERO 100) <i>Associate Degree Applicable</i>	AERO 052L 5 UNITS AIRFRAME MAINTENANCE LABORATORY - STRUCTURES LABORATORY: 270 contact hours per semester PREREQUISITE: None COREQUISITE: AERO 052 This course provides training for the Airframe requirements of the Airframe Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Areas of instruction include airframe structures, aircraft covering, aircraft finishing, theory of flight, assembly and rigging, structural repair, aircraft inspection, and aircraft fuel systems. (Formerly AERO 102L) <i>Associate Degree Applicable</i>
AERO 050L 2 UNITS GENERAL LABORATORY/CALCULATIONS AND BASIC ELECTRICITY AIRFRAME AND POWERPLANT TECHNOLOGIES LABORATORY: 108 contact hours per semester PREREQUISITE: None COREQUISITES: AERO 050 This course provides training for the General requirements of the Aviation Maintenance Technician Certificate. The content includes the use of basic hand tools, applications of mathematics, basic physics, certain Federal Aviation Regulations (FARs), basic electricity including application of Ohm's Law, use of a volt/ohm meter, interpret electrical circuit diagrams, service and inspection of batteries. (Formerly AERO 100L) <i>Associate Degree Applicable</i>	AERO 053 6 UNITS AIRFRAME MAINTENANCE - SYSTEMS AND COMPONENTS LECTURE: 108 contact hours per semester PREREQUISITE: None COREQUISITE: AERO 053L This course provides training for the Airframe requirements of the Airframe Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Topics of study include aircraft welding, electrical circuits, and basic aircraft systems for power, landing, brakes warning instrumentation, autopilot, cabin atmosphere control, ice and rain control, fire protection and communications. (Formerly AERO 103) <i>Associate Degree Applicable</i>
AERO 051 5 UNITS GENERAL/MATERIALS AND SERVICING AIRFRAME AND POWERPLANT TECHNOLOGIES LECTURE: 90 contact hours per semester PREREQUISITE: None COREQUISITE: AERO 051L This course provides training for the General requirements of the Aviation Maintenance Technician Certificate. Areas of instruction include aircraft weight and balance control, basic drafting, aircraft fluid lines and fittings, aircraft hardware, materials, non-destructive testing processes, corrosion control, aircraft cleaning and ground operations and handling. (Formerly AERO 101) <i>Associate Degree Applicable</i>	AERO 053L 5 UNITS AIRFRAME MAINTENANCE LABORATORY - SYSTEMS AND COMPONENTS LABORATORY: 270 contact hours per semester PREREQUISITE: None COREQUISITE: AERO 053 This course provides training for the Airframe requirements of the Airframe Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Topics of instruction include aircraft welding, electrical circuits, and basic aircraft systems for power, landing, brakes warning instrumentation, auto pilot, cabin atmosphere control, ice and rain control, fire protection and communications. (Formerly AERO 103L) <i>Associate Degree Applicable</i>
AERO 051L 2 UNITS GENERAL LABORATORY/MATERIALS AND SERVICING AIRFRAME AND POWERPLANT TECHNOLOGIES LABORATORY: 108 contact hours per semester PREREQUISITE: None COREQUISITE: AERO 051 This course provides training for the General requirements of the Aviation Maintenance Technician Certificate. Areas of instruction include aircraft weight and balance control, basic drafting, aircraft fluid lines, fittings, aircraft hardware, materials, non-destructive testing processes, corrosion control, aircraft cleaning, and ground operations and handling. (Formerly AERO 101L) <i>Associate Degree Applicable</i>	AERO 054 6 UNITS POWERPLANT MAINTENANCE – RECIPROCATING ENGINE OVERHAUL LECTURE: 108 contact hours per semester PREREQUISITE: None COREQUISITE: AERO 054L This course provides training for the Powerplant requirements of the Powerplant Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Topics of study include reciprocating engine theory, overhaul, inspections, lubricating systems, indicating systems, fire protection systems, and engine fuel systems. (Formerly AERO 104) <i>Associate Degree Applicable</i>

AERO 054L 5 UNITS

**POWERPLANT MAINTENANCE LABORATORY -
RECIPROCATING ENGINE OVERHAUL**

LABORATORY: 270 contact hours per semester
PREREQUISITE: None
COREQUISITE: AERO 054

This course provides training for the Powerplant requirements of the Powerplant Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Topics of study include reciprocating engine theory, overhaul, inspections, lubricating systems, indicating systems, fire protection systems, and engine fuel systems. (Formerly AERO 104L)

Associate Degree Applicable

AERO 055 6 UNITS

POWERPLANT MAINTENANCE – ACCESSORY OVERHAUL

LECTURE: 108 contact hours per semester
PREREQUISITE: None
COREQUISITE: AERO 055L

This course provides training for the Powerplant requirements of the Powerplant Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Topics of study include electricity, ignition, fuel, fuel metering, induction, cooling, exhaust, propellers, turbine engines and auxiliary power units. (Formerly AERO 105)

Associate Degree Applicable

AERO 055L 5 UNITS

**POWERPLANT MAINTENANCE LABORATORY -
ACCESSORY OVERHAUL**

LABORATORY: 270 contact hours per semester
PREREQUISITE: None
COREQUISITE: AERO 055

This course provides training for the Powerplant requirements of the Powerplant Maintenance Technician Certificate and the Aviation Maintenance Technician Certificate. Areas of instruction include electrical power generation, ignition, fuel and fuel metering, induction, cooling, exhaust, propeller systems, turbine engines and auxiliary power units. (Formerly AERO 105L)

Associate Degree Applicable

AERO 098 1 - 4 UNITS

AERONAUTICS WORK EXPERIENCE

WORK EXPERIENCE: 18 - 72 contact hours per semester

PREREQUISITE: None

Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

Associate Degree Applicable



AMERICAN SIGN LANGUAGE (ASL)

Arts and Humanities Division

DIVISION OFFICE: North Hall (NH) 223

Davena Burns-Peters, BE and

FACULTY CHAIR: Nori Sogomonian, Ed.D

American Sign Language is a visually perceived, gesture-based language. It is expressed through the hands, face, and is perceived through the eyes. It is based on a naturally evolved system of articulated hand gestures and their placement relative to the body, along with non-manual markers such as facial expressions, head movements, shoulder raises, mouth morphemes, and movements of the body.

ASL is a language used primarily by 2,500,000 members of the North American Deaf community. The primary objective of the Modern Languages Department is communication at an acceptably correct level with an understanding of the Deaf culture. ASL classes include finger spelling as well as the incorporation of alphabetic letters from English words into ASL signs to distinguish related meanings of what would otherwise be covered by a single sign in ASL. ASL study may assist individuals seeking employment as translators for hearing impaired persons and may be in demand by agencies, institutions and other organization-required meeting the American Disabilities Act.

COURSES

ASL 109 4 UNITS

AMERICAN SIGN LANGUAGE I

LECTURE: 72 contact hours per semester

PREREQUISITE: None

In this course students develop communication skills in American Sign Language including the alphabet, basic vocabulary and grammar of ASL. Both receptive and expressive abilities are emphasized. Students review the characteristics of the deaf community and culture.

Associate Degree Applicable

Course credit transfers to CSU and UC

ASL 110 4 UNITS

AMERICAN SIGN LANGUAGE II

LECTURE: 72 contact hours per semester

PREREQUISITE: ASL 109

The course is second in a series of four ASL courses designed for the student to develop proficiency in ASL usage. Students continue to develop basic conversational skills with emphasis on expanding vocabulary and comprehension/production skills. There are four basic categories: cultural awareness, grammatical features, vocabulary development, and conversational skills.

Associate Degree Applicable

Course credit transfers to CSU and UC

ASL 111 4 UNITS

AMERICAN SIGN LANGUAGE III

LECTURE: 72 contact hours per semester

PREREQUISITE: ASL 110

Students continue to develop conversational skills in American Sign Language and expand their vocabulary and grammar of ASL. Students review primary issues in deaf culture and strengthen their understanding of deaf awareness. Emphasis is on idiomatic constructions as well as comprehension and production skills.

Associate Degree Applicable

Course credit transfers to CSU and UC

ASL 112 4 UNITS

AMERICAN SIGN LANGUAGE IV

LECTURE: 72 contact hours per semester

PREREQUISITE: ASL 111

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

Associate Degree Applicable

Course credit transfers to CSU and UC

ANTHROPOLOGY

Social Sciences, Human Development and
Physical Education Division

DIVISION OFFICE: North Hall (NH) 345

FACULTY CHAIR: Melissa King, Ph.D.

Anthropology is the study of what it means to be human. It has been called the most scientific of the humanities and the most humanistic of the sciences as it takes a broad approach to the study of humanity, integrating biological, archaeological, cultural, and linguistic perspectives. The Anthropology Department offers courses in all four subfields and in selected areas including religion, art, and North American Indians.

Coursework in anthropology develops skills of critical thinking and enriches understanding of human diversity. Anthropologists often aim for their work to aid in understanding and solving real-world issues faced by humans today. Anthropology majors may find careers in teaching, cultural resource management, advocacy, marketing, or conflict resolution although anthropological insights can be useful in a vast range of occupations. Students planning to transfer to a four-year institution and major in anthropology should consult with a counselor regarding the transfer process and lower division requirements.

DEGREE**ANTHROPOLOGY ASSOCIATE OF ARTS
TRANSFER DEGREE (AA-T)**

Anthropology is the study of what it means to be human. It has been called the most scientific of the humanities and the most humanistic of the sciences as it takes a broad approach to the study of humanity, integrating biological, archaeological, cultural, and linguistic perspectives. Anthropologists often aim for their work to aid in understanding and solving real-world issues faced by humans today. The courses within this program are designed to provide students with applicable skills useful in a vast range of occupations.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. To earn this Anthropology AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- Certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU. Students planning to transfer to a four-year institution and major in Anthropology should consult with a counselor regarding the transfer process and lower division requirements.

CORE COURSES: (9 UNITS)		UNITS
ANTHRO 100	Introduction to Archaeology	3
ANTHRO 102	Cultural Anthropology OR	3
ANTHRO 102H	Cultural Anthropology - Honors	3
ANTHRO 106	Biological Anthropology OR	3
ANTHRO 106H	Biological Anthropology - Honors	3

**LIST A: SELECT ONE COURSE FROM THE FOLLOWING:
(3 UNITS MINIMUM)**

ANTHRO 125	Language and Culture	3
ENGL 102	Intermediate Composition and Critical Thinking OR	4
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
MATH 108	Introduction to Probability and Statistics	4
PSYCH 105	Statistics for the Behavioral Sciences	4

LIST B: SELECT ONE TO TWO COURSES: (4 UNITS MAXIMUM)

BIOL 260	Human Anatomy	4
GEOL 101	Introduction to Physical Geology AND	3
GEOL 111	Introduction to Physical Geology Laboratory	1
GIS 130	Introduction to Geographic Information Systems (GIS)	3
PSYCH 201	Research Methods for the Behavioral Sciences	4

**LIST C: SELECT ONE COURSE (3 UNITS MINIMUM) OR ANY
COURSE FROM LIST A OR B NOT ALREADY USED:**

ANTHRO 106L	Biological Anthropology Laboratory	1
ANTHRO 108	North American Indians	3
ANTHRO 109	Visual Culture and Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ART 108	Art of Mexico and Mesoamerica	3
COMMST 174	Intercultural Communication	3
ENGL 163	Chicano Literature	3
ENGL 165	African-American Literature	3
ENGL 280	World Literature: To 17th Century	3
ENGL 281	World Literature: 17th Century to Present	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
POLIT 141	Introduction to World Politics OR	3
POLIT 141H	Introduction to World Politics - Honors	3
RELIG 101	Introduction to World Religions	3
SOC 100	Introduction to Sociology OR	3
SOC 100H	Introduction to Sociology - Honors	3
SOC 141	Race and Ethnic Relations	3

MAJOR TOTAL: 18-21

CSU GE-BREADTH OR IGETC FOR CSU REQUIREMENTS: 37-39

TOTAL UNITS THAT MAY BE DOUBLE-COUNTED FOR CSUGE OR IGETC: 19

CSU ELECTIVES (AS NEEDED TO REACH 60 TRANSFERABLE UNITS): 19-24

TOTAL UNITS 60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

COURSES

ANTHRO 100	3 UNITS	ANTHRO 106L	1 UNIT
INTRODUCTION TO ARCHAEOLOGY		BIOLOGICAL ANTHROPOLOGY LABORATORY	
LECTURE: 54 contact hours per semester		LABORATORY: 162 contact hours per semester	
PREREQUISITE: None		PREREQUISITE/COREQUISITE: ANTHRO 106 or ANTHRO 106H.	
DEPARTMENTAL ADVISORY:		DEPARTMENTAL ADVISORY: ENGL 015	
ENGL 015 or eligibility for ENGL 101 or ENGL 101H*		This laboratory course is offered as a supplement to Biological Anthropology (ANTHRO 106 or ANTHRO 106H) either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and explore genetics, human variation, human and non-human primate anatomy and behavior, the primate and hominin fossil record, and other resources to investigate processes that affect human evolution.	
This course introduces archaeology, its methods and contributions, in an anthropological context. Topics in this course include cultural resource management, seriation, interpretation of finds, and selected case studies.		Associate Degree Applicable	Course credit transfers to CSU and UC
Associate Degree Applicable	Course credit transfers to CSU and UC		
C-ID: ANTH 150			
ANTHRO 102	3 UNITS	ANTHRO 108	3 UNITS
CULTURAL ANTHROPOLOGY		NORTH AMERICAN INDIANS	
LECTURE: 54 contact hours per semester		LECTURE: 54 contact hours per semester	
PREREQUISITE: None		PREREQUISITE: None	
DEPARTMENTAL ADVISORY:		DEPARTMENTAL ADVISORY:	
ENGL 015 or eligibility for ENGL 101 or ENGL 101H*		ENGL 015 or eligibility for ENGL 101 or 101H*	
This course is an introduction to the anthropological study of human diversity and culture. This course explores human practice, organization, communication, difference, identity, thought, and expression.		This course provides an anthropological view to the study of indigenous peoples and cultures of North America. This course encourages critical thought about anthropological scholarship on the identities and experiences of indigenous peoples and communities of North America. Topics covered include North American Indian origins, culture areas, representations of North American Indians, tribes and legislation, and key issues facing North American Indian communities today.	
Associate Degree Applicable	Course credit transfers to CSU and UC	Associate Degree Applicable	Course credit transfers to CSU and UC
C-ID: ANTH 120			
ANTHRO 102H	3 UNITS	ANTHRO 109	3 UNITS
CULTURAL ANTHROPOLOGY - HONORS		VISUAL CULTURE AND ART	
LECTURE: 54 contact hours per semester		LECTURE: 54 contact hours per semester	
PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or 101H*		PREREQUISITE: None	
This course is an introduction to the anthropological study of human diversity and culture. This course explores human practice, organization, communication, difference, identity, thought, and expression. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.		DEPARTMENTAL ADVISORY:	
Associate Degree Applicable	Course credit transfers to CSU and UC	ENGL 015 or eligibility for ENGL 101 or ENGL 101H*	
C-ID: ANTH 120		This course explores approaches to visual culture and art in the discipline of anthropology. Included in the course is a survey of diverse visual and artistic practices, study of the relations between power and sight, and introduction to the methods of visual anthropology.	
		Associate Degree Applicable	Course credit transfers to CSU and UC
ANTHRO 106	3 UNITS	ANTHRO 110	3 UNITS
BIOLOGICAL ANTHROPOLOGY		MAGIC, WITCHCRAFT, AND RELIGION	
LECTURE: 54 contact hours per semester		LECTURE: 54 contact hours per semester	
PREREQUISITE: None		PREREQUISITE: None	
DEPARTMENTAL ADVISORY:		DEPARTMENTAL ADVISORY:	
ENGL 015 or eligibility for ENGL 101 or ENGL 101H*		ENGL 015 or eligibility for ENGL 101 or ENGL 101H*	
This course introduces concepts and methods used to study the human species in a scientific, evolutionary framework. Topics covered include evolutionary theory, genetics, the fossil record of human ancestors, comparative primatology, human variation, and interactions between biology and culture.		This course is a comparative study of spiritual and religious practices, past and present, including magic, witchcraft, shamanism, and totemism. It entails study of syncretism, change, and the role of spiritual and religious practice in society. This course is also offered as RELIG 110.	
Associate Degree Applicable	Course credit transfers to CSU and *UC	Associate Degree Applicable	Course credit transfers to CSU and UC
C-ID: ANTH 110			
ANTHRO 106H	3 UNITS	ANTHRO 125	3 UNITS
BIOLOGICAL ANTHROPOLOGY – HONORS		LANGUAGE AND CULTURE	
LECTURE: 54 contact hours per semester		LECTURE: 54 contact hours per semester	
PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*		PREREQUISITE: None	
This course introduces concepts and methods used to study the human species in a scientific, evolutionary framework. Topics covered include evolutionary theory, genetics, the fossil record of human ancestors, comparative primatology, human variation, and interactions between biology and culture. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.		DEPARTMENTAL ADVISORY:	
Associate Degree Applicable	Course credit transfers to CSU and *UC	ENGL 015 or eligibility for ENGL 101 or ENGL 101H*	
C-ID: ANTH 110		This course provides a foundation for the study of language from an anthropological perspective. Topics studied fall into two main categories: the structure of language and the use of language in cultural contexts. Topics include language ideologies, speech communities, and the relation between culture and language.	
		Associate Degree Applicable	Course credit transfers to CSU and UC
		C-ID: ANTH 130	

ANTHRO 222 1-3 UNITS

INDEPENDENT STUDY IN ANTHROPOLOGY

INDEPENDENT STUDY: 18-54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligible for ENGL 101 or ENGL 101H**

Students with previous coursework in anthropology may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of anthropology. Prior to registration, a written contract must be prepared jointly by the instructor and the student.

Associate Degree Applicable

Course credit transfers to CSU

Limited transfer to UC; credit determined after transfer to UC

ANTHRO 223 1-3 UNITS

INDEPENDENT STUDY IN ANTHROPOLOGY - GUIDED RESEARCH

DIRECTED STUDY: 18-54 contact hours per semester

PREREQUISITE: ANTHRO 222

Students with previous coursework in anthropology may do assigned projects involving research and analysis of selected topics. This independent study who are interested in furthering their knowledge of anthropological research and analysis. Prior to registration, a written contract must be prepared jointly by the instructor and the student.

Associate Degree Applicable

Course credit transfers to CSU



ARABIC

Arts and Humanities Division

DIVISION OFFICE: North Hall (NH) 223

Davena Burns-Peters, B.E. and

FACULTY CHAIR: Nori Sogomonian, Ed.D

The ever-increasing role that the United States takes in global affairs, international trade, and the growing number of immigrants from the Arab world dictate the need for knowledge of Arabic. Arabic language is the key to understanding the culture and history of more than 22 nations and over 300 million speakers. Arabic is one of the six official languages of the United Nations.

The primary objective of the Modern Languages Department is communication at an acceptably correct level with an understanding of culture. It also allows students to develop an appreciation of the Arab and Islamic world. Arabic study is ideal for students considering careers in diplomacy, journalism, consulting, business, foreign services, translation and academia. Students planning to transfer to a four-year institution should consult with a counselor regarding the transfer process and lower division requirements.

COURSES

ARAB 101 5 UNITS

COLLEGE ARABIC I

LECTURE: 90 contact hours per semester

PREREQUISITE: None

This course includes the study of essentials of pronunciation including the Arabic alphabet, symbols and sounds, vocabulary, idioms, and grammatical structures along with an introduction to the key social issues and culture of Arabic-speaking people. This course corresponds to two years of high school study.

Associate Degree Applicable

Course credit transfers to CSU and UC

ARAB 102 5 UNITS

COLLEGE ARABIC II

LECTURE: 90 contact hours per semester

PREREQUISITE: ARAB 101

In this course students continue to develop the ability to converse, read and write in Arabic. The course includes the study of essentials of pronunciation, vocabulary, idioms, and grammatical structures along with an introduction to the key social issues and culture of Arabic speaking people.

Associate Degree Applicable

Course credit transfers to CSU and UC

ARCHITECTURE AND ENVIRONMENTAL DESIGN

Science Division
DIVISION OFFICE: Physical Science (PS) 148
FACULTY CHAIR: Sheri Lillard, Ph.D.

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

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

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

DEGREE

ARCHITECTURE AND ENVIRONMENTAL DESIGN ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES:		UNITS
ARCH 100	Environmental Design	4
ARCH 101	Environmental Design Communication	4
ARCH 145	History of Architecture: Early Design through Gothic	3
ARCH 146	History of Architecture: Renaissance through Modern	3
ARCH 200	Architectural Design I	4
ARCH 201	Architectural Design II	4
ARCH 220	Architectural Computer Aided Drafting I	4
ARCH 250	Materials and Construction	4
ARCH 270	Portfolio Design	1
PHYSIC 150A	General Physics for the Life Sciences I OR	5
PHYSIC 200	Physics I	6
ART 132A	Beginning Life Drawing	3

RECOMMENDED COURSES:

(Students are encouraged to take these courses as part of their General Education program)

CS 110	Fundamentals of Computer Science	3
ART 120	Two-Dimensional Design	3
ART 145	Fundamentals of Graphic Design	3
MATH 093	Plane Geometry	4
MATH 103	Plane Trigonometry	4
TOTAL UNITS		39 - 40

CERTIFICATE

COMPUTER-AIDED DRAFTING TECHNICIAN CERTIFICATE

This certificate is designed to prepare students for entry-level work in the fields of architecture, urban planning, interior design, electronics design and manufacturing design. Computer Aided Drafting, CAD, is the primary tool used to produce and present work completed in these fields. Students completing this certificate will most likely work for a licensed architect, structural engineer, and mechanical engineer or for local, state or federal governmental agencies or urban planning commissions.

REQUIRED COURSES:		UNITS
ARCH 120	Introduction to Computer Aided Drafting	4
ARCH 146	History of Architecture: Renaissance through Modern	3
ARCH 220	Architectural Computer Aided Drafting I	4
ARCH 221	Architectural Computer Aided Drafting II	4
ARCH 250	Materials and Construction	4
MATH 093	Plane Geometry	4
ENGL 015	Preparation for College Writing	4
ART 132A	Beginning Life Drawing	3

RECOMMENDED COURSES:

Students are encouraged, but not required, to enroll in the following:

CS 110	Fundamentals of Computer Science	3
INSPEC 010B	Fundamentals of Construction Inspection I: Soils	3
INSPEC 011B	Fundamentals of Construction Inspection II: Concrete and Asphalt	3
INSPEC 012B	Fundamentals of Construction Inspection III: Wood, Steel, Masonry	3

TOTAL UNITS	30
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This is a Gainful Employment Program

COURSES

ARCH 100 4 UNITS

ENVIRONMENTAL DESIGN

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None.

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 100 or ENGL 100H*

This course provides an introduction to the design process, the vocabulary of design and the basic principles of design for persons entering the fields of architecture, environmental design, landscape design, and urban planning.

Associate Degree Applicable Course credit transfers to CSU and UC

ARCH 101 4 UNITS

ENVIRONMENTAL DESIGN COMMUNICATION

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: ARCH 100

This course provides a study of pictorial techniques necessary to produce architectural presentations and communicate design ideas. Finished projects will include the use of a variety of media. There will be emphasis on composition and design principles as applied to architecture, urban planning, and landscape architecture relative to perception and presentation. A series of projects will introduce students to the use of line, color, form and media, to communicate ideas while promoting an awareness of the natural and built environment.

Associate Degree Applicable

Course credit transfers to CSU

ARCH 120 4 UNITS

INTRODUCTION TO COMPUTER AIDED DRAFTING
 LECTURE: 36 contact hours per semester and
 LABORATORY: 108 contact hours per semester
 PREREQUISITE: None
 DEPARTMENTAL ADVISORY: CS 110

An introduction to the theories and principles of computer-aided design/drafting (CAD) using AutoCAD and to its principal applications in the fields of architecture, design, manufacturing, construction, and planning are explored. The technical aspects of generating, evaluating, modeling drafting and rendering design solutions will be introduced.

Associate Degree Applicable

Course credit transfers to CSU

ARCH 145 3 UNITS

HISTORY OF ARCHITECTURE: EARLY DESIGN THROUGH GOTHIC
 LECTURE: 54 contact hours per semester
 PREREQUISITE: None

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

This course is a survey of Western architectural history from the early Egyptians through the Gothic period, including a comparative study of architecture and architects with emphasis on the people, locations, structures, materials, and methods of construction and additional influences on the built environment.

Associate Degree Applicable

Course credit transfers to CSU and UC

ARCH 145H 3 UNITS

HISTORY OF ARCHITECTURE:
 EARLY DESIGN THROUGH GOTHIC – HONORS
 LECTURE: 54 contact hours per semester
 PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a survey of Western architectural history from the early Egyptians through the Gothic period, including a comparative study of architecture and architects with emphasis on the people, locations, structures, materials, and methods of construction and additional influences on the built environment. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU and UC

ARCH 146 3 UNITS

HISTORY OF ARCHITECTURE:
 RENAISSANCE THROUGH MODERN
 LECTURE: 54 contact hours per semester
 PREREQUISITE: None
 DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This is a survey course of Western architectural history from the Renaissance period to modern times, including a comparative study of architecture and architects with an emphasis on people, locations, structures, materials, and methods of construction.

Associate Degree Applicable

Course credit transfers to CSU and UC

ARCH 146H 3 UNITS

ARCHITECTURE HISTORY:
 RENAISSANCE TO MODERN - HONORS
 LECTURE: 54 contact hours per semester
 PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This is a survey course of Western architectural history, from the Renaissance period to modern times including a comparative study of architecture and architects with an emphasis on people, locations, structures, materials, and methods of construction. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU and UC

ARCH 200 4 UNITS

ARCHITECTURAL DESIGN I
 LECTURE: 36 contact hours per semester and
 LABORATORY: 108 contact hours per semester
 PREREQUISITE: ARCH 100
 DEPARTMENTAL ADVISORY:

ARCH 101, ARCH 120 and ENGL 015 or eligibility for ENGL 101 OR ENGL 101H*

This course will explore architectural and environmental design relationships between various programmatic models, normative building types, and technological themes with emphasis on physical, cultural, and historic contexts. The student will develop creative design skills and problem solving techniques as they apply to the architectural and related profession. Prerequisite may be waived subject to portfolio review of recent (within 5 years) work by Architecture department.

Associate Degree Applicable

Course credit transfers to CSU and UC

ARCH 201 4 UNITS

ARCHITECTURAL DESIGN II
 LECTURE: 36 contact hour per semester and
 LABORATORY: 108 contact hours per semester
 PREREQUISITE: ARCH 200

This course is a continuation ARCH 200. Architectural design processes are explored, in addition to the relationships between a variety of programmatic models, normative building types, and technological themes within specific physical, cultural and historic contexts. This exploration includes advanced problems solving in spatial relationships, structures, and human requirements of advanced model building.

Associate Degree Applicable

Course credit transfers to CSU and UC

ARCH 220 4 UNITS

ARCHITECTURAL COMPUTER AIDED DRAFTING I
 LECTURE: 36 contact hours per semester and
 LABORATORY: 108 contact hours per semester
 PREREQUISITE: ARCH 120
 DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 OR ENGL 101H*

This course is an introduction to theories and principles of computer aided design/drafting (CAD) using AutoCAD. The principal applications in the field of architecture by generating, evaluating, modeling, drafting and rendering design solutions are explored in this course. Prerequisite may be waived subject to portfolio review of recent (within 5 years) work by Architecture department.

Associate Degree Applicable

Course credit transfers to CSU

ARCH 221 4 UNITS

ARCHITECTURAL COMPUTER AIDED DRAFTING II
 LECTURE: 36 contact hours per semester and
 LABORATORY: 108 contact hours per semester
 PREREQUISITES: ARCH 220

This course is a continuation of ARCH 220 and covers the preparation of preliminary studies, construction drawing, detail drawing, and building code applications. This includes complete construction drawings of light wood frame and heavy timber construction and utilizes computer-aided design drafting (CAD).

Associate Degree Applicable

Course credit transfers to CSU

ARCH 250 4 UNITS

MATERIALS AND CONSTRUCTION
 LECTURE: 54 contact hours per semester and
 LABORATORY: 54 contact hours per semester
 PREREQUISITE: ARCH 146

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

Associate Degree Applicable

Course credit transfers to CSU

ARCH 270	1 UNIT
PORTFOLIO DESIGN	
LABORATORY:	54 contact hours per semester
PREREQUISITE:	ARCH 200
This course is designed to assist architecture students in the preparation of their portfolio. The design portfolio is required to transfer to most four-year/five-year Architecture programs. Students should be enrolled in their last semester at Valley College before enrolling in this course.	
Associate Degree Applicable	Course credit transfers to CSU

ART
Arts and Humanities Division
DIVISION OFFICE: North Hall (NH) 223
DEPARTMENT OFFICE: Art Gallery
FACULTY CHAIR: Mandi Batalo, Ed.D.

The study of art involves both an appreciation of the cultural heritage of art and the development of skills. Consequently, the Art Department offers courses in art history as well as studio courses in drawing, design, ceramics, painting, life drawing, computer graphics, graphic design, computer animation, web and multimedia design, digital photography, sculpture, and glassblowing. In addition to associate degrees in art and graphic design, the department offers two certificates in graphic design and web and multimedia design, designed for students seeking employment in the design, advertising, and entertainment fields. A baccalaureate degree in art qualifies students for employment in the fine arts, industry, and education. Students planning to transfer to a four-year institution and major in art should consult with a counselor regarding the transfer process and lower division requirements.

DEGREES

ART ASSOCIATE OF ARTS DEGREE		
To graduate with a specialization in Art, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units). The art courses chosen should reflect the individual student's interests.		
REQUIRED COURSES:		UNITS
ART 100	Art History: The Stone Age to the Middle Ages	3
ART 102	Art History: Renaissance to Present OR	3
ART 105	History of Modern Art OR	3
ART 107	Art History: Africa, Asia, the Americas, and Oceania OR	3
ART 108	Art of Mexico and Mesoamerica	3
ART 120	Two-Dimensional Design OR	3
ART 175A	Beginning Sculpture OR	3
ART 212A	Beginning Ceramics	3
ART 124A	Beginning Drawing	3
ART 126A	Beginning Painting OR	3
ART 132A	Beginning Life Drawing OR	3
ART 148	Beginning Computer Graphic Design	3
ART 161	Digital Photography	3
TOTAL UNITS		21

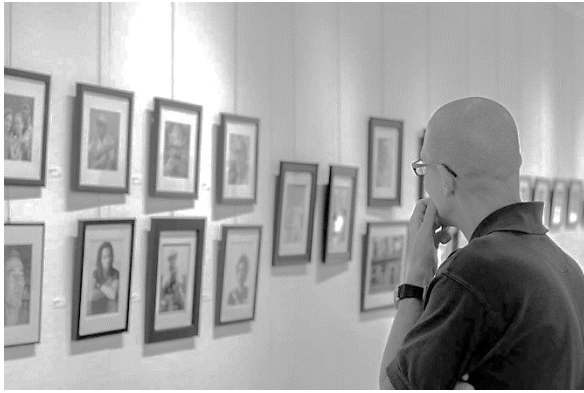
GRAPHIC DESIGN ASSOCIATE OF ARTS DEGREE		
To graduate with a specialization in Graphic Design, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total =60 units). The art courses chosen should reflect the individual student's interests.		
REQUIRED COURSES:		UNITS
ART 100	Art History: The Stone Age to the Middle Ages	3
ART 102	Art History: Renaissance to Present OR	3
ART 105	History of Modern Art OR	3
ART 107	Art History: Africa, Asia, the Americas, and Oceania OR	3
ART 108	Art of Mexico and Mesoamerica	3
ART 120	Two-Dimensional Design	3
ART 124A	Beginning Drawing	3
ART 145	Fundamentals of Graphic Design	3
ART 148	Beginning Computer Graphic Design	3
ART 161	Digital Photography	3
RECOMMENDED COURSES:		
(3 units from the list of recommended courses below)		
ART 126A	Beginning Painting	3
ART 132A	Beginning Life Drawing	3
ART 149	Intermediate Computer Graphic Design	3
ART 180	Beginning 3D Computer Animation	3
BUSAD 100	Introduction to Business	3
TOTAL UNITS		24

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.

GRAPHIC DESIGN CERTIFICATE		
This certificate is designed to prepare students for entry-level work using a variety of print, electronic, and film media to create designs that meet clients' commercial needs.		
REQUIRED COURSES:		UNITS
ENGL 015	Preparation for College Writing OR eligibility for ENGL 101 or ENGL 101H*	0 - 4
ART 100	Art History: The Stone Age to the Middle Ages OR	3
ART 102	Art History: Renaissance to Present OR	3
ART 102H	Art History: Renaissance to Present – Honors OR	3
ART 105	History of Modern Art OR	3
ART 107	Art History: Africa, Asia, the Americas, and Oceania OR	3
ART 108	Art of Mexico and Mesoamerica	3
ART 120	Two-Dimensional Design	3
ART 145	Fundamentals of Graphic Design	3
ART 148	Beginning Computer Graphic Design	3
ART 149	Intermediate Computer Graphic Design	3
ART 161	Digital Photography	3
ART 185	Beginning Website Design OR	3
BUSAD 100	Introduction to Business	3
TOTAL UNITS		21 - 25

This is a Gainful Employment Program



WEB AND MULTIMEDIA DESIGN CERTIFICATE

This certificate is designed to prepare students for entry-level work in a variety of occupations related to web site design, development, creation, and maintenance.

REQUIRED COURSES:		UNITS
ENGL 015	Preparation for College Writing OR eligibility for ENGL 101 or ENGL 101H*	0 - 4
ART 100	Art History: The Stone Age to the Middle Ages OR	3
ART 102	Art History: Renaissance to Present OR	3
ART 102H	Art History: Renaissance to Present – Honors OR	3
ART 105	History of Modern Art OR	3
ART 107	Art History: Africa, Asia, the Americas, and Oceania OR	3
ART 108	Art of Mexico and Mesoamerica	3
ART 120	Two-Dimensional Design	3
ART 148	Beginning Computer Graphic Design	3
ART 161	Digital Photography	3
ART 185	Beginning Website Design	3
ART 186	Interactive Web Design	3
RECOMMENDED COURSES: (3 UNITS FROM THE LIST BELOW)		
ART 180	Beginning 3D Computer Animation OR	3
BUSAD 100	Introduction to Business	3
TOTAL UNITS		21 - 25

This is a Gainful Employment Program

COURSES

ART 098 1-4 UNITS

ART WORK EXPERIENCE

WORK EXPERIENCE: 18-72 contact hours per semester

PREREQUISITE: None.

This course involves supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. *Associate Degree Applicable*

ART 100 3 UNITS

ART HISTORY: THE STONE AGE TO THE MIDDLE AGES

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

The course is a survey of western art from the Stone Age to the Middle Ages. The course provides an overview of the art and architecture of the following periods: the Stone Age, Ancient Near East, Egypt, the Aegean, the Greek and Roman Empires, the Etruscans, the Byzantine Empire, the Medieval periods in Europe, Romanesque, and Gothic.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 102 3 UNITS

ART HISTORY: RENAISSANCE TO PRESENT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

The course is a survey of western art from the Renaissance through the 21st Century. Topics covered include 15th and 16th century Italian art; Renaissance and Baroque art; the Rococo movement; Romanticism; Realism; Impressionism; Cubism; Surrealism and other styles of the 19th, 20th, and 21st centuries.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: ARTH 120

ART 102H 3 UNITS

ART HISTORY: RENAISSANCE TO PRESENT - HONORS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

The course is a survey of western art from the Renaissance through the 21st Century. Topics covered include 15th and 16th century Italian art; Renaissance and Baroque art; the Rococo movement; Romanticism; Realism; Impressionism; Cubism; Surrealism and other styles of the 19th, 20th, and 21st centuries. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: ARTH 120

ART 103 3 UNITS

ART APPRECIATION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

The course is an introduction to two- and three-dimensional art from a multicultural perspective. Art in a historical and worldwide context, the function of art in society, art processes, and visual vocabulary are examined. Students will develop an increased appreciation of the differences and similarities among the styles, content, and expression of world art.

Associate Degree Applicable

*Course credit transfers to CSU and *UC*

C-ID: ARTH 100

ART 105 3 UNITS

HISTORY OF MODERN ART

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is a survey of the major stylistic movements, ideologies, and artists that comprise the Modern period in art from the 19th century through the 20th century. Traditional art forms and newer media are discussed, especially in relation to technological, cultural, political, racial and social histories.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: ARTH 150

ART 107 3 UNITS

ART HISTORY: AFRICA, ASIA, THE AMERICAS, AND OCEANIA

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

The course provides a survey of art from Africa, Asia, the Americas, and Oceania. This includes an examination of the religious and social factors influencing art, artifacts, and architecture.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 108 3 UNITS

ART OF MEXICO AND MESOAMERICA

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

The course is a survey of Mexican and Mesoamerican art from Pre-Columbian times through the 21st century. Art will be evaluated and critiqued on historical content, subject matter, and aesthetics.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 120 3 UNITS

TWO-DIMENSIONAL DESIGN

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

The course is an introduction to basic principles, components, and terminology of two-dimensional design common in the visual arts. Course topics include the principles of design, elements of design, color theory, and an exploration of the creative process.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: ARTS 100

ART 124A 3 UNITS

BEGINNING DRAWING

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

The course is a progressive study of form, space, and concept employing a wide range of subject matter and traditional drawing media. Instruction focuses on perceptually based drawing, observational abilities and creative responses to traditional drawing materials and subject matter. Topics include the theory and analysis of perspective in two- and three-dimensional composition such as the various means of representing three-dimensional forms in space through aerial and linear perspective.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: ARTS 110

ART 124B 3 UNITS

INTERMEDIATE DRAWING

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: ART 124A

This course is a review of essential concepts of drawing and the development of intermediate-level drawing skills. The focus of instruction will be on the development of an individual thematic approach to drawing and study of complex subject matter, advanced compositional concerns, advanced color theory, traditional and experimental drawing media and surfaces.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: ART 205

ART 124C 3 UNITS

ADVANCED DRAWING

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: ART 124B

DEPARTMENTAL ADVISORY: ENGL 914 or eligibility for ENGL 015*

This class focuses on how to develop an original body of drawings in various subjects, media and surfaces that reflects knowledge of advanced drawing techniques with a focus on preparing their portfolio for upper division courses at the university and college level and display in the gallery environment. Typical subjects covered in this class will include developing a body of original artwork that expresses the student's personal style, portfolio development for upper division coursework, gallery preparation, presentation of finished artwork with appropriate matting and framing, and writing a formal artist statement.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 126A 3 UNITS

BEGINNING PAINTING

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

The course is a progressive study of the fundamentals of painting and painting materials including techniques of composition, color theory, brushwork, and technique, as well as creative responses to materials and subject matter. Topics include the appropriate use of traditional color theory with artistic brush application on prepared surfaces.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: ARTS 210

ART 126B 3 UNITS

INTERMEDIATE PAINTING

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: ART 126A

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a review of essential concepts and skills of painting and the development of intermediate-level painting skills. Development of original concepts for painting and the study of complex subject matter, advanced compositional concerns, using alternative and experimental surfaces and media.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 126C 3 UNITS

ADVANCED PAINTING

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: ART 126B

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course will focus on the development of an original body of paintings in various subjects, media and surfaces that reflects the student's knowledge of advanced painting techniques with an emphasis on preparing their portfolio for upper division courses at the university and college level and display in the gallery environment.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 132A	3 UNITS	BEGINNING LIFE DRAWING LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None The course is an introduction to drawing the human figure and anatomy from observation using a wide variety of drawing media and techniques. Topics include an introduction to human anatomy, contour, proportions, gesture, and the historical and contemporary roles of figure drawing in the visual arts. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Drawings are based on a live nude model. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i> C-ID: ARTS 200	ART 149	3 UNITS	INTERMEDIATE COMPUTER GRAPHIC DESIGN LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: ART 148 This intermediate level course examines the role and application of computer graphics in visual communication, with an emphasis on more complex computer skills and design problems. Career goals are explored and students develop portfolios in digital and print formats. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
ART 132B	3 UNITS	INTERMEDIATE LIFE DRAWING LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: ART 132A This course is a review of essential concepts of figure drawing and development of intermediate-level figure drawing skills with an emphasis on accurate analysis of anatomy, essential structure and further use of traditional and non-traditional drawing materials and surfaces. The student will develop a portfolio of completed figure drawings with an emphasis on the study of advanced compositional concerns. Drawings are based on a live nude model. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>	ART 161	3 UNITS	DIGITAL PHOTOGRAPHY LECTURE: 3108 contact hours per semester and LABORATORY: 572 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 OR ENGL 101H* This introductory course focuses on photography as a creative medium. Emphasis in the course is on aesthetics, composition, content, technical and creative skills required to make effective images using digital cameras and computer software. Students also critically evaluate photographic images according to the principles of photographic theory. Students will supply their own camera. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
ART 132C	3 UNITS	ADVANCED LIFE DRAWING LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: ART 132B This course is a continuation of ART 132B. In this class, students will develop an original body of life drawings in various media and surfaces that reflect their knowledge of advanced life drawing techniques with a focus on preparing their portfolio for upper division courses at the university and college level and display in the gallery environment. Typical subjects covered in this class will include developing a body of original artwork that expresses the student's personal style, portfolio development for upper division coursework, gallery preparation, presentation of finished artwork with appropriate matting and framing, and writing a formal artist statement. Drawings are based on a live nude model. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>	ART 175A	3 UNITS	BEGINNING SCULPTURE LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course is an introduction to three-dimensional sculptural principles, techniques, and concepts utilizing a wide range of materials and practices. Various sculpture methods are practiced with attention to creative self-expression and historical context. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
ART 145	3 UNITS	FUNDAMENTALS OF GRAPHIC DESIGN LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None This course focuses on visual communication, the design process, and creative problem solving in a digital environment. Students explore the creative potential of computer technology and design software, and learn to design, analyze, discuss, and present work in a professional manner. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>	ART 175B	3 UNITS	INTERMEDIATE SCULPTURE LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: ART 175A DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course is the study of intermediate level sculpture techniques relating to three dimensional composition, spatial relationships, and imagery, with a focus on modeling techniques in clay and mixed media construction. A continued focus of attention to creative self-expression within both a historical and contemporary context is emphasized. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
ART 148	3 UNITS	BEGINNING COMPUTER GRAPHIC DESIGN LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is an introduction to the fundamental concepts, practices and theories of digital art and design. Topics include the integration of design elements and principles, color theory, composition, typography, visual communication, professional design practices and the use of contemporary digital tools and industry-standard software. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>	ART 175C	3 UNITS	ADVANCED SCULPTURE LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: ART 175B DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course focuses on how to develop an original body of sculptural objects that reflects knowledge of advanced sculptural techniques. Students prepare their portfolio for upper division courses at the university and college level and display in the gallery environment. Typical subjects covered in this class will include developing a body of original artwork that expresses the students' personal style, portfolio development for upper division coursework, gallery preparation, and writing a formal artist statement. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>

ART 180 **3 UNITS**
BEGINNING 3D COMPUTER ANIMATION
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORIES:
 ART 120 and ART 124A and ART 148
 This course focuses on beginning techniques in 3D animation. Students are introduced to 3D design, rendering, key frame animation, and lighting.
Associate Degree Applicable *Course credit transfers to CSU*

ART 185 **3 UNITS**
BEGINNING WEBSITE DESIGN
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ART 148
 This course focuses on the elements of website production, including eXtensible HyperText Markup Language (XHTML) and Cascading Style Sheets (CSS). The course emphasizes preparing web content and designing website layouts in Adobe DreamWeaver. Practical and theoretical understanding of problems related to digital technologies are presented.
Associate Degree Applicable *Course credit transfers to CSU*

ART 186 **3 UNITS**
INTERACTIVE WEB DESIGN: FLASH
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ART 185
 This course focuses on interactive motion graphics for website and multi-screen environments, using applications such as Adobe Flash. Emphasis is on design concept as well as an understanding of structure, web media impact and social media marketing.
Associate Degree Applicable *Course credit transfers to CSU*

ART 212A **3 UNITS**
BEGINNING CERAMICS
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
 This course is an introduction to ceramics materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. The course covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.
Associate Degree Applicable *Course credit transfers to CSU and UC*

ART 212B **3 UNITS**
INTERMEDIATE CERAMICS
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ART 212A
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
 This course builds on and extends skills and abilities students gain from the introduction course. Emphasis is placed on projects that require students to collaborate and explore a wide variety of topics. Students will use methods and fabrication techniques that are focused on production and have commercial applications.
Associate Degree Applicable *Course credit transfers to CSU and UC*

ART 212C **3 UNITS**
INTERMEDIATE/ADVANCED CERAMICS
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ART 212B
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
 This course focuses on the science of ceramic art. Students will study, classify, and understand information/data related to the history and chemistry of clay and glazes. They will learn classic methods of compounding glazes by mathematical and chemical calculation; deducing facts and basic principles essential to glaze analysis of constituent materials. Under supervision, students will experiment, assess and gain knowledge that applies to the maintenance, operation, and controlled results of firing kilns.
Associate Degree Applicable *Course credit transfers to CSU and UC*

ART 212D **3 UNITS**
ADVANCED CERAMICS
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ART 212C
DEPARTMENTAL ADVISORY:
 ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
 This course examines ideas, activities, and circumstances that lead to pre-professional ends with an emphasis on developing a personal style and artistic vision. Demonstrations of advanced levels with a focus on portfolio development along with studio operations will be explored. This course is designed for the advanced student who is motivated to pursue a professional path. A written analysis of a current ceramic exhibition is required.
Associate Degree Applicable *Course credit transfers to CSU and UC*

ART 240A **3 UNITS**
BEGINNING GLASSBLOWING
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
 This course is a beginning study of glass working techniques, including designing and producing vessel and sculptural forms in hot glass. Emphasis is on exploration of color, hot applications, teamwork, repeatable forms, sandblasting, cold working/fabrications, and non-conventional methods.
Associate Degree Applicable *Course credit transfers to CSU and UC*

ART 240B **3 UNITS**
INTERMEDIATE GLASSBLOWING
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ART 240A
 This course is an intermediate study of hot glassworking techniques with an emphasis on developing and refining skills based on design and form. Demonstrations of intermediate techniques include team glassblowing, use of molds and repeatable forms, geared towards acquiring competence in studio management and production.
Associate Degree Applicable *Course credit transfers to CSU and UC*

ART 240C **3 UNITS**
INTERMEDIATE/ADVANCED GLASSBLOWING
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ART 240B
 This course is an intermediate/advanced study of glassworking techniques with an emphasis on the exploration of color design. Demonstrations of advanced color techniques will include graal, encalmo, cone work (Filigrana, Zanfircico) and murrin.
Associate Degree Applicable *Course credit transfers to CSU and UC*

ART 240D 3 UNITS**ADVANCED GLASSBLOWING****LECTURE:** 36 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** ART 240C

This course is an advanced study of glassblowing techniques. This class uses glass as an integral part of the artistic vision. Students will observe demonstrations and work both individually and within groups to develop a body of work. Emphasis is on exploration, personal narrative, both traditional and non-conventional glassblowing methods, installations, etc.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 270A 3 UNITS**BEGINNING DESIGN IN GLASS****LECTURE:** 36 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:**

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of beginning glass-working techniques. Topics include producing functional, decorative, and sculptural forms in kiln-fired glass; composition in two dimensions using fusion/lamination of colored glass elements; and lampworked beads.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 270B 3 UNITS**INTERMEDIATE DESIGN IN GLASS****LECTURE:** 36 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** ART 270A**DEPARTMENTAL ADVISORY:**

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of intermediate glass-working techniques. Topics include designing and producing increasingly complex projects, techniques in fused glass, kiln controls, forming lost wax molds, and increasing complex soldering and lampworking.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 270C 3 UNITS**INTERMEDIATE/ADVANCED DESIGN IN GLASS****LECTURE:** 36 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** ART 270B**DEPARTMENTAL ADVISORY:**

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of intermediate/advanced glass-working techniques. Topics include designing and producing increasingly complex projects, using different compatible materials, experimental techniques, monitoring live slumping of glass and cold-working glass.

Associate Degree Applicable

Course credit transfers to CSU and UC

ART 270D 3 UNITS**ADVANCED DESIGN IN GLASS****LECTURE:** 36 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** ART 270C**DEPARTMENTAL ADVISORY:**

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of advanced glass-working techniques. Topics include advanced mold making, casting glass, communication of creative ideas, demonstration of critical thinking skills, establishing theme and applying appropriate finishing techniques.

Associate Degree Applicable

Course credit transfers to CSU and UC

ASTRONOMY

Science Division

DIVISION OFFICE: Physical Science (PS) 148**FACULTY CHAIR:** Michael Lysak, Ph.D.

Astronomy is the study of the vast universe around us. We start with 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 astronomy should consult with a counselor regarding the transfer process and lower division requirements.

DEGREE**ASTRONOMY ASSOCIATE OF SCIENCE DEGREE**

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

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

COURSES**ASTRON 120 3 UNITS****INTRODUCTION TO ASTRONOMY****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORIES:**

MATH 090 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

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

Associate Degree Applicable

Course credit transfers to CSU and UC

ASTRON 125 1 UNIT**ASTRONOMY LABORATORY****LABORATORY:** 54 contact hours per semester**PREREQUISITE/COREQUISITE:** ASTRON 120

This course is the companion course to ASTRON 120 Introduction to Astronomy. Laboratory work provides a hands-on enrichment and deeper understanding of topics discussed in the astronomy lecture. Topics include use of star maps, identification of constellations, determination of orbits, rotation rate, and mass of celestial objects using astronomical methods of observation and analysis. Students will also perform 3-D modeling of the solar system and constellations, study the nature of light, lenses and telescopes, make some direct observations with telescopes, and utilize astronomical software.

Associate Degree Applicable

Course credit transfers to CSU and UC

ASTRON 222 1-3 UNITS

INDEPENDENT STUDY IN ASTRONOMY

INDEPENDENT STUDY: 18-54 contact hours per semester

PREREQUISITE: ASTRON 120

DEPARTMENTAL ADVISORY: ENGL 101 or ENGL 101H*

Students with previous course work in Astronomy may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Astronomy. Prior to registration, a written contract must be prepared jointly by the instructor and the student.

*Associate Degree Applicable Course credit transfers to CSU and UC
Limited transfer to UC; credit determined after transfer to UC*

AUTOMOTIVE TECHNOLOGY

Applied Technology, Transportation, and Culinary Arts Division

DIVISION OFFICE: Technical (T) 108

FACULTY CHAIR: Mark Williams, A.S.

AUTOMOTIVE COLLISION

The Collision Department offers courses designed to provide the skills and knowledge required for immediate employment as well as for students with a personal interest in collision.

DEGREES

ADVANCED AUTOMOTIVE COLLISION REPAIR AND REFINISHING ASSOCIATE OF SCIENCE DEGREE

This certificate is designed to prepare students for entry-level work as an auto collision repair technician and/or painter apprentice beyond the Basic Automotive Collision Repair and Refinishing Certificate and to prepare students for the Automotive Service Excellence (ASE) certification test.

REQUIRED COURSES:		UNITS
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6
AUTO 028	Damage Analysis and Estimating	3
AUTO 029	Estimating	3
AUTO 084	General Automotive Technology	4
AUTORS 010	Basic Vehicle Restoration OR	4
AUTOST 010	Beginning Street Rod Construction	4

RECOMMENDED COURSE:

AUTO 056	Automotive Heating and Air Conditioning	4
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TOTAL UNITS	38
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AUTO 020 may be waived through Articulation 2+2 program with prior agreement with the Auto Collision and Refinishing instructor.



BASIC AUTOMOTIVE COLLISION REPAIR AND REFINISHING ASSOCIATE OF SCIENCE DEGREE

This degree prepares students for entry-level work as an automotive collision repair technician, structural repair technician, or painter apprentice. Upon completion of this degree, students can work in areas, such as automotive dealerships, auto collision repair facilities, frame repair, or as a parts counter clerk. To graduate with a specialization in Basic Automotive Collision Repair and Refinishing, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:		UNITS
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6
TOTAL UNITS		24

AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.

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.

ADVANCED AUTOMOTIVE COLLISION REPAIR AND REFINISHING CERTIFICATE

This certificate is designed to prepare students for entry-level work as an auto collision repair technician and/or painter apprentice beyond the Basic Automotive Collision Repair and Refinishing Certificate and to prepare students for the Automotive Service Excellence (ASE) certification test.

REQUIRED COURSES:		UNITS
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6
AUTO 028	Damage Analysis and Estimating	3
AUTO 029	Estimating	3
AUTO 084	General Automotive Technology	4
AUTORS 010	Basic Vehicle Restoration OR	4
AUTOST 010	Beginning Street Rod Construction	4

RECOMMENDED COURSE:

AUTO 056	Automotive Heating and Air Conditioning	4
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TOTAL UNITS	38
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AUTO 020 may be waived through Articulation 2+2 program with prior agreement with the Auto Collision and Refinishing instructor.

This is a Gainful Employment Program

BASIC AUTOMOTIVE COLLISION REPAIR AND REFINISHING CERTIFICATE

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work as an auto collision repair and painter apprentice, or in related areas of an automotive dealership or shop, such as chassis, front end, or frame repair, and parts counter clerk.

REQUIRED COURSES:		UNITS
AUTO 020	Non-Structural Body Repair	6
AUTO 022	Non-Structural Collision Repair	6
AUTO 024	Structural Analysis and Damage Repair	6
AUTO 026	Auto Collision Refinishing	6
TOTAL UNITS		24

AUTO 20 may be waived through the Articulation 2+2+2 program with prior agreement with the auto collision and refinishing instructor.

This is a Gainful Employment Program

STREET ROD CONSTRUCTION CERTIFICATE

This certificate is designed to prepare students for entry level work as a street rod builder apprentice or related areas of the auto related industry.

REQUIRED COURSES		UNITS
AUTOST 010	Beginning Street Rod Construction	4
AUTORS 010	Basic Vehicle Restoration	4
AUTO 020	Non-Structural Body Repair	6
TOTAL UNITS		14

COURSES

AUTO 020 6 UNITS

NON-STRUCTURAL BODY REPAIR

LECTURE: 90 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on automotive construction, regulations, oxyacetylene and Metal Inert Gas (MIG) welding, surface preparation, basic spray painting, and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B-3. *Associate Degree Applicable*

AUTO 022 6 UNITS

NON-STRUCTURAL COLLISION REPAIR

LECTURE: 90 contact hour per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on laws and regulations, refinishing techniques, Metal Inert Gas (MIG) welding and steering, suspension and vehicle alignment, and Hybrid and electric vehicle safety procedures. This course may be used in preparation for the Automotive Service Excellence (ASE) National B3 Test. *Associate Degree Applicable*

AUTO 024 6 UNITS

STRUCTURAL ANALYSIS AND DAMAGE REPAIR

LECTURE: 90 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None.

DEPARTMENTAL ADVISORIES: AUTOST 010 and AUTO 022

This course covers theory and practical experience in auto collision repair and shop safety, with a focus on Metal Inert Gas (MIG) welding, panel replacement, theory and practical experience in minor uni-body frame measuring and repair, basic hybrid body repair, and hybrid and electric vehicle safety procedures. This course may be used in preparation for the Automotive Service Excellence (ASE) National B4 Test. *Associate Degree Applicable*

AUTO 026 6 UNITS

AUTO COLLISION REFINISHING

LECTURE: 90 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

DEPARTMENTAL ADVISORIES: AUTOST 010 and AUTO 022

This course covers theory and practical experience in automotive collision repair and refinishing, shop safety practices, personal safety, and health protection as outlined by Environmental Protection Agency (EPA) and South Coast Air Quality Management District (SCAQMD). Topics include Sheet Molded Compound (SMC) panel replacement; heat reshaping plastic parts; electrical and electronic systems; single-, two-, and three-stage refinishing systems; spot repairing/blending; polishing; detailing; estimating; and custom painting. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B2. *Associate Degree Applicable*

AUTO 028 3 UNITS

DAMAGE ANALYSIS AND ESTIMATING

LECTURE: 45 contact hours per semester and
LABORATORY: 27 contact hours per semester
PREREQUISITES: AUTOST 010 and AUTO 022

This course focuses on the process of measuring and evaluating structural collision damage, collision estimating, customer service, parts ordering, tracking, and documentation. It introduces students to modern vehicle designs, unibody, body over frame (BOF) construction, computerized measuring, and frame straightening. Emphasis is on damage diagnosis and the effects of indirect damage, the generation of organized, competitive, and efficient damage reports.

Associate Degree Applicable

AUTO 029 3 UNITS

ESTIMATING

LECTURE: 45 contact hours per semester and
LABORATORY: 27 contact hours per semester
PREREQUISITE: AUTO 028

This course focuses on the process of evaluating collision damages to a vehicles and generating a repair estimate. It includes customer service, parts ordering, tracking, and documentation. Students are introduced to modern vehicle designs, unibody, construction including body over frame (BOF), computerized measuring and frame straightening.

Associate Degree Applicable

AUTOIN 010 4 UNITS

BASIC CUSTOM AUTO INTERIORS

LECTURE: 36 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE: None

This course offers students basic theory and practical experience in creating custom automotive interiors. Safe work practices and the use of tools to develop, cut, sew and fit are emphasized.

Associate Degree Applicable

AUTOIN 012 4 UNITS

ADVANCED CUSTOM AUTO INTERIORS

LECTURE: 36 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE: None

DEPARTMENTAL ADVISORY: AUTOIN 010

This course offers advanced level instruction on theory and installation of custom and hot rod automotive interiors. Safe work practices and the use of tools to design, cut, sew and fit complex interiors are emphasized. *Associate Degree Applicable*

AUTORS 010 4 UNITS

BASIC VEHICLE RESTORATION

LECTURE: 36 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE: None

DEPARTMENTAL ADVISORIES: AUTOST 010 and AUTO 022

The course includes basic vehicle restoration theory and practical experience as well as safe work practices, disassembly, cleaning, body repair, welding and assembly.

Associate Degree Applicable

AUTOST 010 4 UNITS

BEGINNING STREET ROD CONSTRUCTION

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

DEPARTMENTAL ADVISORY: AUTOST 010 or AUTO 022.

This course covers theory and practical experience in building a street rod vehicle. Topics include shop safety, design and construction of frame and chassis systems and components, body repair, paint preparation, refinishing, and welding.

Associate Degree Applicable

AUTOMOTIVE TECHNOLOGY

The Automotive Technology Department offers courses designed to provide the skills and knowledge required for immediate employment as well as for students with a personal interest in automotive technology. The course of study in automotive technology may lead to an Associate of Science Degree or a vocational certificate.

DEGREES

AUTOMATIC AND MANUAL TRANSMISSION ASSOCIATE OF SCIENCE DEGREE

This degree prepares students to gain entry-level employment in maintenance and repair of automotive vehicle transmissions. Transmission technicians work with some of the most advanced technology in the auto service industry, including computer command control on electronic gear trains, couplings, hydraulic pumps and other transmission components.

REQUIRED COURSES:		UNITS
AUTO 064	Auto/Truck Electrical Systems OR	4
DIESEL 064	Auto/Truck Electrical Systems OR	4
AUTO 065	Electrical Systems Diagnosis and Repair	5
AUTO 075	Automatic Transmissions Rear Wheel Drive	4
AUTO 076	Automatic Transaxles Front Wheel Drive	4
AUTO 077	Manual Transmissions and Transaxles	4
AUTO 084	General Automotive Technology	4
AUTO 090	Engine Repair	6
TOTAL UNITS		26 - 27

AUTOMOTIVE TECHNICIAN ASSOCIATE OF SCIENCE DEGREE

The Automotive Technology curriculum is designed to concentrate on technically-related courses in the repair of today's high-tech computerized automobile. Upon completion of the program, the degree holder will be able to seek employment as an entry-level automobile repair technician in a dealership or the aftermarket service area, and can move into advanced automotive opportunities such as service advising and manufacturer corporate positions. The program is part of the National Automotive Technician Education Foundation (NATEF) division of Automotive Service Excellence (ASE) certified.

REQUIRED COURSES:		UNITS
AUTO 050	Automotive Brakes	4
AUTO 052	Automotive Suspension and Steering	4
AUTO 056	Automotive Heating and Air Conditioning	4
AUTO 064	Auto/Truck Electrical Systems OR	4
DIESEL 064	Auto/Truck Electrical Systems	4
AUTO 065	Electrical Systems Diagnosis and Repair	5
AUTO 068	Engine Performance - Ignition Systems	5
AUTO 069	Engine Performance - Fuel and Exhaust Systems	5
AUTO 075	Automatic Transmissions Rear Wheel Drive OR	4
AUTO 076	Automatic Transaxles Front Wheel Drive	4
AUTO 077	Manual Transmissions and Transaxles	4
AUTO 084	General Automotive Technology	4
AUTO 090	Engine Repair	6
TOTAL UNITS		49

ENGINE PERFORMANCE ASSOCIATE OF SCIENCE DEGREE

This degree is designed to prepare students for entry-level work as an engine performance specialist, diagnostic technician, or a state certified Smog check and repair technician. Students will become familiar with computer systems, hybrid and electrical systems, basic engine diagnosis, emissions repair, and the Smog certification test.

To graduate with a specialization in Engine Performance, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:		UNITS
AUTO 010	Introduction to Hybrid and Electric Vehicle Technology	4
AUTO 064	Auto/Truck Electrical Systems OR	4
DIESEL 064	Auto/Truck Electrical Systems	4
AUTO 067	Engine and Emission Control Fundamentals	4
AUTO 066	ASE Alternative A-6, A-8, L-1 Prep or Certificate	4
AUTO 068	Engine Performance - Ignition Systems	5
AUTO 069	Engine Performance - Fuel and Exhaust Systems	5
TOTAL UNITS		26

WHEEL ALIGNMENT AND BRAKES ASSOCIATE OF SCIENCE DEGREE

The degree prepares students for entry-work in front wheel and four wheel alignment and brake-repair. The technician can move into advanced automotive opportunities such as service advising and manufacturer corporate positions.

REQUIRED COURSES:		UNITS
AUTO 050	Automotive Brakes	4
AUTO 051	Advanced Automotive Brakes	4
AUTO 052	Automotive Suspension and Steering	4
AUTO 053	Advanced Automotive Suspension and Steering	4
AUTO 064	Auto/Truck Electrical Systems OR	4
DIESEL 064	Auto/Truck Electrical Systems	4
AUTO 084	General Automotive Technology	4
TOTAL UNITS		24



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.

AUTOMATIC AND MANUAL TRANSMISSION CERTIFICATE

This certificate prepares students to gain entry-level employment in maintenance and repair of automotive and hybrid vehicle transmissions. Transmission technicians work with some of the most advanced technology in the auto service industry, including computer command control on electronic gear trains, couplings, hydraulic pumps and other transmission components.

REQUIRED COURSES: UNITS

AUTO 064 Auto/Truck Electrical Systems OR	4
DIESEL 064 Auto/Truck Electrical Systems OR	4
AUTO 065 Electrical Systems Diagnosis and Repair	5
AUTO 075 Automatic Transmissions Rear Wheel Drive	4
AUTO 076 Automatic Transaxles Front Wheel Drive	4
AUTO 077 Manual Transmissions and Transaxles	4
AUTO 084 General Automotive Technology	4
AUTO 090 Engine Repair	6

STUDENTS MUST CHOOSE ONE OF THE FOLLOWING:

TECALC 087 Technical Calculations	4
MATH 942 Arithmetic OR eligibility for MATH 952*	3

TOTAL UNITS	26 - 31
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This is a Gainful Employment Program

AUTOMOTIVE TECHNICIAN CERTIFICATE

This certificate is designed to prepare students for entry-level work as automotive technicians working in areas such as general automotive and hybrid repair and service.

REQUIRED COURSES: UNITS

AUTO 010 Introduction to Hybrid and Electric Vehicle Technology	4
AUTO 050 Automotive Brakes	4
AUTO 052 Automotive Suspension and Steering	4
AUTO 056 Automotive Heating and Air Conditioning	4
AUTO 064 Auto/Truck Electrical Systems OR	4
DIESEL 064 Auto/Truck Electrical Systems	4
AUTO 065 Electrical Systems Diagnosis and Repair	5
AUTO 068 Engine Performance - Ignition Systems	5
AUTO 069 Engine Performance - Fuel and Exhaust Systems	5
AUTO 075 Automatic Transmissions Rear Wheel Drive OR	4
AUTO 076 Automatic Transaxles Front Wheel Drive	4
AUTO 077 Manual Transmissions and Transaxles	4
AUTO 084 General Automotive Technology	4
AUTO 090 Engine Repair	6

STUDENTS MUST CHOOSE ONE OF THE FOLLOWING:

TECALC 087 Technical Calculations OR	4
MATH 942 Arithmetic OR eligibility for MATH 952*	3

TOTAL UNITS	53 - 57
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This is a Gainful Employment Program

ENGINE PERFORMANCE CERTIFICATE

This certificate is designed to prepare students for entry-level work as an engine performance specialist, diagnostic technician, or a state certified Smog check and repair technician. Students will become familiar with computer systems, hybrid and electrical systems, basic engine diagnosis, emissions repair, and the Smog certification test.

REQUIRED COURSES: UNITS

AUTO 064 Auto/Truck Electrical Systems OR	4
DIESEL 064 Auto/Truck Electrical Systems	4
AUTO 066 ASE Alternative A-6, A-8, L-1 Prep or Certificate	4
AUTO 067 Engine and Emission Control Fundamentals	4
AUTO 068 Engine Performance - Ignition Systems	5
AUTO 069 Engine Performance - Fuel and Exhaust Systems	5

STUDENTS MUST CHOOSE ONE OF THE FOLLOWING:

TECALC 087 Technical Calculations OR	4
MATH 942 Arithmetic OR eligibility for MATH 952*	3

TOTAL UNITS	22 - 26
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This is a Gainful Employment Program

WHEEL ALIGNMENT AND BRAKES CERTIFICATE

This certificate is designed to prepare students for entry-level work as an automotive technician working in the area of wheel alignment and brake repair.

REQUIRED COURSES: UNITS

AUTO 050 Automotive Brakes	4
AUTO 051 Advanced Automotive Brakes	4
AUTO 052 Automotive Suspension and Steering	4
AUTO 053 Advanced Automotive Suspension and Steering	4
AUTO 064 Auto/Truck Electrical Systems OR	4
DIESEL 064 Auto/Truck Electrical Systems	4
AUTO 084 General Automotive Technology	4

STUDENTS MUST CHOOSE ONE OF THE FOLLOWING:

TECALC 087 Technical Calculations OR	4
MATH 942 Arithmetic OR eligibility for MATH 952*	3

TOTAL UNITS	24 - 28
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This is a Gainful Employment Program

COURSES

AUTO 010 5 UNITS

INTRODUCTION TO HYBRID AND ELECTRIC VEHICLE TECHNOLOGY
LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course explores the use of hybrid and electric battery power for vehicle transportation. Topics will include safety when using high voltage, maintenance, drivability, inverter, AC/DC power transfer and battery technology, physics of battery storage and hybrid generation systems. Electric vehicle applications and their integrated systems from many manufacturers will be discussed.
Associate Degree Applicable

AUTO 050 4 UNITS

AUTOMOTIVE BRAKES
LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course is based on National Automotive Technicians Education Foundation (NATEF) standards and is designed for students and current technicians to gain knowledge and skills in automotive brake (standard and antilock) systems. Topics include, but are not limited to, disc, drum, hydraulics, power boosters, and traction control with emphasis on diagnosing, troubleshooting, repairing, replacing, and adjusting. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test A-5. *Associate Degree Applicable*

AUTO 051 4 UNITS

ADVANCED AUTOMOTIVE BRAKES
LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: AUTO 050

This course is based on National Automotive Technicians Education Foundation (NATEF) standards and is designed for students and current technicians to gain advanced knowledge and skills in the theory and practical work in the repair of automotive brake systems. Topics include safety, machinery, procedures for troubleshooting and reconditioning brake systems, advanced study of disc, drum, hydraulics, and power boosters systems with emphasis on antilock brakes, traction control, and machining. *Associate Degree Applicable*

AUTO 052 4 UNITS

AUTOMOTIVE SUSPENSION AND STEERING
LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course is based on National Automotive Technicians Education Foundation (NATEF) standards and is designed for students and current technicians to gain knowledge and skills in automotive chassis and suspension systems. Topics include, but are not limited to, suspension types, basic geometry, alignment angles, and two- and four-wheel alignment using both computerized and mechanical methods. Emphasis is on diagnosing, troubleshooting, repairing, replacing, and adjusting. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test A-4.
Associate Degree Applicable

AUTO 053 4 UNITS

ADVANCED AUTOMOTIVE SUSPENSION AND STEERING
LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: AUTO 052

This course is designed for students and current technicians to gain advanced knowledge and skills in automotive chassis and suspension systems. Topics include, but are not limited to, suspension design, advanced geometry, alignment angles, and four-wheel alignment using computerized methods. Emphasis is on diagnosing, troubleshooting, repairing, replacing, and adjusting. *Associate Degree Applicable*

AUTO 056 4 UNITS

AUTOMOTIVE HEATING AND AIR CONDITIONING
LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course is an in-depth study of the design and operation of contemporary, domestic and import vehicle air conditioning/heating systems. Air conditioning and heating related parts will be disassembled, inspected and a determination made of the serviceability of existing parts. Emphasis is placed on problem diagnosis of and repair procedures for these systems. This course also offers an introduction to Automatic A/C and Comfort Control Systems, and recovery and recycling of refrigerants. *Associate Degree Applicable*

AUTO 064 4 UNITS

AUTO/TRUCK ELECTRICAL SYSTEMS
LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course covers basic electrical theory, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and trucks. Emphasis is placed on diagnosis of starting systems, charging systems, and electrical circuits such as lights and batteries.
Associate Degree Applicable

AUTO 065 5 UNITS

ELECTRICAL SYSTEMS DIAGNOSIS AND REPAIR
LECTURE: 72 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course provides students with the knowledge necessary to diagnose and repair automotive electrical malfunctions. Topics include lighting systems, electrical instruments and accessories, electrical door components, air bags, wiring diagrams, and alarm systems. Emphasis is placed on problem diagnosis of and repair procedures for these systems. *Associate Degree Applicable*

AUTO 066 4 UNITS

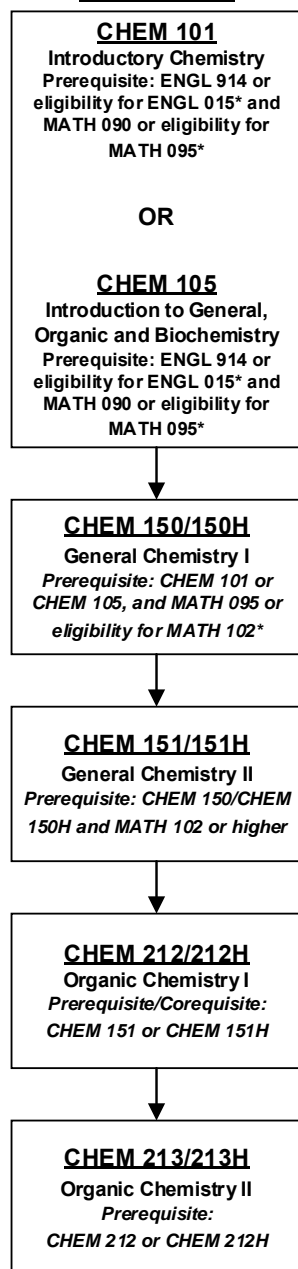
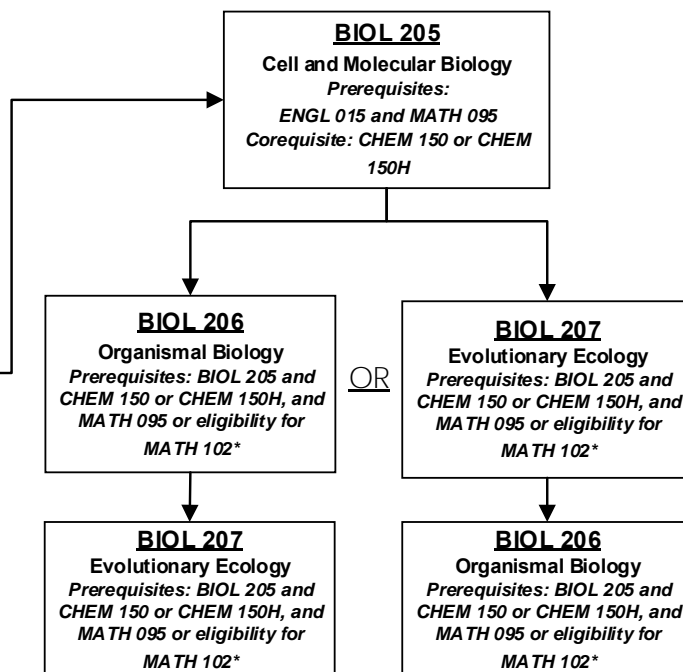
ASE ALTERNATIVE A-6, A-8, L-1 PREP OR CERTIFICATE
LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

Automotive Service Excellence (ASE) alternative course is designed for students wishing to meet the Bureau of Automotive Repair (BAR) requirements to become a Smog Technician in lieu of ASE certificates or as a preparation for ASE testing. Subject areas include reviewing of A-6 Electrical and Electronics, A-8 Engine Performance, and L-1 Advanced Engine Performance. Students wishing alternative certificate will be asked to pay for testing services for each test; State certificate expires at the end of five years. *Associate Degree Applicable*

AUTO 067	4 UNITS	<p>ENGINE AND EMISSION CONTROL FUNDAMENTALS</p> <p>LECTURE: 54 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course provides students with the information and skills necessary to complete a smog inspection and perform repairs in the basic and advanced inspection areas according to the Bureau of Automotive Repair (BAR) guidelines. The course includes engine and emission controls (Level 1), smog check (Level 2) training in inspection procedures, and Hybrid and electric vehicle safety procedures. Upon satisfactory completion of the course, students receive a state certificate for both Level 1 and Level 2. <i>Associate Degree Applicable</i></p>	<p>AUTO 076</p>	4 UNITS	<p>AUTOMATIC TRANSAXLES FRONT WHEEL DRIVE</p> <p>LECTURE: 54 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course covers theory and practical work on front wheel drive automatic transaxles in automobile applications. The course offers training to prepare for the Automotive Service Excellence (ASE) A2 certification test. <i>Associate Degree Applicable</i></p>
AUTO 068	5 UNITS	<p>ENGINE PERFORMANCE – IGNITION SYSTEMS</p> <p>LECTURE: 72 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course provides an in-depth study of the design and operation of domestic and import ignition systems. Major areas of study include point type, electronic, and computer control ignition systems. Emphasis is placed on the correct diagnosis of and repair procedures for these systems. The use of current diagnostic test equipment used in today's industry and strategies necessary to determine needed repairs are covered. <i>Associate Degree Applicable</i></p>	<p>AUTO 077</p>	4 UNITS	<p>MANUAL TRANSMISSIONS AND TRANSAXLES</p> <p>LECTURE: 54 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course covers theory and practical work on front wheel drive manual transaxles and rear wheel drive manual transmissions in automobile and light truck applications including transfer cases, axle assemblies, and clutches. <i>Associate Degree Applicable</i></p>
AUTO 069	5 UNITS	<p>ENGINE PERFORMANCE – FUEL AND EXHAUST SYSTEMS</p> <p>LECTURE: 72 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course is an in-depth study of the design and operation of fuel management systems including domestic and import feedback carburetor, fuel injection and computer control fuel management systems. This course covers the diagnosis and repair/replacement of major components: all sensors, injectors, fuel pumps, and interpretation of computer related malfunctions. The use of current diagnostic test equipment used in today's industry and strategies necessary to determine needed repairs are covered. <i>Associate Degree Applicable</i></p>	<p>AUTO 084</p>	4 UNITS	<p>GENERAL AUTOMOTIVE TECHNOLOGY</p> <p>LECTURE: 54 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course covers general theory, principles, and service procedures relating to an introduction to automotive maintenance with emphasis on component identification, basic functions, minor maintenance, and service. <i>Associate Degree Applicable</i></p>
AUTO 075	4 UNITS	<p>AUTOMATIC TRANSMISSIONS REAR WHEEL DRIVE</p> <p>LECTURE: 54 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course covers theory and practical work on rear wheel drive automatic transmissions in automobile and light truck applications. The course offers training to prepare for the Automotive Service Excellence (ASE) A2 certification test. <i>Associate Degree Applicable</i></p>	<p>AUTO 090</p>	6 UNITS	<p>ENGINE REPAIR</p> <p>LECTURE: 54 contact hours per semester</p> <p>LABORATORY: 162 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course covers theory and practical work in the repair and rebuilding of automotive engines, removal, disassembly, inspection, reconditioning and reassembling of engines, rebuilding of components using automotive machine shop equipment and failure analysis of components. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test A-1. <i>Associate Degree Applicable</i></p>
			<p>AUTO 098</p>	1-4 UNITS	<p>AUTOMOTIVE-DIESEL TECHNOLOGY WORK EXPERIENCE</p> <p>WORK EXPERIENCE: 18-72 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. <i>Associate Degree Applicable</i></p>

SEQUENCE OF SCIENCE COURSES FOR BIOLOGY MAJORS

Students may be eligible to enroll in introductory courses depending on their results of the SBVC assessment process.
Contact a Counselor for details.

CHEMISTRYBIOLOGY

(BIOL 206 and BIOL 207 may be taken concurrently)

Students interested in the Biology major must complete the three-course sequence (BIOL 205, 206, 207) before transferring to a 4-year university. Contact a Counselor to plan your transfer to a University and to discuss graduation requirements towards an AS-T or AS Biology degree.

*PHYSIC 200 and PHYSIC 201 may be taken instead of PHYSIC 150 and PHYSIC 151. Consult with a counselor to identify transfer programs requiring 200 series.

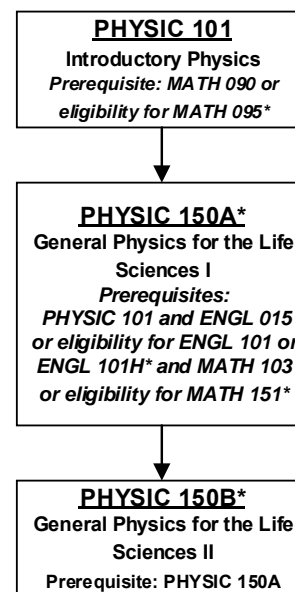
To waive PHYSIC 101 in order to enroll in PHYSIC 150A, students must have:

- Eligibility of enrollment in MATH 151 or higher.
- Eligibility of enrollment in ENGL 101 or higher.

To waive CHEM 101, students must:

- Complete credit-by-examination form along with other College policies and conditions provided by the Admissions and Records Office (AD/SS 100) and the Science Division (PS 148).
- Complete and pass a Chemistry examination.

Counselors experienced with STEM fields are available in the Physical Sciences (PS) Building. Consult the Science Division or visit the Biology Department website for more information.

PHYSICS

BIOLOGY

Science Division

DIVISION OFFICE: Physical Science (PS) 148

FACULTY CHAIR: Tatiana Vasquez, M.S.

The courses offered in the Biology Department are designed to meet the demands of science and non-science majors. For non-majors, the department's goal is to educate students so they can make informed choices about key environmental and personal issues. Public awakening to environmental issues emphasizes the increasing need to appreciate various life forms, their interactions with each other, and the human impact on our finite resources. This public is increasingly asked to make decisions on issues concerning the environment and to make choices about personal habits in their daily lives that effect the earth and future generations.

For majors, the courses provide a strong background in the biological sciences for students transferring to four-year institutions who are interested in careers such as teaching, biological research, or the health sciences. Students planning to transfer to a four-year institution and major in biology or a related field should consult with a counselor regarding the transfer process and lower division requirements.

DEGREES**BIOLOGY ASSOCIATE OF SCIENCE
TRANSFER DEGREE (AS-T)**

The Associate in Science in Biology for Transfer (AS-T) is intended for students who plan to transfer and complete a Bachelor's degree in Biology, or a similar major at a CSU campus. It serves the diverse needs of students who wish to obtain a broad and an in-depth understanding of the field. The Biology Department offers comprehensive and integrative studies in each of the introductory courses of Biology. Courses in Biology prepare students interested in careers in cell biology, genetics, physiology, developmental biology, biotechnology, zoology, botany, microbiology, evolution, ecology, behavior, environmental studies, and the health sciences. The objective of this degree is to delineate a successful career path for our community college students entering the Biology program and to provide opportunities that explore the Biology major. Upon successful completion of the AS-T in Biology, students may be able to enter majors for any of these Biology subfields. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

To earn a Biology AS-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in Biology should consult with a STEM counselor or general counselor regarding the transfer process and lower division requirements. Completion of CSU GE-Breadth or STEM IGETC for the UC or CSU is required in addition to the major requirements.

REQUIRED CORE COURSES:		UNITS
BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
BIOL 207	Evolutionary Ecology	4
LIST A:		
CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5
AND		
CHEM 151	General Chemistry II OR	5
CHEM 151H	General Chemistry II - Honors	5
AND		
MATH 250	Single Variable Calculus I	4
PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5
MAJOR TOTAL:		36
TOTAL DOUBLE-COUNT UNITS:		9-10
**GENERAL EDUCATION		31-33
(CSU-GE OR IGETC FOR STEM) UNITS:		
CSU ELECTIVES		0-3
(AS NEEDED TO REACH 60 TRANSFERRABLE UNITS):		
TOTAL UNITS		60

** Use of CSU GE-Breadth for STEM or IGETC for STEM is presumed.

BIOLOGY ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree in Biology is intended to provide breadth in the aspects of biology that investigate the living world including cellular physiology, genetics, ecology, and evolutionary biology. Majors in Biology prepare for a wide variety of occupations in education, government, medicine, research, and biotechnology. This degree prepares students to transfer to four-year universities to pursue a Bachelor's degree. At the four-year institutions, students may choose to specialize in one particular field of Biology.

To graduate with the A.S degree in Biology, students must complete the following required courses plus the general breadth requirements for the Associate's Degree (minimum total = 60 units).

REQUIRED COURSES:		UNITS
BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
BIOL 207	Evolutionary Ecology	4
CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5
CHEM 151	General Chemistry II OR	5
CHEM 151H	General Chemistry II - Honors	5
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
RECOMMENDED COURSES:		
CHEM 212	Organic Chemistry I OR	4
CHEM 212H	Organic Chemistry I - Honors	4
CHEM 213	Organic Chemistry II OR	4
CHEM 213H	Organic Chemistry II - Honors	4
PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5
TOTAL UNITS		30

COURSES

BIOL 100	4 UNITS
GENERAL BIOLOGY	
LECTURE:	54 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITES:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 942 or eligibility for MATH 952*
This is an introductory course for non-majors emphasizing the scientific method in investigating the origins, physiology, ecological roles, and comparative characteristics of living organisms.	
Associate Degree Applicable Course credit transfers to CSU and *UC	
BIOL 104	3 UNITS
HUMAN ECOLOGY	
LECTURE:	54 contact hours per semester
PREREQUISITE:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
The course presents the ecological consequences of human resource use and population growth. Emphasis is placed on earth's life support systems and current environmental problems threatening human health and species survival.	
Associate Degree Applicable Course credit transfers to CSU and UC	
BIOL 109	4 UNITS
HISTORY OF LIFE	
LECTURE:	54 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITES:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 942 or eligibility for MATH 952*
This is an introductory course exploring the history of life on Earth. The role of natural selection and evidence from geology, biogeography, and paleontology will be combined with fossils and recent organisms to interpret the clues of life's history on Earth.	
Associate Degree Applicable Course credit transfers to CSU and UC	
BIOL 109H	4 UNITS
HISTORY OF LIFE - HONORS	
LECTURE:	54 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITES:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 942 or eligibility for MATH 952*
This is an introductory course exploring the history of life on earth. The role of natural selection and evidence from geology, biogeography, and paleontology will be combined with fossils and recent organisms to interpret the clues of life's history on earth. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.	
Associate Degree Applicable Course credit transfers to CSU and UC	
BIOL 140	2 UNITS
BIOLOGY OF SEXUALLY TRANSMITTED DISEASES	
LECTURE:	36 contact hours per semester
PREREQUISITE:	None
DEPARTMENTAL ADVISORY:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
This course is an examination of the social, economic, psychological, medical and legal issues surrounding sexually transmitted diseases. The topics include the pathogenesis, diagnosis and treatment of prominent sexually transmitted diseases including the impact of current biotechnology on vaccine development, treatment and diagnostics. The historical and changing attitudes and measures toward the control of sexually transmitted diseases will be reviewed.	
Associate Degree Applicable Course credit transfers to CSU and UC	

BIOL 141	3 UNITS
GENETICS	
LECTURE:	54 contact hours per semester
PREREQUISITE:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
This course is a general introduction to the fundamentals of human heredity. Topics include patterns of inheritance, the structure of DNA and its function, the role mutations play in genetic diseases and cancer, the interaction between genes and the environment, and recent advances in biotechnology and its impact on society.	
Associate Degree Applicable Course credit transfers to CSU and UC	
BIOL 155	4 UNITS
INTRODUCTORY ANATOMY AND PHYSIOLOGY	
LECTURE:	54 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITE:	None
DEPARTMENTAL ADVISORIES:	ENGL 914 or eligibility for ENGL 015* and MATH 942
This course is a one-semester introduction to human anatomy and physiology. The course is intended to meet the prerequisite for students entering the Psychiatric Technician program or other professional programs that accept a lecture/lab course in human anatomy and physiology.	
Associate Degree Applicable Course credit transfers to CSU	
BIOL 205	4 UNITS
CELL AND MOLECULAR BIOLOGY	
LECTURE:	54 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITES:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and CHEM 150 or CHEM 150H and MATH 095 or eligibility for Math 102*
COREQUISITE:	CHEM 150 or CHEM 150H
DEPARTMENTAL ADVISORY:	ENGL 101 or ENGL 101H or eligibility for ENGL 102 or ENGL 102H*
This course is an introduction to cellular and molecular aspects of biology emphasizing principles of scientific process, evolution by natural selection, prokaryotic and eukaryotic cell structure and function, classic and modern genetics, and concepts that integrate cellular with organismal activities. Experimental design concepts and application are emphasized in the laboratory. This is a first semester of a three-semester sequence in introductory biology for the pre-professional, biology major, or others interested in an in-depth study of biology. (Formerly BIOL 201)	
Associate Degree Applicable Course credit transfers to CSU and UC	
C-ID (Course Identification Number): BIOL 190	
BIOL 206	4 UNITS
ORGANISMAL BIOLOGY	
LECTURE:	54 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITES:	BIOL 205 and CHEM 150 or CHEM 150H and MATH 095 eligibility for MATH 102*
DEPARTMENTAL ADVISORY:	ENGL 101 or ENGL 101H or eligibility for ENGL 102 or ENGL 102H*
This course is an introduction to the diversity of organisms, their structure, function, and adaptations to the environment. The course requires participation in field trips. This course is part of a three-semester sequence in introductory biology for the pre-professional, biology major, or others interested in an in-depth study of biology.	
Associate Degree Applicable Course credit transfers to CSU and UC	
C-ID: BIOL 140 C-ID: BIOL 130S = (BIOL 206 + BIOL 207)	

BIOL 207 4 UNITS

EVOLUTIONARY ECOLOGY

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: BIOL 205 and MATH 095 or eligibility for MATH 102* and CHEM 150 or CHEM 150H.

DEPARTMENTAL ADVISORY:

ENGL 101 or ENGL 101H or eligibility for ENGL 102 or ENGL 102H*

This course is an introduction to the principles of evolution and the ecological processes governing organisms and populations. The course is intended for the pre-professional or biology major. The course requires participation in and completion of a field project and participation in weekend field trips. This course is part of a three-semester sequence in introductory biology for the pre-professional, biology major, or others interested in an in-depth study of biology.

Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: BIOL 206 + BIOL 207 = BIOL 130S

BIOL 222 1-3 UNITS

INDEPENDENT STUDY IN BIOLOGY

INDEPENDENT STUDY: 18-54 contact hours per semester

PREREQUISITE: None

Students with previous course work in biology may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Biology. Prior to registration, a contract must be prepared. See instructor for details.

Associate Degree Applicable Course credit transfers to CSU and UC
 Limited transfer to UC; credit determined after transfer to UC

BIOL 250 4 UNITS

HUMAN ANATOMY AND PHYSIOLOGY I

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
DEPARTMENTAL ADVISORY: BIOL 100

This is the first semester of a two-semester sequence that introduces students to the basic concepts and principles of human anatomy and physiology. This course provides a foundation for pre-allied professional majors or others interested in the advanced study of human biology. Topics include inorganic and organic chemistry, body orientation and organization, cytology, histology, fluid and electrolyte balances, and the following systems: nervous, skeletal, muscular, nervous, digestive system, and metabolism. Course includes dissections of preserved specimens.

Associate Degree Applicable Course credit transfers to CSU and *UC
 C-ID: BIOL 115BS = (BIOL 250 + BIOL 251)

BIOL 251 4 UNITS

HUMAN ANATOMY AND PHYSIOLOGY II

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: BIOL 250 and CHEM 101 or CHEM 105
DEPARTMENTAL ADVISORY: BIOL 100

This is the second semester of a two-semester sequence that introduces students to the basic concepts and principles of human anatomy and physiology. This course provides a foundation for pre-professional majors or others interested in the advanced study of human biology. Topics include fluid and electrolyte balance and the following body system: integumentary, cardiovascular, lymphatic, respiratory, urinary, endocrine, and reproductive. The course includes dissections of preserved specimens.

Associate Degree Applicable Course credit transfers to CSU and *UC
 C-ID: BIOL 115BS = (BIOL 250 + BIOL 251)

BIOL 260 4 UNITS

HUMAN ANATOMY

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 090

DEPARTMENTAL ADVISORY: BIOL 100

This is a comprehensive lecture/laboratory course in human anatomy. It is organized to explore the body both regionally and systemically. The course studies gross anatomy with an extensive dissection of the cat and other significant organs. Relevant comparisons to human systems and structures is emphasized in the laboratory portion of the course. Histological and cellular anatomy are included as they apply to various structures and systems.

Associate Degree Applicable Course credit transfers to CSU and *UC
 C-ID: BIOL 110B

BIOL 261 4 UNITS

HUMAN PHYSIOLOGY

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: BIOL 260 and CHEM 105 or CHEM 101
DEPARTMENTAL ADVISORY: BIOL 100

This course is the second semester of a two-semester sequence. It builds on an understanding of structure to explain the dynamic functions of the human body to a cellular level. Topics include physiology of the following systems: muscular, skeletal, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive. Homeostatic mechanisms and the interrelationships of body organ systems are emphasized and enhanced with clinical illustrations.

Associate Degree Applicable Course credit transfers to CSU and *UC
 C-ID: BIOL 120B

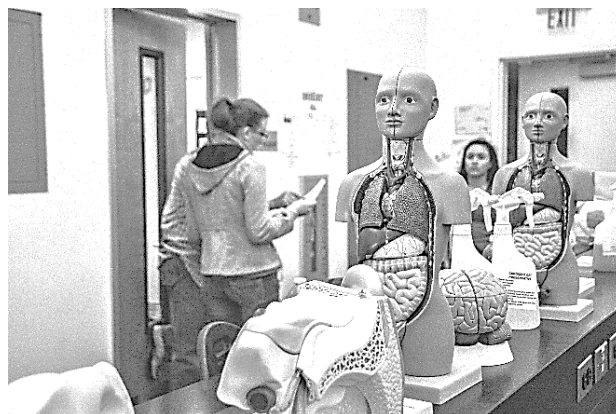
BIOL 270 5 UNITS

MICROBIOLOGY

LECTURE: 54 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITES: BIOL 205 or CHEM 101
DEPARTMENTAL ADVISORIES:
 BIOL 100 and ENGL 101 or ENGL 101H

This course is a formal introduction to the fundamental principles of microbiology and immunology. Attention is given to the morphology, control, metabolism and genetics of microorganisms. Emphasis is placed on the pathogenesis of and immunity to infectious diseases.

Associate Degree Applicable Course credit transfers to CSU and UC



BUSINESS ADMINISTRATION

Mathematics, Business and Computer Technology Division
DIVISION OFFICE: Business (B) 127
FACULTY CHAIR: Michael Assumma, M.B.A.

The Business Administration Department offers courses in the fundamentals of business organization and management as well as in marketing and business law.

For non-business majors, these courses offer a general view of the world of business and finance. For business majors, these courses provide a solid foundation in preparation for transfer to a four-year institution. Students planning to transfer to a four-year institution and major in business administration or a related field should consult with a counselor regarding the transfer process and lower division requirements.

DEGREES

BUSINESS ADMINISTRATION ASSOCIATE OF SCIENCE TRANSFER DEGREE

The Associate in Art for Transfer (AS-T) in Business Administration provides opportunities for students through the Student Transfer Achievement Reform Act (SB 1440). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, finance, human resources management, international business, management, operations management, and marketing.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does not accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AS-T degree, students must complete the following Associate Degree for Transfer requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0. A "P" (Pass) grade is not an acceptable grade for courses in the major.

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

REQUIRED COURSES:		UNITS
ACCT 200	Financial Accounting	4
ACCT 201	Managerial Accounting	4
ECON 200 *	Principles of Macroeconomics OR	3
ECON 200H *	Principles of Macroeconomics - Honors	3

ECON 201 *	Principles of Microeconomics OR	3
ECON 201H *	Principles of Microeconomics - Honors	3

BUSAD 210	Business Law OR	3
BUSAD 211	The Legal Environment of Business	3

LIST A (SELECT ONE): 4 UNITS

ECON 208 *	Business and Economics Statistics	4
MATH 108 *	Introduction to Probability and Statistics	4

CHOOSE TWO COURSES FROM LIST B OR ANY COURSE NOT USED FROM LIST A:

LIST B: 6-7 UNITS

BUSAD 100	Introduction to Business	3
CIT 101	Introduction to Computer Literacy	3
MATH 102**	College Algebra	4

MAJOR TOTAL: 27-28

CSU GE-Breadth or IGETC for CSU requirements: 37-39

TOTAL UNITS: 60

*ECON 200 or 200H, 201 or 201H, and ECON 208 or MATH 108 may be double counted for CSUGE or IGETC.

**CSUSB requires MATH 102 for their program.

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

BUSINESS ADMINISTRATION ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES:		UNITS
ACCT 200	Financial Accounting	4
ACCT 201	Managerial Accounting	4
ECON 208	Business and Economic Statistics OR	4
MATH 108	Introduction to Probability and Statistics	4
BUSAD 100	Introduction to Business	3
BUSAD 103	Marketing Principles	3
BUSAD 211	The Legal Environment of Business	3
BUSAD 210	Business Law OR	3
CIT 101	Introduction to Computer Literacy	3

ECON 200	Principles of Macroeconomics OR	3
ECON 200H	Principles of Macroeconomics - Honors	3

ECON 201	Principles of Microeconomics OR	3
ECON 201H	Principles of Microeconomics - Honors	3

TOTAL UNITS 30

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.

BUSINESS ADMINISTRATION CERTIFICATE

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work in the business field by providing the fundamentals of business organization and management as well as in marketing and business law.

REQUIRED COURSES:		UNITS
ACCT 010	Bookkeeping OR	3
ACCT 200	Financial Accounting	4
BUSAD 100	Introduction to Business	3
BUSAD 103	Marketing Principles	3
BUSAD 108	Personal Finance, Investments and Estate Planning	3
BUSAD 127	Business Communication	3
CIT 101	Introduction to Computer Literacy	3
COMMST 100	Elements of Public Speaking OR	3
COMMST 100H	Elements of Public Speaking - Honors	3
TOTAL UNITS		24 - 25

This is a Gainful Employment Program

LEADERSHIP CERTIFICATE

The certificate in Leadership provides students with a foundation and understanding of basic business philosophies, skills and techniques that are required to become productively employed in assisting in the management of a business enterprise.

This program is designed for students who wish to prepare for a career in the administration of modern organizations. It surveys the functional operations of business organizations, giving special consideration to the management of human resources, law, ethics, marketing, accounting practices, and economics.

REQUIRED COURSES:		UNITS
ACCT 200	Financial Accounting	4
BUSAD 110	Human Resource Management	3
BUSAD 120	Business Management/Leadership	3
BUSAD 127	Business Communication	3
BUSAD 151	Human Relations	3
BUSAD 210	Business Law	3
CIT 101	Introduction to Computer Literacy	3
TOTAL UNITS		22

This is a Gainful Employment Program

RETAIL MANAGEMENT CERTIFICATE

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level work in the retail management field. Beginning as a clerk or cashier, the student can advance to assistant manager, manager, and upper management. There is no required sequence of courses, but it is recommended that students structure their schedule to move through three general levels of training and experiences. In the foundational courses the students gain exposure to foundational courses in writing, speaking, math applications, and computer literacy. The intermediate course offerings cover specific business and management content. Lastly, the advanced course offerings include the retail specific courses and human relations topics.

FOUNDATIONAL COURSES:		
BUSAD 050	Business Math	3
BUSAD 127	Business Communication	3
CIT 101	Introduction to Computer Literacy	3
INTERMEDIATE COURSES:		
BUSAD 103	Marketing Principles	3
BUSAD 120	Business Management/Leadership	3
ADVANCED COURSES:		
BUSAD 110	Human Resource Management	3
BUSAD 112	Principles of Retailing	3
BUSAD 151	Human Relations	3
TOTAL UNITS		24

This is a Gainful Employment Program

NONCREDIT COURSES

BUSAD 601 NONCREDIT

FINDING AND LANDING A JOB

LECTURE: 8 contact hours per semester and

LABORATORY: 16 hours per semester

PREREQUISITE: None

This course provides basic job searching and job application skills for individuals who have not been employed before or have been out of the workforce for an extended period of time. Topics include matching skills and interests to available jobs, prospecting for a job, creating a resume and cover letter, applying for a job, and interviewing. This course is recommended for individuals are looking for a job with no prior or limited prior work experience and individuals who have been out of the workforce for a significant period of time.

Not Applicable to the Associate Degree

BUSAD 602 NONCREDIT

WORKING IN A BUSINESS OFFICE

LECTURE: 12 contact hours per semester and

LABORATORY: 24 hours per semester

PREREQUISITE: None

This course provides a basic working knowledge of business office procedures and tasks. Topics include effective business writing, business documents, and filing. This course is recommended for individuals who wish to seek an entry-level position as an office clerk. *Not Applicable to the Associate Degree*

BUSAD 604 NONCREDIT

PREPARING TO BE AN ENTREPRENEUR

LECTURE: 6 contact hours per semester

PREREQUISITE: None

This non-credit course is designed to help students discover and develop the personal attributes needed to become or to improve being a successful entrepreneur. The core of the course focuses on what it takes to become a true entrepreneur. The student will begin to understand the competencies required to be an entrepreneur through case studies, creative problem solving and exercises aimed at self-development. Students will learn the responsibilities, the benefits and the pitfalls that await an entrepreneur. *Not Applicable to the Associate Degree*

BUSAD 605 NONCREDIT

CREATING THE BUSINESS CONCEPT

LECTURE: 10 contact hours per semester

PREREQUISITE: None

This non-credit course provides a basic understanding of how to create each component of a Business Plan, including the SWOT Analysis (Strengths, Weaknesses, Opportunities, & Threats). The student will examine the industry that incorporates their business and will look at potential forces that may impact its success. They will examine the customer base and competition and discuss how to produce revenue and growth and will examine the financial situation, with a projection of the company's financial future. *Not Applicable to the Associate Degree*

BUSAD 606 NONCREDIT

BUILDING THE BUSINESS

LECTURE: 6 contact hours per semester

PREREQUISITE: None

This non-credit course teaches students the steps to take after the business plan is developed. It will give students the skills to find consulting and financial resources for their business in the Inland Empire, while teaching how social media and technology are critical to today's business culture. *Not Applicable to the Associate Degree*

BUSAD 607 NONCREDIT

FINDING CUSTOMERS/MARKETING

LECTURE: 10 contact hours per semester

PREREQUISITE: None

This non-credit course teaches students the concepts of marketing, building a customer base and a customer service program. This course provides a basic understanding of how to create a marketing plan, strategy and implementation. *Not Applicable to the Associate Degree*

BUSAD 608 NONCREDIT

FINANCE, TAXES AND HUMAN RESOURCES

LECTURE: 10 contact hours per semester

PREREQUISITE: None

This non-credit course provides a basic understanding of small business finance, taxes, and human resources. It also covers government regulations, payroll, and practices for hiring and keeping the best employees. *Not Applicable to the Associate Degree*

BUSAD 609 NONCREDIT

MANAGEMENT AND OPERATIONS

PREREQUISITE: None

LECTURE: 6 contact hours per semester.

This non-credit course provides a small business owner with the information needed to be an excellent manager and how to run their business efficiently. Students will learn how to negotiate contracts with customers and vendors. Students will also learn management techniques on how to motivate employees. *Not Applicable to the Associate Degree*

CREDIT COURSES

BUSAD 039 3 UNITS

STRATEGIES FOR SUCCESSFUL EMPLOYMENT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: CIT 010

This course is designed to help students develop the skills needed to successfully seek employment, including job search strategies, career paths, cover letter and resume writing, mock interviews, job applications, and positive workplace attitudes. *Associate Degree Applicable*

BUSAD 050 3 UNITS

BUSINESS MATH

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: MATH 942

This course covers fundamental mathematical calculations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. *Associate Degree Applicable*

BUSAD 098 1-4 UNITS

BUSINESS ADMINISTRATION WORK EXPERIENCE

WORK EXPERIENCE: 18-72 contact hours per semester

PREREQUISITE: None

Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. *Associate Degree Applicable*

BUSAD 100 3 UNITS

INTRODUCTION TO BUSINESS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course will introduce students to the fundamental concepts of business in a changing world. It includes an overview of such areas as economic systems, management, marketing, accounting, finance, ethics, ownership, organization of business, the legal aspects and regulation of business, as well as globalization.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: BUS 110

BUSAD 103 3 UNITS

MARKETING PRINCIPLES

LECTURE: 54 contact hours per semester

PREREQUISITE: None.

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course covers the basic principles and methods of marketing as practiced by all successfully managed business firms. This course is management-oriented, covering demand analysis, forecasting, product development, price determination, distribution channels, material handling, advertising and personal selling.

Associate Degree Applicable

Course credit transfers to CSU

BUSAD 105 3 UNITS

SMALL BUSINESS MANAGEMENT/ ENTREPRENEURSHIP

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is designed for business majors and non-business majors who desire a greater knowledge of the fundamentals specifically related to the opening and operation of a small business. The course is designed to provide a working knowledge of the pitfalls associated with small business operations and how to recognize, prevent and solve problems.

Associate Degree Applicable

Course credit transfers to CSU

BUSAD 106 3 UNITS

PRINCIPLES OF SELLING

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course covers the problems of analyzing the sales talk, making an adequate approach, meeting objectives, excuses and techniques of closing the sale, and the psychology involved in selling services, goods, ideas and one's own personality.

Associate Degree Applicable

Course credit transfers to CSU

BUSAD 108 3 UNITS

PERSONAL FINANCE, INVESTMENTS AND ESTATE PLANNING

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course is an integrated approach to personal finance focusing on practical financial decision making as well as the social, psychological, and physiological contexts in which those decisions are made. The student will examine the preparation for managing one's personal finances, including financial planning, income and expense management, investment analysis, retirement planning, consumerism, long-term care, estate planning, credit management, home ownership, death and taxes.

Associate Degree Applicable

Course credit transfers to CSU

BUSAD 110 3 UNITS

HUMAN RESOURCE MANAGEMENT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a survey of the objectives, functions and practices in the management of employee relations, and the impact of employee relations on the effective achievement of the organization's goals.

Associate Degree Applicable

Course credit transfers to CSU

BUSAD 112 3 UNITS

PRINCIPLES OF RETAILING

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course will cover the role of retailing in serving the needs of the community. The topics will include analysis of consumer needs, store locations, financial requirements and legal processes of starting a retail operation, planning for store layout, merchandise mix, vendor negotiation, pricing, displaying, advertising, selling and controlling of merchandise.

Associate Degree Applicable

Course credit transfers to CSU

BUSAD 120 3 UNITS

BUSINESS MANAGEMENT/LEADERSHIP

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is designed for business majors and examines the primary dimensions of the management process including planning, organizing, decision-making and controlling organizational activity. Development of effective management and leadership skills through hands-on simulation exercises.

Associate Degree Applicable

Course credit transfers to CSU

BUSAD 127 3 UNITS

BUSINESS COMMUNICATION

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H

This course is a study of the principles and role of business communication and the need for communication skills in a global marketplace. Emphasis is placed on written communications, including business letters, proposals, resumes and other business documents. A considerable amount of time is devoted to planning, organizing, outlining, grammar and writing style.

Associate Degree Applicable

Course credit transfers to CSU

C-ID: BUS 115

BUSAD 151 3 UNITS

HUMAN RELATIONS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides a basic understanding of human interactions in the workplace, focusing on the roles of the individual, the group, and the organization as a whole.

Associate Degree Applicable

Course credit transfers to CSU

BUSAD 210 3 UNITS

BUSINESS LAW

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course explores the legal environment in which business operates. It includes an introduction to law and legal reasoning, ethics, torts, strict and products liability, criminal law and contracts. Special emphasis is placed on acquiring a working knowledge of the rules for contracting in general and the modifications applicable under the Uniform Commercial Code for the sale of goods.

Associate Degree Applicable

Course credit transfers to CSU and *UC

C-ID: BUS 125

BUSAD 211 3 UNITS

THE LEGAL ENVIRONMENT OF BUSINESS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course includes a broad overview of the legal environment of business. Areas of employment regulation, consumer protection, environmental law, land-use control, sole proprietorships, partnerships, corporations, antitrust, securities regulation, comparative and international law are studied.

Associate Degree Applicable

Course credit transfers to CSU and *UC

C-ID: BUS 120

BUSAD 222 1-3 UNITS**INDEPENDENT STUDY IN BUSINESS ADMINISTRATION**

INDEPENDENT STUDY: 18-54 contact hours per semester

PREREQUISITE: None

Students with previous course work in Business Administration may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Business Administration. Prior to registration, a written contract must be prepared jointly by the instructor and the student. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU

CHEMISTRY

Science Division

DIVISION OFFICE: Physical Science (PS) 148

FACULTY CHAIR: Sheri Lillard, Ph.D.

The Chemistry program is designed to meet the diverse needs of students served by the community college:

- A. Students majoring in chemistry or related sciences,
 - B. Students majoring in one of the health sciences, and
 - C. Students fulfilling the general education science requirement.
- Courses in the Chemistry Department are taught with a strong emphasis on the laboratory. In the advanced classes, students receive hands-on experience with a wide variety of instruments. Students planning to transfer to a four-year institution and major in chemistry or biochemistry should consult with a counselor regarding the transfer process and lower division requirements because additional courses may be required at some institutions.

DEGREE**CHEMISTRY ASSOCIATE OF SCIENCE DEGREE**

Students planning to transfer to a four-year institution and major in chemistry or biochemistry should consult with a counselor regarding the transfer process and lower division requirements because additional courses may be required at some institutions. To graduate with a specialization in Chemistry, students must complete the following required courses plus the general breadth requirements for the Associate's Degree. The A.S. in Chemistry is designed to prepare students who wish to pursue a Bachelor's Degree from a four-year institution. At the four-year institution, students may choose to specialize in one particular aspect of chemistry, such as Environmental Chemistry, Organic Chemistry, Atmospheric Chemistry, or Physical Chemistry.

REQUIRED COURSES:		UNITS
CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5
CHEM 151	General Chemistry II OR	5
CHEM 151H	General Chemistry II - Honors	5
CHEM 212	Organic Chemistry I OR	4
CHEM 212H	Organic Chemistry I - Honors	4
CHEM 213	Organic Chemistry II OR	4
CHEM 213H	Organic Chemistry II - Honors	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
*RECOMMENDED COURSES:		
PHYSIC 200	Physics I OR	6
PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 201	Physics II OR	6
PHYSIC 150B	General Physics for the Life Sciences II	5
CHEM 205	Quantitative Chemical Analysis	5
TOTAL UNITS		26

*These courses are typically prerequisites for third year chemistry majors. Students are encouraged to complete the recommended courses to prevent the postponement of continued coursework in this major.

**COURSES****CHEM 101 4 UNITS****INTRODUCTORY CHEMISTRY**

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITES: ENGL 914 or eligibility for ENGL 015 or higher* and MATH 090 or eligibility for MATH 095 or higher*

This comprehensive course provides a foundation for the concepts of chemistry. Some of the areas studied include the physical and chemical properties of common elements and compounds, the metric system, measurements and conversions, atomic structure, the periodic table, chemical equations and calculations, gases, solutions, ionization, and an introduction to organic and biochemistry.

Associate Degree Applicable

Course credit transfers to CSU and *UC

C-ID: CHEM 101

CHEM 104 4 UNITS**INTRODUCTION TO ORGANIC CHEMISTRY AND BIOCHEMISTRY**

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: CHEM 101

This course is an introduction to the bonding, naming, structure, and chemical and biomolecular properties for different classes of organic compounds and biomolecules, with a focus on their cellular, medicinal and industrial importance.

Associate Degree Applicable

Course credit transfers to CSU and *UC

C-ID: CHEM 102

CHEM 104H 4 UNITS**INTRODUCTION TO ORGANIC CHEMISTRY AND BIOCHEMISTRY – HONORS**

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: CHEM 101

This course is an introduction to the bonding, naming, structure, and chemical and biomolecular properties for different classes of organic compounds and biomolecules, with a focus on their cellular, medicinal and industrial importance. This course is intended for the students in the Honors Program but is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU and *UC

C-ID: CHEM 102

CHEM 105 5 UNITS**INTRODUCTION TO GENERAL, ORGANIC AND BIOCHEMISTRY**

LECTURE: 54 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITES: ENGL 914 or eligibility for ENGL 015 or higher* and MATH 090 or eligibility for MATH 095 or higher*

This course provides a foundation for the concepts of general, organic, and biochemistry for students who wish to pursue allied health fields such as nursing. Some of the areas studied include the physical and chemical properties of common elements and compounds, the metric system, measurements and conversions, atomic structure, the periodic table, chemical equations and calculations, gases, solutions, electrolytes as well as an introduction to the bonding, naming, structure, and chemical and biological properties for different classes of organic compounds and biomolecules, with a focus on their cellular, medicinal and commercial importance.

Associate Degree Applicable Course credit transfer to CSU and UC
 C-ID: CHEM 102

CHEM 110 3 UNITS**ENVIRONMENTAL AND CONSUMER CHEMISTRY**

LECTURE: 54 contact hours per semester
PREREQUISITE: ENGL 914 or eligibility for ENGL 015*

In this course students will explore the role of chemistry in society. The topics included are: physical and chemical properties of common elements and compounds (including household substances), gases, reactions, atomic structure, energy, simple organic and biochemical compounds, and air and water pollution.

Associate Degree Applicable Course credit transfers to CSU and *UC

CHEM 150 5 UNITS**GENERAL CHEMISTRY I**

LECTURE: 54 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITES: CHEM 101 or CHEM 105 and MATH 095 or eligibility for MATH 102*

General Chemistry I is an introduction to college level chemistry with an emphasis on the mole concept, thermochemistry, atomic and molecular structure, the relationships of intramolecular and intermolecular forces to chemical and physical properties, the periodic chart, organic chemistry, and solids, liquids and gases.

Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: CHEM 110 and CHEM 120S = (CHEM 150 + CHEM 151)

CHEM 150H 5 UNITS**GENERAL CHEMISTRY I – HONORS**

LECTURE: 54 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITES: CHEM 101 or CHEM 105 and MATH 095 or eligibility for MATH 102*

General Chemistry I-Honors is an introduction to college level chemistry with an emphasis on the mole concept, thermochemistry, atomic and molecular structure, the relationships of intramolecular and intermolecular forces to chemical and physical properties, the periodic chart, organic chemistry, and solids, liquids and gases. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: CHEM 110 and CHEM 120S = (CHEM 150H + CHEM 151S)

CHEM 151 5 UNITS**GENERAL CHEMISTRY II**

LECTURE: 54 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITES: CHEM 150 or CHEM 150H, and MATH 102 or SBVC assessment higher than MATH 102

General Chemistry II is the second half of a two-part sequence in chemistry with an emphasis on thermodynamics, chemical equilibrium, chemical kinetics, nuclear and electrochemistry. This course prepares students for future courses and careers in chemistry, physics, biology, health, and the earth sciences.

Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: CHEM 120S = (CHEM 150 + CHEM 151)

CHEM 151H 5 UNITS**GENERAL CHEMISTRY II – HONORS**

LECTURE: 54 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE: CHEM 150 or CHEM 150H, and MATH 102 or SBVC assessment higher than MATH 102

General Chemistry II-Honors is the second half of a two-part sequence in chemistry with an emphasis on thermodynamics, chemical equilibrium, chemical kinetics, nuclear and electrochemistry. This course prepares students for future courses and careers in chemistry, physics, biology, health, and the earth sciences. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: CHEM 120S = (CHEM 150H + CHEM 151H)

CHEM 205 5 UNITS**QUANTITATIVE CHEMICAL ANALYSIS**

LECTURE: 54 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE: CHEM 151 or CHEM 151H

This course explores the principles, calculations, and applications of volumetric, gravimetric, and instrumental analysis as well as practical experience in standardizing reagents and determining the composition of various mixtures pertaining to the chemical laboratory setting. It is designed for second year Chemistry and Biology majors and students pursuing professional careers.

Associate Degree Applicable Course credit transfers to CSU and UC

CHEM 212 4 UNITS**ORGANIC CHEMISTRY I**

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE/COREQUISITE: CHEM 151 or CHEM 151H

The first semester of organic chemistry examines carbon compounds including aliphatic, aromatic, and heterocyclic series, and modern theoretical concepts are studied. Students identify properties, synthesis, and reactions of functional groups. Mechanisms are examined in detail. Laboratory includes preparation, identification and the study of properties of organic compounds.

Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: CHEM 150 and CHEM 160S = (CHEM 212 + CHEM 213)

CHEM 212H 4 UNITS**ORGANIC CHEMISTRY I – HONORS**

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE/COREQUISITE: CHEM 151 or CHEM 151H

The first semester of organic chemistry examines carbon compounds including aliphatic, aromatic, and heterocyclic series, and modern theoretical concepts are studied. Students identify properties, synthesis, and reactions of functional groups. Mechanisms are examined in detail. Laboratory includes preparation, identification and the study of properties of organic compounds. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: CHEM 150 and CHEM 160S = (CHEM 212H + CHEM 213H)

CHEM 213 4 UNITS**ORGANIC CHEMISTRY II****LECTURE:** 54 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** CHEM 212 or CHEM 212H

The second semester of organic chemistry continues the study of carbon compounds including aliphatic, aromatic and heterocyclic series, theoretical concepts, instrumentation, mechanisms, synthesis and functional groups. Laboratory includes preparation and study of properties, and extensive identification of organic compounds.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: CHEM 160S = (CHEM 212 + CHEM 213)

CHEM 213H 4 UNITS**ORGANIC CHEMISTRY II – HONORS****LECTURE:** 54 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** CHEM 212 or CHEM 212H

The second semester of organic chemistry continues the study of carbon compounds including aliphatic, aromatic and heterocyclic series, theoretical concepts, instrumentation, mechanisms, synthesis and functional groups. Laboratory includes preparation and study of properties, and extensive identification of organic compounds. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: CHEM 160S = (CHEM 212H + CHEM 213H)

CHEM 222 1-3 UNITS**INDEPENDENT STUDY IN CHEMISTRY****DIRECTED STUDY:** 18-54 contact hours per semester**PREREQUISITE/COREQUISITE:** CHEM 151 or CHEM 151H

Students with previous work in Chemistry may complete assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Physical, Analytical, Environmental, Nuclear or Inorganic Chemistry. Prior to registration, a written contract must be prepared. See the instructor for details.

Associate Degree Applicable Course credit transfers to CSU
Limited transfer to UC; credit determined after transfer to UC

CHEM 223 1-3 UNITS**INDEPENDENT STUDY IN ORGANIC OR BIOCHEMISTRY****DIRECTED STUDY:** 18-54 contact hours per semester**PREREQUISITE:** CHEM 104 or CHEM 104H or CHEM 105 or CHEM 212 or CHEM 212H**COREQUISITE:** CHEM 212 or CHEM 212H.

Students with previous course work in Organic or Biochemistry may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Organic or Biochemistry. Prior to registration, a written contract must be prepared jointly by the instructor and the student.

Associate Degree Applicable Course credit transfers to CSU
Limited transfer to UC; credit determined after transfer to UC

**CHILD DEVELOPMENT**

Social Sciences, Human Development
and Physical Education Division

DIVISION OFFICE: North Hall (NH) 345**FACULTY CHAIRS:** Kathryn Adams, M.S. and
Denise Knight, B.A.

The Child Development Department has both an academic and vocational orientation. The academic program leads students along a path toward an Associate of Arts degree that articulates with higher education and transfers into continued study suitable for a baccalaureate degree. Students planning to transfer to a four-year institution and major in child development or a related field should consult with a counselor regarding the transfer process and lower division requirements.

The vocational program, which interfaces with the academic program, prepares students for immediate employment. Certificates offered by the Child Development Department prepare students for work and to qualify in Child Development Permits through the California Commission on Teaching Credentialing and to work with specific age groups: Infant and School Age. The Family Child Care Provider Certificate provides a curriculum to prepare students to establish quality family childcare centers in their homes.

GENERAL EDUCATION COURSES AND ELECTIVES:

The Child Development Department advises scheduling an appointment with a counselor to create an education plan to include the general breadth requirements and elective units.

PROGRAMS OFFERED BY THE CHILD DEVELOPMENT DEPARTMENT:

- Early Childhood Education Associate of Science Transfer Degree
- Child Development Associate of Arts Degree
- Child Development – Early Intervention and Inclusion Associate of Arts Degree
- Child Development – Associate Teacher Certificate
- Child Development – Teacher Certificate
- Child Development – Master Teacher Certificate
- Child Development – Site Supervisor Certificate
- Child Development – Early Intervention and Inclusion Certificate
- Child Development – Family Child Care Provider Certificate
- Child Development – Infant and Toddler Certificate
- Child Development – School-Age Certificate

DEGREES

EARLY CHILDHOOD EDUCATION ASSOCIATE OF SCIENCE TRANSFER DEGREE

The Associate in Science in Early Childhood Education for Transfer is designed to provide the lower division major courses to transfer to a California State University and earn a Bachelor's degree in Child Development, Human Development or Early Childhood Education. This program focuses on the theories and developmentally appropriate inclusive practices for educating children from birth to age eight. Study in the major include coverage of child development and socialization, observation and assessment, curriculum development, culturally and linguistically appropriate teaching, as well as excellent health, safety, and nutrition practices in early care and education. This degree prepares students for teaching in early care and education settings as well as transfer.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AS-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC), which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU. Students planning to transfer to a four-year institution and major in Early Childhood Education should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES		UNITS
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development - Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 138	Teaching in a Diverse Society	3
CD 205	Child Development Practicum / Field Experience	4
MAJOR TOTAL		25

CSU GE-Breadth or IGETC requirements

37 - 39

TOTAL UNITS	60
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*Students may count CD 105, CD 105H, and CD 126 in Area D or E for CSU GE-Breadth. No more than 60 units are required for the AS-T in Early Childhood Education.

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

CHILD DEVELOPMENT ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Child Development, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units). The degree contains the core eight courses needed for transfer and the necessary course work to be a qualified early childhood educator.

Students completing the degree will qualify for the unit and course requirements necessary to apply for the California State Child Development Teacher Permit.

REQUIRED COURSES:		UNITS
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development - Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 138	Teaching in a Diverse Society	3
CHOOSE ONE (1) COURSE FROM THE FOLLOWING:		
CD 068	Early Literacy for Young Children	3
CD 108	Early Childhood Development	3
CD 127	Guidance of Children	3
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
REQUIRED COURSE FOR EXPERIENCE WORKING WITH CHILDREN:		
CD 205	Child Development Practicum / Field Experience	4
TOTAL UNITS:		28

CHILD DEVELOPMENT - EARLY INTERVENTION AND INCLUSION ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Child Development-Early Childhood Intervention and Inclusion, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units). This degree prepares individuals to work as early childhood paraprofessionals with expertise in special education and early intervention. The Child Development courses meet the State's competencies for early childhood intervention/early childhood special education paraprofessionals.

REQUIRED COURSES:		UNITS
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
CD 245	Early Intervention and Inclusion	3
REQUIRED COURSE FOR EXPERIENCE WORKING WITH CHILDREN:		
CD 205	Child Development Practicum / Field Experience OR	4
CD 210	Infant and Toddler Practicum	4
CD 215	Early Intervention and Inclusion Internship	4
TOTAL UNITS:		32

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.

CHILD DEVELOPMENT – ASSOCIATE TEACHER CERTIFICATE

The Associate Teacher Certificate is designed to be the first step toward obtaining entry-level employment in the field of Early Childhood Education in a preschool or childcare setting. The Associate Teacher Certificate requires 19 CD units which includes four units of practicum/ supervised experience with young children. *This Certificate meets California Title 5 requirements for the Child Development Associate Teacher Permit. Applications can be obtained through the California Commission on Teacher Credentialing Office.*

REQUIRED COURSES:		UNITS
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 113	Principles and Practices of Teaching Children	3
CD 114	Introduction to Curriculum	3
CD 126	Child, Family, and the Community	3
CHOOSE ONE COURSE FROM THE FOLLOWING:		
CD 101	Parent-Child Interaction OR	3
CD 127	Guidance of Children	3
REQUIRED EXPERIENCE WORKING WITH CHILDREN:		
CD 205	Child Development Practicum / Field Experience	4
TOTAL UNITS:		19

This is a Gainful Employment Program

CHILD DEVELOPMENT – TEACHER CERTIFICATE

The Teacher Certificate is designed for individuals working with children in a preschool or childcare setting. The certificate focuses on developing age appropriate curriculum for the classroom and observation/assessment of children. The Teacher Certificate requires 31 CD units, which includes 4 units of CD Practicum/ Field Work with young children plus 16 general education units as specified.

This Certificate meets the course and unit requirement for the Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirements of 175 days of 3+ hours per day within 4 years.

REQUIRED COURSES:		UNITS
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 138	Teaching in a Diverse Society	3

CHOOSE TWO (2) CURRICULUM COURSES FROM THE FOLLOWING LIST:

CD 068	Early Literacy for Young Children	3
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 137	Play and Materials for Children	3

REQUIRED CD PRACTICUM/FIELD WORK EXPERIENCE WITH CHILDREN:

CD 205	Child Development Practicum / Field Experience	4
MAJOR TOTAL:		31

The following courses are recommended by the Child Development Department to meet the GE requirements:

Communication: ENGL 101 or ENGL 101H	4
Humanities: ART 103 or MUS 100	3
Social and Behavioral Science: SOC 100 or SOC 100H, or SOC 130, or PSYCH 100 or PSYCH 100H	3
Natural Science or Math: MATH 095 and higher	3 - 4
Elective courses: 2-3 Units	2 - 3
Minimum GE Units Required:	16
TOTAL UNITS	47

ADDITIONAL RECOMMENDED COURSES:

CD244 Children with Special Needs (3 units)
CD185 Infant/Toddler Development (3 units)
(If planning to work with infants and toddlers)
This is a Gainful Employment Program

CHILD DEVELOPMENT – MASTER TEACHER CERTIFICATE

The Master Teacher Certificate is designed to prepare students to supervise, mentor and assist other teachers and aides in a preschool or childcare and education setting. The Master Teacher Certificate requires 37 CD units, which includes six specialization units and 4 units of CD Practicum/ Field Work experience with children preschool-12 years of age plus a minimum of 16 general education units. General Education units need to come from the each of the following categories and meet Valley College GE requirements: English, Social and Behavioral Sciences, Humanities and Math or Science.

This Certificate meets the course and unit requirement for the Master Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirement of 350 days of 3+ hours per day within 4 years.

REQUIRED COURSES:		UNITS
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 138	Teaching in a Diverse Society	3
CD 270	Adult Supervision and Mentoring in Early Care and Education	3
Child Development Specialization:		
<u>Creative Curriculum Specialization</u>		
CD 130	Creative Music and Movement for Children AND	3
CD 136	Creative Art Experiences for Children	3
OR		
<u>Literacy Specialization</u>		
CD 068	Early Literacy for Young Children AND	3
CD 134	Language, Listening and Literature for Children	3
OR		
<u>School-Age Specialization</u>		
CD 060	Understanding School-Age Children AND	3
CD 061	Activities for School-Age Children	3
OR		
<u>Infant/ Toddler Specialization</u>		
CD 185	Infant/Toddler Growth and Development AND	3
CD 186	Infant and Toddler Curriculum	3
OR		
<u>Special Needs Specialization</u>		
CD 244	Children with Special Needs AND	3
CD 245	Early Intervention and Inclusion	3
EXPERIENCE WORKING WITH CHILDREN:		
CD 205	Child Development Practicum / Field Experience OR	4
CD 210	Infant and Toddler Practicum	4
MAJOR TOTAL:		37

The following courses are recommended by the Child Development Department to meet the GE requirements:

Communication: ENGL 101 or ENGL 101H	4
Humanities: ASL 109, ART 103 or MUS 100	3
Social and Behavioral Sciences: SOC 100 or SOC 100H, SOC 130, or PSYCH 100 or PSYCH 100H	3
Natural Science or Math: BIOL 100 or MATH 095 and higher	3 - 4
GE Elective Courses:	2 - 3
Minimum GE Units Required:	16
TOTAL UNITS:	53

This is a Gainful Employment Program

CHILD DEVELOPMENT – SITE SUPERVISOR CERTIFICATE

The Site Supervisor Certificate is designed to prepare students with the knowledge and skills necessary to be qualified as a preschool or childcare center site supervisor.

Students completing a Site Supervisor Certificate meet the academic requirements for the CD Site Supervisor Permit. Please note that the field experience requirement for the Site Supervisor Permit requires 350 days of 3+ hours per day within four years including at least 100 days of supervising adults. With this Certificate, students qualify to be Child Development Center Directors in private Title 22 Programs as long as they also have two years of teaching experience in a licensed center.

REQUIRED COURSES:		UNITS
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 138	Teaching in a Diverse Society	3
CD 270	Adult Supervision and Mentoring in Early Care and Education	3
CD 271	Administration I: Programs in Early Childhood Education	3
CD 272	Administration II: Personnel and Leadership in Early Childhood Education	3
CHOOSE TWO (2) COURSES FROM THE FOLLOWING LIST:		
CD 068	Early Literacy for Young Children	3
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CHOOSE ONE (1) COURSE FROM THE FOLLOWING LIST:		
CD 127	Guidance of Children	3
CD 060	Understanding School-Age Children	3
CD 061	Activities for School-Age Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3

EXPERIENCE WORKING WITH CHILDREN:		
CD 205	Child Development Practicum / Field Experience OR	4
CD 210	Infant and Toddler Practicum	4
MAJOR TOTAL:		43
The following courses are recommended by the Child Development Department to meet the GE requirements:		
Communication:	ENGL 101 or ENGL 101H	4
Humanities:	ASL 109, ART 103 or MUS 100	3
Social and Behavioral Science:	SOC 100 or SOC 100H, SOC 130 or PSYCH 100 or PSYCH 100H	3
Natural Science or Math:	BIOL 100 or MATH 095 and higher	3 - 4
GE Elective Courses		2 - 3
Minimum GE Units Required:		16
TOTAL UNITS		59
<i>This is a Gainful Employment Program</i>		

CHILD DEVELOPMENT – EARLY INTERVENTION AND INCLUSION CERTIFICATE

The Early Intervention and Inclusion Certificate prepares individuals to work as early childhood paraprofessionals with expertise in special education and early intervention. The program's perspective is culturally sensitive and family-focused which emphasizes the value of individual differences in young children. This certificate meets the State's competencies for early childhood intervention/early childhood special education paraprofessionals.

This Certificate meets California Title 5 requirements for the Child Development Associate Teacher Permit. Upon completion of all the courses, contact the California Commission on Teacher Credentialing Office for an application.

REQUIRED COURSES:		UNITS
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
CD 245	Early Intervention and Inclusion	3
REQUIRED EXPERIENCE WORKING WITH CHILDREN:		
CD 205	Child Development Practicum / Field Experience OR	4
CD 210	Infant and Toddler Practicum	4
CD 215	Early Intervention and Inclusion Internship	4
TOTAL UNITS:		32

This is a Gainful Employment Program

CHILD DEVELOPMENT – FAMILY CHILD CARE PROVIDER CERTIFICATE

The Family Child Care Provider Certificate prepares students for working in family childcare or home childcare programs. The Family Child Care Certificate requires 25 CD units, which includes practicum experience with children.

Students earning this certificate meet the Title 5 requirements for the Associate Teacher Permit through the California Commission on Teacher Credentialing Office.

REQUIRED COURSES:		UNITS
CD 075	Family Child Care Practices	3
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CHOOSE ONE (1) COURSE FROM THE FOLLOWING LIST:		
CD 061	Activities for School-Age Children	3
CD 186	Infant and Toddler Curriculum	3
PRACTICUM EXPERIENCE WORKING WITH CHILDREN:		
CD 205	Child Development Practicum / Field Experience	4
ADDITIONAL RECOMMENDED COURSE:		
BUSAD 105	Small Business Management/ Entrepreneurship	3
TOTAL UNITS:		25

This is a Gainful Employment Program

CHILD DEVELOPMENT - INFANT/TODDLER CERTIFICATE

The Infant/Toddler Certificate is designed to be the first step toward obtaining entry-level employment specializing in infant/toddler care. Students will be prepared to work with infants/toddlers (0-36 months) enabling the student to assist a teacher in a public infant/toddler program or teach infants/toddlers in a private child care setting. The Infant/Toddler Certificate requires 25 CD units, which includes four units of CD Practicum/Field Work experience with infants/toddlers.

REQUIRED COURSES:		UNITS
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3

EXPERIENCE WORKING WITH CHILDREN FROM AGES BIRTH-24 MONTHS:

CD 205	Child Development Practicum / Field Experience OR	4
CD 210	Infant and Toddler Practicum	4
TOTAL UNITS		25

This is a Gainful Employment Program

CHILD DEVELOPMENT – SCHOOL-AGE CERTIFICATE

The School-Age Certificate is designed to be the first step toward entry-level employment specializing in the care of children from 6-12 years. It prepares students for working in after-school programs or childcare facilities that serve older children.

This Certificate meets the course and unit requirements for the Child Development Associate Teacher Permit with a School-Age Emphasis and the Child Development Associate Teacher Permit through the California Commission on Teacher Credentialing.

REQUIRED COURSES:		UNITS
CD 060	Understanding School-Age Children	3
CD 061	Activities for School-Age Children	3
CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 113	Principles and Practices of Teaching Children	3
CD 114	Introduction to Curriculum	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 138	Teaching in a Diverse Society	3
EXPERIENCE OBSERVING AND INTERACTING WITH CHILDREN AGE 6-12 YEARS:		
CD 111	Observation and Assessment in Child Development	3
TOTAL UNITS:		27

This is a Gainful Employment Program

COURSES

CD 060	3 UNITS
UNDERSTANDING SCHOOL-AGE CHILDREN	
<i>LECTURE: 54 contact hours per semester</i>	
<i>PREREQUISITE: None</i>	
<i>DEPARTMENTAL ADVISORY:</i>	
<i>ENGL 015 or eligibility for ENGL 101 or ENGL 101H*</i>	
This course is designed to prepare students to work with children ages five years through adolescence, by focusing on the development of children in this age group. This course includes the study of developmental theories and the practical implications of those theories. This course incorporates licensing regulations as required by Title 22 licensed facilities.	
<i>Associate Degree Applicable</i>	
CD 061	3 UNITS
ACTIVITIES FOR SCHOOL-AGE CHILDREN	
<i>LECTURE: 54 contact hours per semester</i>	
<i>PREREQUISITE: None</i>	
<i>DEPARTMENTAL ADVISORY:</i>	
<i>ENGL 015 or eligibility for ENGL 101 or ENGL 101H*</i>	
This course is a survey of programs and activities planning for school-age children including both before-and after-school activities for groups and individuals. <i>Associate Degree Applicable</i>	
CD 068	3 UNITS
EARLY LITERACY FOR YOUNG CHILDREN	
<i>LECTURE: 54 contact hours per semester</i>	
<i>PREREQUISITE: None</i>	
<i>DEPARTMENTAL ADVISORY:</i>	
<i>ENGL 015 or eligibility for ENGL 101 or ENGL 101H*</i>	
This course examines the principles and developmentally appropriate practices for providing children early literacy skills necessary for a strong foundation for conventional reading and writing. The course will address how to create an environment and curriculum to promote and encourage early literacy beginning at birth through age eight. <i>Associate Degree Applicable</i>	

CD 075 **3 UNITS****FAMILY CHILD CARE PRACTICES**

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course is designed to meet the specific needs of the family childcare provider. The emphasis is on learning licensing regulations, good business practices, age appropriate curriculum, healthy environments, positive guidance, and basic child development. Other topics include creating partnerships with parents, maintaining health and safety and working with children from diverse backgrounds including children with special needs and disabilities. *Associate Degree Applicable*

CD 100 **3 UNITS****INTRODUCTION TO CHILD DEVELOPMENT**

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is an introduction and overview of the field of child development, designed to familiarize students with the broad aspects of the profession, philosophies, theories and principles of caring for children in a variety of settings.

Associate Degree Applicable

Course credit transfers to CSU

CD 101 **3 UNITS****PARENT-CHILD INTERACTION**

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course includes general concepts, goals and strategies of parenting through the life span in varying life circumstances and diverse family types. Establishing and maintaining close emotional relationships through bonding, attachment, and effective communication techniques with children at all developmental stages is emphasized. Effective guidance skills, shaping and modifying children's behavior are explored.

Associate Degree Applicable

Course credit transfers to CSU

CD 105 **3 UNITS****CHILD GROWTH AND DEVELOPMENT**

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or 101H**

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

Associate Degree Applicable

*Course credit transfers to CSU and *UC*

C-ID: CDEV 100

CD 105H **3 UNITS****CHILD GROWTH AND DEVELOPMENT – HONORS**

LECTURE: 54 contact hours per semester

*PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.

Associate Degree Applicable

*Course credit transfers to CSU and *UC*

C-ID: CDEV 100

CD 108	3 UNITS	<p>EARLY CHILDHOOD DEVELOPMENT LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course covers the development of children from two years to eight years old. Specifically, this course explores prominent theories related to early childhood development, typical and atypical development of children from two to eight years, contextual influences, and methods of studying the development of young children. Associate Degree Applicable Course credit transfers to CSU</p>	
CD 111	3 UNIT	<p>OBSERVATION AND ASSESSMENT IN CHILD DEVELOPMENT LECTURE: 36 contact hour per semester and LABORATORY: 54 contact hours per semester PREREQUISITES: CD 105 or CD 105H, ENGL 914 or eligibility for ENGL 015* COREQUISITE: CD 105 or CD 105H This course focuses on the appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations are conducted and analyzed. Note: In accordance with SB92, this class requires all students to submit the following to their class instructor no later than the first day of class: 1) proof of immunizations for measles, influenza and pertussis; and 2) clear tuberculosis test. Associate Degree Applicable Course credit transfers to CSU C-ID: ECE 200</p>	
CD 113	3 UNITS	<p>PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course is an examination of underlying theoretical principles of developmentally appropriate practices applied to programs and environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development of all young children. This course includes a review of historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Applicable to Associate Degree Course credit transfers to CSU C-ID: ECE 120</p>	
CD 114	3 UNITS	<p>INTRODUCTION TO CURRICULUM LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 914 or eligible for English 015* This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students will examine a teacher's role in supporting development and engagement for all young children. This course provides strategies for developmentally-appropriate practice based on observation and assessment across the curriculum. Applicable to Associate Degree Course credit transfers to CSU C-ID: ECE 130</p>	
CD 115	3 UNITS	<p>HEALTH, SAFETY AND NUTRITION LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course is an introduction to the laws, regulations, standards, policies, procedures and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. There is a focus on integrating concepts into everyday planning and program development for all children. Applicable to Associate Degree Course credit transfers to CSU C-ID: ECE 220</p>	
CD 126	3 UNITS	<p>CHILD, FAMILY, AND THE COMMUNITY LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course examines the developing child in a societal context, which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. Associate Degree Applicable Course credit transfers to CSU and UC C-ID: CDEV 110</p>	
CD 127	3 UNITS	<p>GUIDANCE OF CHILDREN LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course presents a developmental approach to the guidance and discipline of children. Effective guidance theories and methods are presented for teachers and professionals working with children, including children with special needs. Effective communication methods for early childhood educators working with children and their parents will be emphasized. Associate Degree Applicable Course credit transfers to CSU</p>	
CD 130	3 UNITS	<p>CREATIVE MUSIC AND MOVEMENT FOR CHILDREN LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course explores the importance of music and movement in the development of children ages two through eight. Because children's physical and motor maturation influences all other aspects of development this course focuses on planning for motor skill progression though creative and teacher-guided movement. There is equal emphasis on developmentally appropriate musical activities and on rhythmic experiences with musical instruments and creative props. Applicable to Associate Degree Course credit transfers to CSU</p>	

CD 133 3 UNITS

CREATIVE SCIENCE AND MATH ACTIVITIES FOR CHILDREN

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course focuses on planning and implementing creative and developmentally appropriate science and math activities for young children. Content includes: life science, physical science, and earth science; creation of scientific environment in the classroom; scientific concepts and the science process skills (observing, comparing, measuring, classifying and predicting); the basic math concepts (classifying, ordering, seriation, patterning, number sense, simple reasoning and counting); and how to create a math environment.

Associate Degree Applicable

Course credit transfers to CSU

CD 134 3 UNITS

LANGUAGE, LISTENING AND LITERATURE FOR CHILDREN

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course emphasizes the process of language acquisition in children and techniques and experiences, which promote language development and listening skills. It includes the **examination of children's literature; teaching strategies for reading picture books to children; presenting poetry; flannel board activities; puppetry and storytelling in the classroom for children ages two through eight.**

Associate Degree Applicable

Course credit transfers to CSU

CD 136 3 UNITS

CREATIVE ART EXPERIENCES FOR CHILDREN

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course focuses on establishing an environment for young children that cultivates and nourishes creativity and their aesthetic sense. It includes the principles of creative development; instructional strategies; materials, tools and equipment in an art program; and developmentally appropriate activities and experiences, which underscore the emotional, social, physical, and cognitive needs of children from two through eight years of age.

Applicable to Associate Degree

Course credit transfers to CSU

CD 137 3 UNITS

PLAY AND MATERIALS FOR CHILDREN

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course introduces the theories and pedagogies of play and inquiry based learning and development. A focus of the course is on how play, inquiry, pedagogy, assessment and planning are purposefully and holistically integrated across a range of learning contexts. Child centered approaches are examined with a focus on using environments and resources to plan and support learning and development.

Applicable to Associate Degree

Course credit transfers to CSU

CD 138 3 UNITS

TEACHING IN A DIVERSE SOCIETY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is an examination of the development of social identities in diverse societies including theoretical and practical implications affecting children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children, from birth through age 8, in becoming competent members of a diverse society will be examined. This course involves self-examination and reflection of related issues in order to better inform teaching practices and program development.

Associate Degree Applicable

Course credit transfers to CSU

C-ID: ECE 230

CD 185 3 UNITS

INFANT/TODDLER GROWTH AND DEVELOPMENT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course explores the physical, social-emotional, cognitive, and language development of children from birth to age three. It fulfills the California licensing requirements for Infant Center personnel and includes infant/toddler curriculum, record keeping, communication with parents, and daily activity plans.

Associate Degree Applicable

Course credit transfers to CSU

CD 186 3 UNITS

INFANT AND TODDLER CURRICULUM

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is a survey of program and curriculum planning for infants and toddlers childcare and education settings, including early intervention and inclusive programs, emphasizing curriculum and principles and practices of quality care and developmentally appropriate practices specific to infants, toddlers and two-year-old children, birth to three years.

Applicable to Associate Degree

Course credit transfers to CSU

CD 205 4 UNITS

CHILD DEVELOPMENT PRACTICUM/FIELD EXPERIENCE

LECTURE: 18 contact hour per semester and

LABORATORY: 162 contact hours per semester

PREREQUISITES: CD 105 or CD 105H CD 113, CD 114, and CD 126

In this supervised fieldwork course, students practice and demonstrate developmentally appropriate early childhood planning and teaching competencies under the supervision of ECE/CD faculty and mentor teachers. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment, and knowledge of curriculum content areas are emphasized. Student teachers design, implement and evaluate experiences that promote positive development for all young children.

Note: In accordance with SB92, this class requires all students to submit the following to their class instructor no later than the first day of class:

1) proof of immunizations for measles, influenza and pertussis; and

2) clear tuberculosis test.

Associate Degree Applicable

Course credit transfers to CSU

C-ID: ECE 210

CD 210 4 UNITS

INFANT AND TODDLER PRACTICUM

LECTURE: 18 contact hour per semester and

LABORATORY: 162 contact hours per semester

PREREQUISITE: CD 185

DEPARTMENTAL ADVISORY: CD 105 or CD 105H

This supervised field experience course guides students in applying learned theory into classroom practice and promotes the development of teaching competencies with infants and toddlers at the SBVC Child Development Infant Center or with an approved mentor teacher. The emphasis is on developing appropriate individual programs for infants and toddlers, as well as professional ethics and cooperative relationships with staff, parents and children.

Note: In accordance with SB92, this class requires all students to submit the following to their class instructor no later than the first day of class:

- 1) proof of immunizations for measles, influenza and pertussis; and
- 2) clear tuberculosis test.

Associate Degree Applicable

Course credit transfers to CSU

CD 215 4 UNITS

EARLY INTERVENTION AND INCLUSION INTERNSHIP

LECTURE: 36 contact hours per semester and

LABORATORY: 108 contact hours per semester

PREREQUISITE: CD 105 or CD 105H

COREQUISITE: CD 245

This course provides a supervised internship as an assistant in an early intervention or inclusion setting with children from birth through eight years. It explores the unique development and guidance of infants, toddlers and young children with disabilities and other special needs. Adaptation of curriculum, natural environments, identification and assessment are discussed.

Note: In accordance with SB92, this class requires all students to submit the following to their class instructor no later than the first day of class:

- 1) proof of immunizations for measles, influenza and pertussis; and
- 2) clear tuberculosis test.

Associate Degree Applicable

Course credit transfers to CSU

CD 244 3 UNITS

CHILDREN WITH SPECIAL NEEDS

LECTURE: 54 contact hours per semester

PREREQUISITE: CD 105 or CD 105H

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course introduces the physical, social, emotional and intellectual characteristics of children with disabilities and other special needs. It covers teaching strategies that are sensitive to children with special needs and their families, as well as the legal requirements of educating children with disabilities or other special needs.

Associate Degree Applicable

Course credit transfers to CSU

CD 245 3 UNITS

EARLY INTERVENTION AND INCLUSION

LECTURE: 54 contact hours per semester

PREREQUISITE: CD 105 or CD 105H

COREQUISITE: CD 215

This course focuses on theories, research and practical teaching strategies in early intervention and early childhood special education. Students learn intervention techniques and strategies to work with children with disabilities and other special needs.

Associate Degree Applicable

Course credit transfers to CSU

CD 270 3 UNITS

ADULT SUPERVISION AND MENTORING

IN EARLY CARE AND EDUCATION

LECTURE: 54 contact hours per semester

PREREQUISITE: CD 105 or CD 105H

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course presents methods and principles for supervising student teachers, volunteers, staff, and other adults in early care and education settings. The roles and development of early childhood professionals as mentors and leaders is emphasized.

Associate Degree Applicable

Course credit transfers to CSU

CD 271 3 UNITS

ADMINISTRATION I:

PROGRAMS IN EARLY CHILDHOOD EDUCATION

LECTURE: 572 contact hours per semester

PREREQUISITES: CD 105 or CD 105H and CD 126

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is an introduction to the administration of early childhood programs. It covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. This course also examines the administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program.

Associate Degree Applicable

Course credit transfers to CSU

CD 272 3 UNITS

ADMINISTRATION II: PERSONNEL AND LEADERSHIP

IN EARLY CHILDHOOD EDUCATION

LECTURE: 54 contact hours per semester

PREREQUISITE: CD 105 or CD 105H and CD 126

DEPARTMENTAL ADVISORIES:

CD 271 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides effective strategies for personnel management and leadership in early care and education settings. It includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program.

Associate Degree Applicable

Course credit transfers to CSU

COMMUNICATION STUDIES

Arts and Humanities Division
DIVISION OFFICE: North Hall (NH) 223
FACULTY CHAIRS: Leticia Hector, M.A.

Courses offered by the Department of Communication Studies 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 Communication Studies should consult with a counselor regarding the transfer process and lower division requirements.

DEGREE

COMMUNICATION STUDIES ASSOCIATE OF ARTS TRANSFER DEGREE (AA-T)

The Associate in Arts for Transfer (AA-T) in communication studies provides opportunities for students through the Student Transfer Achievement Reform Act (SB 1440). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree encourages student to examine and evaluate human communication across and within various contexts for the purpose of increasing communication competence. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

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

REQUIRED CORE COURSE		UNITS
COMMST 100	Elements of Public Speaking OR	3
COMMST 100H	Elements of Public Speaking - Honors	3
LIST A: 6 UNITS MINIMUM		
COMMST 111	Interpersonal Communication	3
COMMST 125	Critical Thinking Through Argumentation and Debate	3
COMMST 140	Small Group Communication	3
LIST B: 6 UNITS MINIMUM (ANY COURSE NOT USED FROM LIST A)		
COMMST 135	Mass Media and Society	3
COMMST 174	Intercultural Communication	3
ENGL 102	Intermediate Composition and Critical Thinking OR	4
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4

LIST C: 3 UNITS MINIMUM (ANY COURSE NOT USED FROM LIST A OR B)		
COMMST 176	Gender Differences in Communication	3
ENGL 122	Journalism Production: Introduction	2
ENGL 151	Freshman Composition and Literature	3
PSYCH 100	General Psychology OR	3
PSYCH 100H	General Psychology - Honors	3
SOC 100	Introduction to Sociology OR	3
SOC 100H	Introduction to Sociology - Honors	3

MAJOR TOTAL:	18-21
CSU GE-BREADTH OR IGETC FOR CSU REQUIREMENTS:	37-39
CSU ELECTIVES (AS NEEDED TO REACH 60 TRANSFERABLE UNITS):	0-3
TOTAL UNITS	60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.



COURSES

COMMST 100 3 UNITS

ELEMENTS OF PUBLIC SPEAKING

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course focuses on 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.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: COMM 110

COMMST 100H 3 UNITS

ELEMENTS OF PUBLIC SPEAKING - HONORS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course focuses on 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. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

Associate Degree Applicable *Course credit transfers to CSU and UC*
C-ID: COMM 110

COMMST 111 3 UNITS

INTERPERSONAL COMMUNICATION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

Interpersonal communication examines the dynamics of the communication process within the context of interpersonal relationships (those with friends, families, romantic partners, and co-workers). Influences of self-concept, perception, listening, verbal and non-verbal communication, and emotional expression are explored. Principles of relationship development, communication climate, self-disclosure, and conflict management are also discussed. Rhetorical principles are also practiced and faculty supervised/evaluated in a variety of ways.

Associate Degree Applicable *Course credit transfers to CSU and UC*
C-ID: COMM 130

COMMST 125 3 UNITS

CRITICAL THINKING THROUGH ARGUMENTATION AND DEBATE

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

*COMMST 100 or COMMST 100H and ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is designed to provide an oral approach to critical thinking skills, which includes individual and group debates. It also provides instruction in language, argument structure, types of reasoning, evaluation of evidence, fallacies in reasoning, and case development strategies.

Associate Degree Applicable *Course credit transfers to CSU and UC*
C-ID: COMM 120

COMMST 135 3 UNITS

MASS MEDIA AND SOCIETY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course explores 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). There is also a focus 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*
C-ID: JOUR 100

COMMST 140 3 UNITS

SMALL GROUP COMMUNICATION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

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

Associate Degree Applicable *Course credit transfers to CSU and UC*
C-ID: COMM 140

COMMST 174 3 UNITS

INTERCULTURAL COMMUNICATION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course focuses on the communication behaviors 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 aspects such as stereotyping, perception, prejudice, values and expectations. 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*
C-ID: COMM 150

COMMST 176 3 UNITS

GENDER DIFFERENCES IN COMMUNICATION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

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.

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



COMPUTER INFORMATION TECHNOLOGY

Mathematics, Business and Computer Technology Division
 DIVISION OFFICE: Business (B) 127
 FACULTY CHAIR: Reginald Metu, Ed.D.

The Computer Information Technology (CIT) Department provides a program of study for students who are preparing for employment in Information Technology or are preparing to transfer to a 4-year institution in Information Technology/Information Systems. The CIT Department offers a complete introduction to computers and software, specific training in selected software packages, and advanced courses dealing with networks, specialized programming techniques, and management of Information Technology.

DEGREES

CIT – OFFICE TECHNOLOGY ASSOCIATE OF ARTS DEGREE

To graduate with a degree in Office Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units). This degree is designed to prepare students for entry-level positions such as general clerk, information clerk, receptionist, and administrative secretary.

REQUIRED COURSES:		UNITS
CIT 013	Intermediate Keyboarding	3
CIT 021	Word Processing: Comprehensive Microsoft Word	4
CIT 100	Introduction to Personal Computers OR	3
CIT 101	Introduction to Computer Literacy	3
CIT 102	Advanced Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 118	Microsoft PowerPoint	3
TOTAL UNITS		22

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.

ADMINISTRATIVE ASSISTANT CERTIFICATE

The Administrative Assistant Certificate is designed to prepare students for employment in today's modern office. Students will learn computer skills in Microsoft Office Applications and writing skills that are needed for successful business communication. Student will learn computer skills through hands-on practice and various business project simulations.

REQUIRED COURSES:		UNITS
CIT 013	Intermediate Keyboarding	3
CIT 021	Word Processing: Comprehensive Microsoft Word	4
CIT 031	Business English	3
CIT 100	Introduction to Personal Computers OR	3
CIT 101	Introduction to Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 118	Microsoft PowerPoint	3
TOTAL UNITS		22

This is a Gainful Employment Program

CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE

This certificate is designed to prepare students to take the Cisco Certified Network Associate certification examination. This course of study prepares students for entry-level employment in the computer-networking field. The certificate is part of the Cisco Networking Academy program and all instruction is provided by Cisco Certified Academy Instructors using Cisco certified curriculum.

REQUIRED COURSES:		UNITS
CIT 091	Computer Network Fundamentals (Cisco Networking Academy)	3
CIT 092	Basic Switching and Routing (Cisco Networking Academy)	3
CIT 093	Advanced Routing and Switching Cisco (Cisco Networking Academy)	3
CIT 094	Wide Area Network Technologies and Network Services (Cisco Networking Academy)	3
TOTAL UNITS		12

CIT – MANAGEMENT INFORMATION SYSTEMS CERTIFICATE

The Management Information Systems Certificate offers a complete introduction to computers, specific training in selected software packages, advanced courses dealing with programming, Databases, and networks.

REQUIRED COURSES:		UNITS
CIT 031	Business English	3
CIT 101	Introduction to Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 215	Database Management Systems	3
CIT 232	Computer Network Fundamentals	3
CS 120	Introduction to Visual Basic.NET	4
CHOOSE ONE COURSE FROM THE FOLLOWING:		
CIT 021	Word Processing: Comprehensive Microsoft Word	4
CIT 026	Computer Graphics	3
CIT 102	Advanced Computer Literacy	3
TOTAL UNITS		25 - 26

This is a Gainful Employment Program

COMPUTER NETWORK SUPPORT SPECIALIST CERTIFICATE

This course of study prepares students for entry-level employment in the computer-networking field. The courses also prepare students to take multiple industry-recognized certifications from Cisco Systems, including the CCENT, CCNA, and CCNA Security. Students will also be prepared to take the A+ certification examination from CompTIA and the MTA examination from Microsoft. Most of the courses in this Certificate are part of the Cisco Networking Academy Program.

REQUIRED COURSES:	UNITS
CIT 101 Introduction to Computer Literacy	3
CIT 110 Information and Communications Technology Essentials	4
CIT 091 Computer Network Fundamentals (Cisco Networking Academy)	3
CIT 092 Basic Switching and Routing (Cisco Networking Academy)	3
CIT 093 Advanced Routing and Switching Cisco (Cisco Networking Academy)	3
CIT 094 Wide Area Network Technologies and Network Services (Cisco Networking Academy)	3
CIT 099 Cisco Certified Network Associate Security	3
TOTAL UNITS	22

This is a Gainful Employment Program

COMPUTER SUPPORT SPECIALIST CERTIFICATE

The Computer Specialist Certificate is designed to provide students with skills in advanced computer technology pertaining to a wide variety of industry specific and government agency career paths. Students are required to have a basic knowledge of reading and writing as well as have completed Math 095 or assessed at a higher level.

Career Outlook: The rapid spread of computers and information technology has generated a need for highly trained workers proficient in various job functions. These jobs are categorized under the heading of Computer Specialist in the EDD Labor Market Information Occupational Projection Report. The Computer Specialist designation constitutes 97 percent of the Computer and Mathematical Occupations category. There are many career paths available mainly because employers' needs are so varied.

REQUIRED COURSES:	UNITS
CIT 091 Computer Network Fundamentals (Cisco Networking Academy)	3
CIT 092 Basic Switching and Routing (Cisco Networking Academy)	3
CIT 101 Introduction to Computer Literacy	3
CIT 110 Information and Communications Technology Essentials	4
CIT 160 Introduction to Information Systems Security	3
CIT 155 Systems and Network Administration OR	3
CIT 128 Introduction to Linux OS	3
TOTAL UNITS	19

(Math 095 is required unless student is assessed at a higher level.)

This is a Gainful Employment Program

INFORMATION SECURITY AND CYBER DEFENSE CERTIFICATE

A comprehensive introduction to the principles of Information Assurance, Information Systems Security, and Cyber Defense. Program content and outcomes are aligned with industry certifications and the recommendations of the National Security Administration/US Department of Homeland Security. Includes practical experiences with the application of Information Assurance principles to Systems and Network Administration.

REQUIRED COURSES:	UNITS
CIT 101 Introduction to Computer Literacy	3
CIT 110 Information and Communications Technology Essentials	4
CIT 155 Systems and Network Administration	3
CIT 160 Introduction to Information Systems Security	3
CIT 232 Computer Network Fundamentals	3

COMPUTER PROGRAMMING

SELECT ONE COURSE FROM THE FOLLOWING:

CIT 150 Office Applications Development OR	3
CS 120 Introduction to Visual Basic.NET	4

STATISTICS

SELECT ONE COURSE FROM THE FOLLOWING:

ECON 208 Business and Economic Statistics OR	4
MATH 108 Introduction to Probability and Statistics	4

TOTAL UNITS	23 - 24
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This is a Gainful Employment Program

MEDICAL CODING AND BILLING CERTIFICATE

This course of study prepares students for entry-level employment in the medical coding and billing field. The courses are geared towards the students' successful passing of the American Academy of Professional Coders National Certification Exam--Certified Professional Coder (CPC). During the course of study, students learn the basics of health care finance, office computer skills, anatomy and physiology, medical terminology, computerized health record, and other recommended elective courses needed to succeed in the field.

REQUIRED COURSES:	UNITS
BIOL 155 Introductory Anatomy and Physiology	4
CIT 010 Beginning Keyboarding	3
CIT 045 Medical Insurance Billing and Coding	3
CIT 031 Business English	3
CIT 051 Introduction to Electronic Health Records	3
CIT 100 Introduction to Personal Computers	3
CIT 144 Medical Terminology	3
RECOMMENDED COURSES:	
CIT 048 Medical Office Procedures	3
SPAN 015 Conversational Spanish I	3
TOTAL UNITS:	22

This is a Gainful Employment Program

NONCREDIT CERTIFICATE

OFFICE TECHNOLOGY FUNDAMENTALS CERTIFICATE

This noncredit certificate prepares individuals with limited computer experience to meet the IT challenges faced in the contemporary business office. Individuals who complete this certificate will have the technical skills to work as an entry-level clerk in a business office or begin a credit certificate program at a community college.

REQUIRED COURSES		HOURS
BUSAD 601	Finding and Landing a Job	24
BUSAD 602	Working in a Business Office	36
CIT 601	Introduction to Basic Computer Skills	24
CIT 602	Microsoft Word Fundamentals	24
CIT 605	Microsoft Outlook Fundamentals	24
CIT 606	Computer Proficiency Lab	12
CHOOSE ONE OF THE FOLLOWING COURSES:		
CIT 603	Microsoft Excel Fundamentals OR	24
CIT 604	Microsoft PowerPoint Fundamentals	24
TOTAL HOURS		168

NONCREDIT COURSES

CIT 601 NONCREDIT

INTRODUCTION TO BASIC COMPUTER SKILLS

LECTURE: 8 contact hours per semester and

LABORATORY: 16 hours per semester

PREREQUISITE: None

This course provides basic computer skills. Topics include basic knowledge of computer hardware, computer software, computer terminology, working with Windows, using the Internet, and creating basic business documents using Microsoft Word. This course is recommended for individuals who have little or no computer skills as well as those who wish to seek an entry-level position as an office clerk. *Not Applicable to the Associate Degree*

CIT 602 NONCREDIT

MICROSOFT WORD FUNDAMENTALS

LECTURE: 8 contact hours per semester and

LABORATORY: 16 hours per semester

PREREQUISITE: None

This course provides a basic working knowledge of Microsoft Word for office workers. Topics include basic document, paragraph, and document formatting, working with clip art, lists, columns and tables. This course is recommended for individuals who wish to seek an entry-level position as an office clerk. *Not Applicable to the Associate Degree*

CIT 603 NONCREDIT

MICROSOFT EXCEL FUNDAMENTALS

LECTURE: 8 contact hours per semester and

LABORATORY: 16 hours per semester

PREREQUISITE: None

This course provides a basic working knowledge of Microsoft Excel for office workers. Topics include creating and editing worksheets, formatting worksheets, printing worksheets, using simple tables and graphs, basic formulas and fundamental Excel functions. This course is recommended for individuals who wish to seek an entry-level position as an office clerk. *Not Applicable to the Associate Degree*

CIT 604 NONCREDIT

MICROSOFT POWERPOINT FUNDAMENTALS

LECTURE: 8 contact hours per semester and

LABORATORY: 16 hours per semester

PREREQUISITE: None

This course provides a basic working knowledge of Microsoft PowerPoint for office workers. Topics include creating presentations, managing PowerPoint slides, slide text and graphics, and displaying a presentation. This course is recommended for individuals who wish to seek an entry-level position as an office clerk. *Not Applicable to the Associate Degree*

CIT 605 NONCREDIT

MICROSOFT OUTLOOK FUNDAMENTALS

LECTURE: 8 contact hours per semester and

LABORATORY: 16 hours per semester

PREREQUISITE: None

This course provides a basic working knowledge of Microsoft Outlook for office workers. Topics include Outlook contacts, Outlook email, and Outlook calendar. This course is recommended for individuals who wish to seek an entry-level position as an office clerk. *Not Applicable to the Associate Degree*

CIT 606 NONCREDIT

COMPUTER PROFICIENCY LAB

LABORATORY: 12 hours per semester

PREREQUISITE: None

This course provides students who need extra help or extra lab time to develop proficiency with computer technology with an on campus resource. *Not Applicable to the Associate Degree*

CREDIT COURSES

CIT 010 3 UNITS

BEGINNING KEYBOARDING

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course covers the fundamentals of keyboarding including operation of a standard keyboard by touch. Instruction and practice in formatting a variety of personal and business documents, such as letters, reports, and tables. Use of speed and accuracy drills designed to develop a keyboarding speed of 30 words per minute for five minutes. This is a combined Part I and Part II course students can complete in one semester. *Associate Degree Applicable*

CIT 013 3 UNITS

INTERMEDIATE KEYBOARDING

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: CIT 010

This course provides instruction in touch control of the computer keyboard, and is designed to develop a keyboarding speed of 45 net words per minute for five minutes. In addition, students receive instruction in the preparation of basic business documents using word processing software. *Associate Degree Applicable*

CIT 020 3 UNITS

WORD PROCESSING: MICROSOFT WORD

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: CIT 010 or CIT 009

This course is an introduction to word processing and the creation of professional quality documents using Microsoft Word software. *Associate Degree Applicable*

<p>CIT 021 4 UNITS</p> <p>WORD PROCESSING: COMPREHENSIVE MICROSOFT WORD</p> <p>LECTURE: 72 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: CIT 010 or CIT 100</p> <p>This course focuses on the production of professional quality documents using Microsoft Word comprehensive features: creating office documents, set up tabs and margins, set text in columns or tables, apply graphic elements, perform mail merge, sorting, numbering, bullets, symbols, prepare multiple page documents, using headers and footers, quick parts, themes and styles, references, forms, table of content, indexing, macros, and preparing students for Microsoft Certified Application Specialist exam. <i>Associate Degree Applicable</i></p>	<p>CIT 051 3 UNITS</p> <p>INTRODUCTION TO ELECTRONIC HEALTH RECORDS</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITE: CIT 048</p> <p>This course introduces the health information technology (HIT) utilized in electronic health records (EHR) systems and fiscal management. Students will obtain hands-on experience through integrated practice management software to obtain a comprehensive picture of health information technology. There is an emphasis on quality assurance, legal, and ethical practices of documenting the clinical and administrative tasks that take place for a total patient encounter. <i>Associate Degree Applicable</i></p>
<p>CIT 026 3 UNITS</p> <p>COMPUTER GRAPHICS</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: CIT 101</p> <p>This course is an introduction to graphic design using graphic software to create professional-looking documents. <i>Associate Degree Applicable</i></p>	<p>CIT 091 3 UNITS</p> <p>COMPUTER NETWORK FUNDAMENTALS (CISCO NETWORKING ACADEMY)</p> <p>LECTURE: 36 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: MATH 095</p> <p>This course is the first course in the Cisco Academy Program sequence and introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. <i>Associate Degree Applicable</i></p>
<p>CIT 031 3 UNITS</p> <p>BUSINESS ENGLISH</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course is a review of basic grammar, punctuation, capitalization, vocabulary, and spelling. Emphasis is placed on grammar and vocabulary building for effective business communications. <i>Associate Degree Applicable</i></p>	<p>CIT 092 3 UNITS</p> <p>BASIC SWITCHING AND ROUTING (CISCO NETWORKING ACADEMY)</p> <p>LECTURE: 36 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: CIT 091</p> <p>This course is the second course in four-course sequence-preparing students to take the Cisco Certified Network Associate certification examination and prepares students to take the Cisco Certified Entry Networking Technician certification exam. This course teaches comprehensive networking concepts and skills from network applications to the protocols and services provided to those applications by the lower layers of the network. <i>Associate Degree Applicable</i></p>
<p>CIT 045 3 UNITS</p> <p>MEDICAL INSURANCE BILLING AND CODING</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITES: CIT 010 and CIT 144</p> <p>This course covers ICD/CPT coding, insurance terminology, computerized billing, claims management, and the Health Insurance Portability and Accountability Act (HIPAA). <i>Associate Degree Applicable</i></p>	<p>CIT 093 3 UNITS</p> <p>ADVANCED ROUTING AND SWITCHING CISCO (CISCO NETWORKING ACADEMY)</p> <p>LECTURE: 36 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: CIT 092</p> <p>This course provides students with classroom and laboratory experience in configuring, managing, and troubleshooting routers and switches in large and complex IPv4 and IPv6 networks. In depth experience configuring, managing, and troubleshooting complex protocols such as OSPF, EIGRP, STP, and VTP. <i>Associate Degree Applicable</i></p>
<p>CIT 048 3 UNITS</p> <p>MEDICAL OFFICE PROCEDURES</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITES: CIT 010 and CIT 144</p> <p>The course covers law and ethics, data entry, appointment scheduling, and billing procedures using computer software to provide real life medical office scenarios. <i>Associate Degree Applicable</i></p>	<p>CIT 094 3 UNITS</p> <p>WIDE AREA NETWORK TECHNOLOGIES AND NETWORK SERVICES (CISCO NETWORKING ACADEMY)</p> <p>LECTURE: 36 contact hours per semester and</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: CIT 093</p> <p>This is the fourth and final course in the Cisco Certified Network Associate (CCNA) sequence focuses on Wide Area Network (WAN) technologies. The network services required by converged applications in a complex network including the selection criteria for network devices and WAN technologies to meet user requirements. Includes datalink troubleshooting, IPSec and VPN operations as well as preparation strategies for the CCNA examination. <i>Associate Degree Applicable</i></p>

CIT 098 1-4 UNITS COMPUTER INFORMATION TECHNOLOGY WORK EXPERIENCE WORK EXPERIENCE: 18-72 contact hours per semester PREREQUISITE: None Supervised occupational work experience related to student's major (CIT) 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. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	CIT 114 3 UNITS SPREADSHEETS: EXCEL LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: CIT 100 or CIT 101 Production of workbooks using EXCEL, which integrates spreadsheet analysis, information management, and graphics. Includes the design and the use of worksheets; how to enter labels, numbers, formulas, and create graphs; how to format worksheets professionally; how to use Excel functions in different applications and understand the concept of data management in Excel; how to use the concept of what-if-analysis; how to consolidate data in a 3-D workbook and establish File Linking; and how to integrate Excel with the Web. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
CIT 099 3 UNITS CISCO CERTIFIED NETWORK ASSOCIATE SECURITY LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITES: CIT 091 and CIT 092 This course prepares students for entry-level security specialist careers by developing in-depth understanding of network security principles and the tools and device configurations necessary to create and maintain a secure network. The course includes hands-on activities with networking equipment. <i>Associate Degree Applicable</i>	CIT 116 3 UNITS DATABASE MANAGEMENT: ACCESS LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORIES: CIT 100 or CIT 101 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This is a comprehensive course in the development and maintenance of a database. It provides a working knowledge of designing a database that includes: setting field properties, storing, retrieving, printing, and indexing records, creating informational and technical queries, developing customized forms and reports, establishing different types of relationships, integrating Access with the Web, and creating a database switchboard. The course emphasis is on developing a practical ability to use a database in a Windows environment with full graphical user interface functionality. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
CIT 100 3 UNITS INTRODUCTION TO PERSONAL COMPUTERS LECTURE: 54 contact hours per semester PREREQUISITE: None A survey course for the use of software tools such as word processing, spreadsheets, graphics, presentation and database using Microsoft Office. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	CIT 118 3 UNITS MICROSOFT POWERPOINT LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORIES: CIT 105 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course provides an introduction to a presentation graphics program for those who plan to make effective and compelling presentations. Instructions include developing and customizing presentations by using charts, clip art, pictures, presentation templates, WordArt, and information and graphics from Word, Excel, and Access. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
CIT 101 3 UNITS INTRODUCTION TO COMPUTER LITERACY LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORIES: CIT 010, ENGL 015 or CIT 031, and MATH 090 This course is an introduction to fundamental Information Technology / Information Systems concepts and Information Security. The course includes practical exercises with spreadsheet, database, and Internet applications. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i> <i>C-ID: BUS 140</i> <i>C-ID: ITIS 120</i>	CIT 120 2 UNITS INTERNET LECTURE: 18 contact hour per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: CIT 105 This course provides the basics of the Internet using current technology browser software. The course includes the effective use of web search portals, online collaboration software, and implications of security, privacy and ethical usage. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
CIT 102 3 UNITS ADVANCED COMPUTER LITERACY LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: CIT 101 DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course covers the complex fundamentals of hardware computer concepts and software applications. It provides the skills needed to create advanced word processing documents, spreadsheets, databases, and presentations. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	CIT 126 3 UNITS COMPUTER GRAPHICS LECTURE: 54 contact hours per semester PREREQUISITE: CIT 101 An introduction course to graphic design using graphic software. Topics include the study of good graphic design skills and how to apply them, learning graphics software to create professional- looking documents and hands-on experiencing using the PC. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
CIT 110 4 UNITS INFORMATION AND COMMUNICATIONS TECHNOLOGY ESSENTIALS LECTURE: 54 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None This course provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for CompTIA's A+ certification exam. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i> <i>C-ID: ITIS 110</i>	

CIT 128 **3 UNITS**
INTRODUCTION TO LINUX OS
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
 This is an introductory course to the LINUX Operating System and basic Linux Operating System environment and commands. This course will cover file system navigation, Graphic User Interfaces (GUI) such as GNOME and KDE, file permissions, the Linux text editors, command shells, and basic network commands. This course is mapped to LINUX LPI Level 1 guidelines.
Associate Degree Applicable *Course credit transfers to CSU*

CIT 140 **3 UNITS**
INTRODUCTION TO SYSTEMS ANALYSIS AND DESIGN
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: ENGL 015, BUSAD 100, CIT 101, MATH 095, and CS 110 or CS 120.
 The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages.
Associate Degree Applicable *Course credit transfers to CSU and UC*

CIT 144 **3 UNITS**
MEDICAL TERMINOLOGY
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 015
 The course includes the origin, usage, spelling, pronunciation, and meaning of terminology used to describe the structures of the human body, as well as therapeutic and diagnostic procedures. It is a course for students who are interested in pursuing health occupations such as medical office occupations, nursing, radiological technology, and respiratory care.
Associate Degree Applicable *Course credit transfers to CSU*

CIT 150 **3 UNITS**
OFFICE APPLICATIONS DEVELOPMENT
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: CIT 100 or CIT 101
DEPARTMENTAL ADVISORY: CIT 102
 This course is an introduction to Visual Basic for Applications, Microsoft's built-in application programming language for Microsoft Office applications. Topics include programming basics, automated formatting of Office documents, and design and construction of customized event-driven screens for Microsoft Office applications.
Associate Degree Applicable *Course credit transfers to CSU*

CIT 155 **3 UNITS**
SYSTEMS AND NETWORK ADMINISTRATION
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: CIT 110
 This course will provide a student with the knowledge and skills required to build, maintain, troubleshoot and support server hardware and software technologies. The student will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts; understand server roles / specializations and interaction within the overall computing environment.
Associate Degree Applicable *Course credit transfers to CSU*
 C-ID: ITIS 155

CIT 160 **3 UNITS**
INTRODUCTION TO INFORMATION SYSTEMS SECURITY
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: CIT 101 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
 An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management.
Associate Degree Applicable *Course credit transfers to CSU*

CIT 215 **3 UNITS**
DATABASE MANAGEMENT SYSTEMS
LECTURE: 54 contact hours per semester
PREREQUISITE: CIT 116
 This course focuses on the concepts of relational databases including database management systems, database design fundamentals and Structured Query Language (SQL).
Associate Degree Applicable *Course credit transfers to CSU*

CIT 222 **1-3 UNITS**
INDEPENDENT STUDY IN COMPUTER INFORMATION TECHNOLOGY
INDEPENDENT STUDY: 18-54 contact hours per semester
PREREQUISITE: None
 Assigned projects involving research and analysis of selected topics or directed study for students who are interested in furthering their knowledge of information technology on an independent study basis. For each unit earned, students are required to devote three hours per week throughout the semester. Enrollment limited to those who meet independent study criteria. Prior to registration, a contract must be prepared. See instructor for details.
Associate Degree Applicable *Course credit transfers to CSU*

CIT 232 **3 UNITS**
COMPUTER NETWORK FUNDAMENTALS
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: CIT 101
DEPARTMENTAL ADVISORY: ENGL 015
 This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. It provides preparation for the CompTIA Network+ certification exam.
Associate Degree Applicable *Course credit transfers to CSU*
 C-ID: ITIS 150



COMPUTER SCIENCE

Mathematics, Business and Computer Technology Division
 DIVISION OFFICE: Business (B) 127
 FACULTY CHAIR: Reginald Metu, Ed.D.

Courses offered by the Computer Science Department are interactive, featuring hands-on experience with contemporary computer hardware and software. The courses cover a range of computing topics with an emphasis on software development and fundamental computer science concepts. The Computer Science curriculum may culminate in either an Associate of Science degree or a certificate. The degree program prepares students to transfer to a four-year institution with a major in computer science or a related discipline. Students planning to transfer to a four-year institution and major in computer science should consult with a counselor regarding the transfer process and lower division requirements.

DEGREE**COMPUTER SCIENCE ASSOCIATE OF SCIENCE DEGREE**

To graduate with a specialization in Computer Science and intending to transfer to four-year institutions, students must complete a total of 29 units listed below in addition to general education requirements.

REQUIRED COURSES:		UNITS
CS 110	Fundamentals of Computer Science	3
CS 190	Programming in C++	4
CS 265	Data Structures and Algorithms with C++	3
PHYSIC 200	Physics I	6
PHYSIC 201	Physics II	6
SELECT ONE OF THE FOLLOWING COURSES:		
CS 130	Discrete Structures	3
CS 170	Assembly Language	4
CS 215	Programming with Java	4
TOTAL UNITS		25 - 26

CERTIFICATE

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

COMPUTER SCIENCE CERTIFICATE

This certificate is designed to provide students with the fundamentals of software engineering, information processing concepts, and programming to prepare them for entry-level positions as programmers for scientific and business applications. In addition, this certificate completes the lower division requirements of the certificate program offered by the Computer Science Department at CSU San Bernardino.

REQUIRED COURSES:		UNITS
CS 110	Fundamentals of Computer Science	3
CIT 100	Introduction to Personal Computers	3
CS 120	Introduction to Visual Basic.NET	4
CS 220	Advanced Visual Basic.NET Programming	4
SELECT ONE OF THE FOLLOWING COURSES:		
CS 190	Programming in C++	4
CS 215	Programming with Java	4
TOTAL UNITS		18

This is a Gainful Employment Program

COURSES**CS 098 1-4 UNITS****COMPUTER SCIENCE WORK EXPERIENCE**

WORK EXPERIENCE: 18-72 contact hours per semester

PREREQUISITE: None

Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. *Associate Degree Applicable*

CS 110 3 UNITS**FUNDAMENTALS OF COMPUTER SCIENCE**

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITES: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 102

COREQUISITE: MATH 102

This course is an overview of the computer science discipline investigating the design and use of the computer devices, the art and science of problem solving and programming, the representation of data, human-computer interactions and ethical considerations, and information security principles. Also included is hands-on experience with command line and GUI operating systems; application of HTML, CSS, and scripts to web pages; and computer programming with an object-oriented language such as C++, Java, or C#.

Associate Degree Applicable *Course credit transfers to CSU and *UC*
 C-ID: COMP 122

CS 120 4 UNITS**INTRODUCTION TO VISUAL BASIC.NET**

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: MATH 952

This is an introduction to the Visual Basic.NET programming language. Topics include problem solving, graphical user interface, program design, software tools, structured logic, object-oriented programming, graphics and animation, procedures, arrays, files, and programming projects.

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

CS 130 3 UNITS**DISCRETE STRUCTURES**

LECTURE: 54 contact hours per semester

PREREQUISITES: CS 110 and MATH 102

This course surveys discrete structures used in computer science with an emphasis on applications. Topics covered include: functions, relations, and sets; basic logic; proof techniques; basics of counting; graphs and trees; and discrete probability.

Associate Degree Applicable *Course credit transfers to CSU and UC*
 C-ID: COMP 152

CS 170 4 UNITS

ASSEMBLY LANGUAGE

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: CS 110

This course focuses on the organization and behavior of computer systems at the assembly-language level. The mapping of high-level language statements and constructs to machine-level instructions and internal representation of common data types and simple structures is studied including the methods of numerical computation with assembly language constructs emphasizing common pitfalls associated with data representation and procedural errors encountered during the creation of machine language routines. This course includes hands on experience creating assembly language programs.

Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: COMP 142

CS 190 4 UNITS

PROGRAMMING IN C++

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: CS 110 and ENGL 101 or ENGL 101H

This course is an examination of intermediate object-oriented programming concepts and their application using the C++ language. Topics include event-driven programming; human-computer interactions; analysis of iterative and recursive solution complexity for searching/sorting algorithms; intermediate data structures; and programming constructs; object-oriented design and modeling; integration of database access into programming solutions; impact of computer science on selected societal issues; and software assurance.

Associate Degree Applicable Course credit transfers to CSU and UC

CS 215 4 UNITS

PROGRAMMING WITH JAVA

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: CS 110

An introduction to Java. Topics include object-oriented design, multiple platform environment, program logic structures, graphical user interface, Java Applet, and recursion.

Associate Degree Applicable Course credit transfers to CSU and UC

CS 220 4 UNITS

ADVANCED VISUAL BASIC.NET PROGRAMMING

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: CS 120

This course covers advanced programming using Visual Basic .NET with an emphasis on software development and maintenance. Topics include object-oriented design, multiple class modules, interface and linking, windows and Internet controls, and database access.

Associate Degree Applicable Course credit transfers to CSU and UC

CS 222 1-3 UNITS

SPECIAL PROBLEMS IN COMPUTER SCIENCE I

DIRECTED STUDY: 18-54 contact hours per semester
PREREQUISITE: CS 110

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

Associate Degree Applicable Course credit transfers to CSU
 Limited transfer to UC; credit determined after transfer to UC

CS 265 3 UNITS

DATA STRUCTURES AND ALGORITHMS WITH C++

LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: CS 130 and CS 190 and MATH 250
COREQUISITES: CS 130 and MATH 250

This course is an introduction to algorithmic analysis and data structures. Topics include formal computing algorithms, algorithmic strategies, and basic algorithm analysis; canonical data structures; intermediate recursion; human-computer interaction; professionalism and ethical behavior; software information assurance, software engineering, and software reuse.

Associate Degree Applicable Course credit transfers to CSU and UC
 C-ID: COMP 132



CORRECTIONS

Social Sciences, Human Development
and Physical Education Division
DIVISION OFFICE: North Hall (NH) 345
FACULTY CHAIR: Patrick Buckley, B.S.

The Corrections Department strives to provide our students with the legal, ethical and educational background necessary to pursue a career in a corrections-related field. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in occupations they select.

CERTIFICATE

CORRECTIONS CERTIFICATE

This certificate is designed for persons considering a career as a Correctional Officer, Youth Correctional Counselor, Jailer, or those already employed seeking advancement in their career. The corrections systems specialize in the punishment and incarceration process as well as rehabilitation of the offender. This certificate is designed to provide students with the fundamentals of the corrections systems, the legal aspects of corrections, control and supervision in corrections, correctional interviewing and counseling, and the probation and parole concepts in corrections.
ANY FELONY OR DOMESTIC VIOLENCE CONVICTION, OR ANY SIGNIFICANT PRIOR OR CURRENT DRUG USE WILL DISQUALIFY MOST PEOPLE SEEKING JOBS IN LAW ENFORCEMENT, CORRECTIONS, PROBATION/PAROLE, OR FORENSICS.

REQUIRED COURSES	UNITS
CORREC 101 Introduction to Corrections	3
CORREC 102 Correctional Interviewing and Counseling	3
CORREC 103 Gangs and Corrections	3
CORREC 104 Control and Supervision in Corrections	3
CORREC 105 Legal Aspects of Corrections	3
CORREC 106 Probation and Parole	3
TOTAL UNITS	18

This is a Gainful Employment Program

COURSES

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

CORREC 101 3 UNITS

INTRODUCTION TO CORRECTIONS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment and the impact of punishment on the criminal justice system and corrections. Students in this course will conduct a critical examination of the types of correctional institutions and the clients housed in each institution. Contemporary correctional issues are discussed.

Associate Degree Applicable
C-ID: AJ 200

Course credit transfers to CSU

CORREC 102 3 UNITS

CORRECTIONAL INTERVIEWING AND COUNSELING

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course of study is an overview of the techniques in counseling and interviewing available to practitioners in corrections. It includes the use of appropriate techniques and theories in confidence building, which the correctional employee may use in client interviews and counseling.

Associate Degree Applicable

Course credit transfers to CSU

CORREC 103 3 UNITS

GANGS AND CORRECTIONS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is designed to provide students with a base of knowledge as it relates to the impact of gangs in both correctional and community settings. It includes a review of the types of gangs, history, and criminal activities associated with gangs.

Associate Degree Applicable

Course credit transfers to CSU

CORREC 104 3 UNITS

CONTROL AND SUPERVISION IN CORRECTIONS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course will emphasize local, state, and federal institutions in the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff, coping techniques for correctional officers in a hostile prison environment.

Associate Degree Applicable

Course credit transfers to CSU

CORREC 105 3 UNITS

LEGAL ASPECTS OF CORRECTIONS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is the study of the historical framework, concepts, and precedents that guide correctional practice. Course material will present a broader perspective of the correctional environment such as the civil rights of prisoners, responsibilities and liabilities of correctional officials, the courts, and police.

Associate Degree Applicable

Course credit transfers to CSU

CORREC 106 3 UNITS

PROBATION AND PAROLE

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of the historical and contemporary view of the application of probation and parole procedures in the criminal justice system. Community corrections as applied to probation and parole, probation as an entity of the courts and parole as an entity of corrections compose the main focus of this course. **This course material will broaden the student's concept of community corrections and the rights and liabilities of a person on probation or parole.**

Associate Degree Applicable

Course credit transfers to CSU

CRIMINAL JUSTICE

(also see *POLICE SCIENCE*)

Social Sciences, Human Development
and Physical Education Division

DIVISION OFFICE: North Hall (NH) 139

DIVISION DEAN: Dr. Wallace Johnson, Ed.D

The Criminal Justice courses are designed to meet the needs and interests of individuals interested in law enforcement or related careers. Specialized training is available for persons interested in becoming a Basic Dispatcher, a reserve officer, or a full-time law enforcement officer. 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.

CERTIFICATE

MODULAR BASIC PEACE OFFICER CERTIFICATE OF ACHIEVEMENT

This modular 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 POST certificate. This program meets Penal Code section 832 requirement of training as a peace officer in the state of California.

This program is broken up into three modules and must be taken in the following order: Module III (approximately 11 weeks), Module II (approximately 16 weeks) and Module I (approximately 26 weeks). Completion of all three modules equals the POST Regular Basic Course.

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

REQUIRED COURSES:		UNITS
CRMJUS 061	Reserve Level III Officer	6.5
CRMJUS 060	Reserve Level II Officer	12.5
CRMJUS 059	Reserve Level I Officer	16
TOTAL UNITS		35

This is a Gainful Employment Program

COURSES

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

CRMJUS 058 3 UNITS

PENAL CODE 832

LECTURE: 50 contact hours per semester and

LABORATORY: 26 contact hours per semester

PREREQUISITE: None

This course will familiarize students with training in various Law Enforcement functions. These functions include but are not limited to the history, professionalism, and ethics of Law Enforcement, the criminal justice system, criminal law, laws of arrest, search and seizure, use of force, firearms, and crimes against the justice system. LIMITATIONS ON ENROLLMENT: REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED THE FOLLOWING STATE SCREENING REQUIREMENTS: POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE WITHOUT RESTRICTIONS OTHER THAN REQUIRED EYEGLASSES OR CONTACT LENSES AND POSSESSION OF A CURRENT LETTER OF CLEARANCE ISSUED BY THE CALIFORNIA DEPARTMENT OF JUSTICE THAT CERTIFIES THE RIGHT TO BE IN POSSESSION OF A FIREARM. Associate Degree Applicable

CRMJUS 059

16 UNITS

RESERVE LEVEL I OFFICER

LECTURE: 225 contact hours per semester and

LABORATORY: 215 contact hours per semester

PREREQUISITES:

CRMJUS 060 or POST Modular Format Level II Officer Course at a Regional Accredited Academy.

DEPARTMENTAL ADVISORIES:

READ 015 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is the third module in the Regular Basic Course Modular Format Training sequence. The intensive and disciplined instruction is designed to meet the minimum requirements of a full-time peace officer or level I reserve peace officer in the State of California. The course covers but is not limited to: professional orientation, victimology/crisis intervention, juvenile law, patrol techniques, domestic violence, traffic enforcement, lifetime fitness, defensive tactics and firearms. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES AND STATE SCREENING REQUIREMENTS.

Associate Degree Applicable

CRMJUS 060

12.5 UNITS

RESERVE LEVEL II OFFICER

LECTURE: 203 contact hours per semester and

LABORATORY: 73 contact hours per semester

PREREQUISITE:

CRMJUS 061 or POST Modular Format Level III Officer Course at a Regional Accredited Academy.

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and READ 015

This course satisfies Peace Officer Standards and Training (POST) requirements for Level II reserve peace officer certification. This course covers but is not limited to: policing in the community, crimes against persons, property and the justice system, laws of arrest, evidence and search and seizure, use of force, arrest and control, patrol procedures, vehicle pullovers, firearms and chemical agents, crime scenes, evidence and forensics investigative report writing, crimes in progress, and cultural diversity. THIS COURSE IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED THE FOLLOWING STATE SCREENING REQUIREMENTS: POSSESSION OF A VALID CALIFORNIA DRIVER'S LICENSE WITHOUT RESTRICTIONS, OTHER THAN REQUIRED EYEGLASSES OR CONTACT LENSES, AND POSSESSION OF A CURRENT LETTER OF CLEARANCE ISSUED BY THE CALIFORNIA DEPARTMENT OF JUSTICE THAT CERTIFIES THE RIGHT TO BE IN POSSESSION OF A FIREARM. Associate Degree Applicable

CRMJUS 061

6.5 UNITS

RESERVE LEVEL III OFFICER

LECTURE: 81 contact hours per semester and

LABORATORY: 118 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and READ 015.

This course satisfies Peace Officer Standards and Training (POST) requirements for Level III reserve peace officer certification. The PC 832 course is merged in this Level III course. Curriculum covers ethics and professionalism, the criminal justice system, defensive tactics, information systems, criminal law, laws of arrest, search and seizure, firearms, driver awareness, first aid and CPR, custody, evidence and report writing. THIS COURSE IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY MET STATE SCREENING REQUIREMENTS: POSSESSION OF A CALIFORNIA DRIVER'S LICENSE WITHOUT RESTRICTIONS, OTHER THAN REQUIRED EYEGLASSES OR CONTACT LENSES AND POSSESSION OF A CURRENT LETTER OF CLEARANCE ISSUED BY THE CALIFORNIA DEPARTMENT OF JUSTICE THAT CERTIFIES THE RIGHT TO BE IN POSSESSION OF A FIREARM.

Associate Degree Applicable

CRMJUS 070

5.5 UNITS

BASIC DISPATCHER'S COURSE

LECTURE: 90 contact hours per semester and

LABORATORY: 30 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and READ 015

This course covers basic training for new dispatchers. Topics include but are not limited to professional orientation and ethics, criminal justice system, interpersonal communication, telephone technology and domestic violence. This course satisfies Peace Officers Standards and Training (POST) requirements for basic training of public safety dispatchers. *Associate Degree Applicable*



CULINARY ARTS

Applied Technology, Transportation, and Culinary Arts Division

DIVISION OFFICE: Technical (T) 108

FACULTY CHAIR: Chef Stacy Meyer, M.A.

The Culinary Arts curriculum prepares students for careers in culinary arts, 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 planning to transfer to a four-year institution and major in Culinary Arts should consult with a counselor regarding the transfer process and lower division requirements.

DEGREE

CULINARY ARTS ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Culinary Arts, students must complete the following required courses plus the general breadth requirements for the associate degree.

REQUIRED COURSES:		UNITS
CULART 010	Restaurant Service and Catering I	5.5
CULART 011	Restaurant Service and Catering II	5.5
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 180	Small Business and Catering Management	5.5
CULART 201	Management of Human Resources in Hospitality	3
CULART 225	Sanitation and Safety	1
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 275	Food, Beverage and Labor Cost Control	3
CULART 280	Principles of Food and Beverage Management	3
TOTAL UNITS		41.5

**PROFESSIONAL BAKING AND MANAGEMENT
ASSOCIATE OF ARTS DEGREE**

Students who receive their degree in baking will gain the skills and knowledge to be an accomplished professional in the baking and pastry arts. Students will create hearth and specialty breads, desserts, pastry, patisserie, and confections. Students will learn about menu development, communication, food safety, and cost control. They will also take courses in management, communication and small business to gain entrepreneurial skills.

REQUIRED COURSES:		UNITS
CULART 040	Introduction to Baking	3
CULART 041	Desserts and Pastries	5.5
CULART 042	Cake Decorating	3
CULART 043	Advanced Desserts and Pastry/Chocolate/Sugar	5.5
CULART 044	Introduction to Baking Skills, Ingredients, and Technology	3
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 180	Small Business and Catering Management	5.5
CULART 201	Management of Human Resources in Hospitality	3
CULART 205	Principles of Design and Presentation	3
CULART 225	Sanitation and Safety	1
CULART 240	Procurement, Purchasing and Selection	3
CULART 275	Food, Beverage and Labor Cost Control	3
TOTAL UNITS		41.5

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.

BAKING CERTIFICATE

The baking certificate will give students the fundamental knowledge and skills to prepare to be an accomplished professional in the baking and pastry arts. Students will create hearth and specialty breads, desserts, pastry, patisserie, and confections. Students will develop skills in menu development, communication, food safety, and cost control. They will also take courses in management, communication, and small business to gain entrepreneurial skills.

REQUIRED COURSES:		UNITS
CULART 040	Introduction to Baking	3
CULART 041	Desserts and Pastries	5.5
CULART 042	Cake Decorating	3
CULART 043	Advanced Desserts and Pastry/Chocolate/Sugar	5.5
CULART 044	Introduction to Baking Skills, Ingredients, and Technology	3
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 180	Small Business and Catering Management	5.5
CULART 201	Management of Human Resources in Hospitality	3
CULART 205	Principles of Design and Presentation	3
CULART 225	Sanitation and Safety	1
CULART 240	Procurement, Purchasing and Selection	3
CULART 275	Food, Beverage and Labor Cost Control	3
TOTAL UNITS		41.5

This is a Gainful Employment Program

BAKING BUSINESS CERTIFICATE

This certificate will give students the fundamental knowledge and skills to become an accomplished professional in baking and pastry arts. Students will learn about menu development, communication, food safety, and cost control. Students will also learn about management, communication and small business to gain entrepreneurial skills.

REQUIRED COURSES:	UNITS
CULART 040 Introduction to Baking	3
CULART 041 Desserts and Pastries	5.5
CULART 044 Introduction to Baking Skills, Ingredients, and Technology	3
CULART 101 Introduction to Hospitality and Customer Service	3
CULART 180 Small Business and Catering Management	5.5
CULART 225 Sanitation and Safety	1
CULART 240 Procurement, Purchasing and Selection	3
CULART 275 Food, Beverage and Labor Cost Control	3
TOTAL UNITS	27

This is a Gainful Employment Program

CULINARY ARTS CERTIFICATE

The Culinary Arts Certificate is designed for students interested in employment at commercial restaurants, institutions, health care facilities, school food services, and related food service industries at the middle management level.

REQUIRED COURSES:	UNITS
CULART 010 Restaurant Service and Catering I	5.5
CULART 011 Restaurant Service and Catering II	5.5
CULART 101 Introduction to Hospitality and Customer Service	3
CULART 160 Introduction to Foods	3
CULART 161 Quantity Food Preparation	3
CULART 180 Small Business and Catering Management	5.5
CULART 201 Management of Human Resources in Hospitality	3
CULART 225 Sanitation and Safety	1
CULART 240 Procurement, Purchasing and Selection	3
CULART 250 Food, Wine and Beverage Service Concepts	3
CULART 275 Food, Beverage and Labor Cost Control	3
CULART 280 Principles of Food and Beverage Management	3
TOTAL UNITS	41.5

This is a Gainful Employment Program

FOOD PREPARATION CERTIFICATE

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

REQUIRED COURSES:	UNITS
CULART 010 Restaurant Service and Catering I	5.5
CULART 011 Restaurant Service and Catering II	5.5
CULART 101 Introduction to Hospitality and Customer Service	3
CULART 160 Introduction to Foods	3
CULART 161 Quantity Food Preparation	3
CULART 180 Small Business and Catering Management	5.5
CULART 225 Sanitation and Safety	1
CULART 240 Procurement, Purchasing and Selection	3
CULART 250 Food, Wine and Beverage Service Concepts	3
TOTAL UNITS	32.5

This is a Gainful Employment Program

FOOD SERVICE CERTIFICATE

The Food Service Certificate is designed for students interested in employment at commercial restaurants, institutions, health care facilities, school food services, and related food service industries.

REQUIRED COURSES:	UNITS
BUSAD 100 Introduction to Business	3
CULART 101 Introduction to Hospitality and Customer Service	3
CULART 160 Introduction to Foods	3
CULART 161 Quantity Food Preparation	3
CULART 201 Management of Human Resources in Hospitality	3
CULART 225 Sanitation and Safety	1
CULART 235 Menu Planning Principles	3
CULART 240 Procurement, Purchasing and Selection	3
CULART 250 Food, Wine and Beverage Service Concepts	3
CULART 275 Food, Beverage and Labor Cost Control	3
TOTAL UNITS	28

This is a Gainful Employment Program

RESTAURANT SERVICE CERTIFICATE

The Restaurant Certificate is designed to prepare students for employment in the front-of-the-house of the restaurant/hospitality industry as fine dining servers and first-line supervisors.

REQUIRED COURSES:	UNITS
CULART 010 Restaurant Service and Catering I	5.5
CULART 011 Restaurant Service and Catering II	5.5
CULART 101 Introduction to Hospitality and Customer Service	3
CULART 225 Sanitation and Safety	1
CULART 240 Procurement, Purchasing and Selection	3
CULART 250 Food, Wine and Beverage Service Concepts	3
TOTAL UNITS	21

This is a Gainful Employment Program

COURSES

CULART 010 5.5 UNITS

RESTAURANT SERVICE AND CATERING I

LABORATORY: 297 contact hours per semester

PREREQUISITE: None

This course provides a supervised internship in the Culinary Arts Program's operational restaurant. The concentration will be on building basic preparation techniques, recipe standardization, time management and preparing meals for customers.

Associate Degree Applicable

CULART 011 5.5 UNITS

RESTAURANT SERVICE AND CATERING II

LABORATORY: 297 contact hours per semester

PREREQUISITE: CULART 010

This course provides a supervised internship in the student run restaurant. The concentration will be building on the basic preparation techniques, recipe standardization, time management and preparing meals for customers. The skills learned in this course will build on skills learned in Internship I.

Associate Degree Applicable

CULART 012 5.5 UNITS CULINARY ARTS INTERNSHIP III LABORATORY: 297 contact hours per semester PREREQUISITE: None COREQUISITE: CULART 011 This course provides a supervised internship in the culinary arts operational restaurant. The concentration will be on building management skills needed to manage or run a kitchen or the front of the house within a restaurant. <i>Associate Degree Applicable</i>	CULART 098 1-4 UNITS CULINARY ARTS WORK EXPERIENCE WORK EXPERIENCE: 18-72 contact hours per semester PREREQUISITE: None Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. <i>Associate Degree Applicable</i>
CULART 020 5 UNITS CATERING AND BANQUETS I LECTURE: 36 contact hours per semester and LABORATORY: 162 contact hours per semester PREREQUISITE: None This course covers catering and banquet techniques for serving 25 to 100 people. It includes developing a catering business that will work with clients to develop an event, including customizing a menu and calculating staffing needs for preparation, cooking, transporting, setting up, serving and cleaning up. <i>Associate Degree Applicable</i>	CULART 101 3 UNITS INTRODUCTION TO HOSPITALITY AND CUSTOMER SERVICE LECTURE: 54 contact hours per semester PREREQUISITE: None This course is an overview of the food service and hospitality industries with an emphasis on career opportunities, customer service, and personal success strategies. Topics include brief history, description and interrelationships of key industry segments emphasizing the application of technology, ethics, leadership, teams, critical thinking, and service standards for the restaurant and hotel-related business. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
CULART 040 3 UNITS INTRODUCTION TO BAKING LABORATORY: 162 contact hours per semester PREREQUISITE: None This basic baking course highlights baking techniques found in commercial kitchens with a focus on quick breads, cookies, cakes, pies and artisan breads. <i>Associate Degree Applicable</i>	CULART 160 3 UNITS INTRODUCTION TO FOODS LABORATORY: 162 contact hours per semester PREREQUISITES: CULART 225 This course introduces food science principles and food preparation procedures and practices. The emphasis is on food safety and sanitation, ingredient functions and interactions, techniques and food presentation. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
CULART 041 5.5 UNITS DESSERTS AND PASTRIES LECTURE: 36 contact hours per semester and LABORATORY: 189 contact hours per semester PREREQUISITE: CULART 040 This course highlights baking techniques found in commercial kitchens with a focus on cakes and decorating, artisan breads, and complex pastry. <i>Associate Degree Applicable</i>	CULART 161 3 UNITS QUANTITY FOOD PREPARATION LECTURE: 18 contact hour per semester and LABORATORY: 108 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: CULART 160 This course details the basic principles, standards, procedures, and techniques necessary to prepare food for quantity production. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
CULART 042 3 UNITS CAKE DECORATING LABORATORY: 162 contact hours per semester PREREQUISITE: None This class will provide the experience the student needs to become competent in cake decorating. This class will cover royal icing, butter icing, fondant, mirror glaze, fillings and ganache. <i>Associate Degree Applicable</i>	CULART 180 5.5 UNITS SMALL BUSINESS AND CATERING MANAGEMENT LECTURE: 99 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course covers catering and banquet techniques for serving 25 to 100 people. It includes developing a small business that will work with clients to develop an event, including customizing a menu and calculating staffing needs for preparation, cooking, transporting, setting up, serving and cleaning up. This course also caters to event planning. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
CULART 043 5.5 UNITS ADVANCED DESSERTS AND PASTRY/CHOCOLATE/ SUGAR LABORATORY: 297 contact hours per semester PREREQUISITE: CULART 041 This course highlights baking techniques found in commercial kitchens with a focus on cakes and decorating, artisan breads, sugar work, chocolate work and complex pastry. <i>Associate Degree Applicable</i>	
CULART 044 3 UNITS INTRODUCTION TO BAKING SKILLS, INGREDIENTS, AND TECHNOLOGY LECTURE: 54 contact hours per semester PREREQUISITE: None This course examines the basic baking skills needed in order to work within the Food Service Industry. This course will include how to scale, the ingredient list and how to read a recipe, technology used in baking, the science behind baking and how and why baking works. <i>Associate Degree Applicable</i>	

CULART 201 3 UNITS

MANAGEMENT OF HUMAN RESOURCES IN HOSPITALITY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course highlights the effective management techniques of human resources as it applies to hotels, restaurants and other hospitality workplaces. It emphasizes personnel planning, recruitment, selection, training, performance management, coaching, counseling and discipline, delegation and decision-making.

Associate Degree Applicable

Course credit transfers to CSU

CULART 205 3 UNITS

PRINCIPLES OF DESIGN AND PRESENTATION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H and MATH 942*

This course will explore the theory behind design and layout of platters, trays and plates for presentation. Students will learn presentation standards, matching and pairing of foods, and wines and sauces that make up presentation.

Associate Degree Applicable

CULART 225 1 UNIT

SANITATION AND SAFETY

LECTURE: 18 contact hours per semester

PREREQUISITE: None

This course focuses on the sanitation and safety issues involved with handling food through the food service process. Topics include the prevention of food borne illnesses; responsibilities of the food service manager and employees; the characteristics of a food-safe facility; food safety guidelines; and Hazard Analysis and Critical Control Point (HACCP) system and Serve Safe.

Associate Degree Applicable

Course credit transfers to CSU

CULART 235 3 UNITS

MENU PLANNING PRINCIPLES

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course presents the menu as the central influence on all food service functions. It focuses on the development of menus with an emphasis on the practical details of costing, planning, analyzing, purchasing and production, promotion and service.

Associate Degree Applicable

Course credit transfers to CSU

CULART 240 3 UNITS

PROCUREMENT, PURCHASING AND SELECTION

LECTURE: 54 contact hours per semester

PREREQUISITES: None

This course includes purchasing policies, specifications, procedures and controls and their implementation in the procurement of quantity foods, merchandise and supplies.

Associate Degree Applicable

Course credit transfers to CSU

CULART 250 3 UNITS

FOOD, WINE AND BEVERAGE SERVICE CONCEPTS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course covers the psychology of service, dining room organization, serving styles, wine and beverage service, staffing and management; a thorough study of major wines, grape varieties and worldwide appellations where they are grown.

Associate Degree Applicable

Course credit transfers to CSU

CULART 275 3 UNITS

FOOD, BEVERAGE AND LABOR COST CONTROL

LECTURE: 54 contact hours per semester

PREREQUISITE: CULART 240

This course includes the analysis of food, beverage and labor cost controls. Areas covered include cost, volume, profit relationships, food cost determination, standard costs, forecasting, sales control, menu pricing, beverage and labor control, and break-even analysis.

Associate Degree Applicable

Course credit transfers to CSU

CULART 280 3 UNITS

PRINCIPLES OF FOOD AND BEVERAGE MANAGEMENT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

In this course the students learn principles of menu planning, sales mix, standardization of recipes, food costing and establishing quality standards. It prepares the students to manage or own a food and beverage establishment.

Associate Degree Applicable

Course credit transfers to CSU

CULART 299 A-Z 0.5 - 3 UNITS

SPECIAL TOPICS IN RESTAURANT

LECTURE: 9 - 54 contact hours per semester

PREREQUISITE: None

This course is a seminar course to include special topics in restaurant management. Topics may include current trends in advanced techniques of baking, meat utilization, charcuterie and advanced techniques for preparing soups and sauces.

Associate Degree Applicable



DANCE

Arts and Humanities Division

DIVISION OFFICE: Madeleine Scully, M.M.

FACULTY CHAIR: North Hall (NH) 223

COURSES**DANCE 101A 2 UNITS**

BEGINNING MODERN DANCE

LABORATORY: 108 contact hours per semester

PREREQUISITE: None

This course focuses on the "inner impulse" of modern dance and draws upon the movement vocabularies of classical, post-modern, and contemporary styles. A strong emphasis is placed on the acquisition of beginning modern dance movement vocabulary, dynamic alignment, and suppleness, flexibility, rhythmically, musicality, endurance and balance.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 101B 2 UNITS

BEGINNING/INTERMEDIATE MODERN DANCE

LABORATORY: 108 contact hours per semester

PREREQUISITE: DANCE 101A

This beginning/intermediate level of Modern Dance utilizes the basic knowledge of beginning modern dance techniques to increase the movement vocabularies of classical, post-modern, and contemporary styles. Students will utilize a higher level of codified modern dance terminology and combinations, which are essential to move forward in modern dance.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 102A 2 UNITS

INTERMEDIATE MODERN DANCE

LABORATORY: 108 contact hours per semester

PREREQUISITE: None

This course offers an intermediate study of modern dance techniques. It will include movement vocabularies of Graham, Horton, Cunningham, Limon and the post modern and contemporary styles of today. Emphasis is on expanding and deepening the dancer's technical and expressive skills through more complicated techniques, combinations and improvisations. Concert and performance is required.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 102B 2 UNITS

INTERMEDIATE/ADVANCED MODERN DANCE

LABORATORY: 108 contact hours per semester

PREREQUISITE: DANCE 102A

This course explores further the development of modern dance skills, techniques and vocabulary developed in beginning through intermediate modern dance. An in-depth emphasis is placed on increased flexibility and endurance, clarity of technique, rhythm, time, form and energy through choreographic and improvisational exercises and combinations. Concert attendance and performance is required.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 103A 2 UNITS

BEGINNING BALLET

LABORATORY: 108 contact hours per semester

PREREQUISITE: None

This course is an introduction to basic ballet technique emphasizing ballet etiquette, terminology, placement, and alignment, warm-up and injury prevention; body conditioning principles as they relate to ballet technique, flexibility and strengthening exercises, basic barre, basic center floor, and traveling combination exercises.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 103B 2 UNITS

BEGINNING/INTERMEDIATE BALLET

LABORATORY: 108 contact hours per semester

PREREQUISITE: DANCE 103A

This course will utilize the knowledge learned in Beginning Ballet to become more proficient in ballet technique by using higher level codified ballet terminology, utilizing placement, alignment, expanding and more complex warm-up technique, basic barre, basic center technique, increasing flexibility, furthering strengthening exercises and more complex traveling combination exercises as it relates to this level of ballet, while reviewing cumulative ballet technique for higher levels of ballet.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 105A 2 UNITS

BEGINNING JAZZ DANCE

LABORATORY: 108 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 and ENGL 101H*

This course is an introduction to the beginning techniques of Jazz Dance with a focus on movement vocabulary, placement, centering, balance, alignment, strength, flexibility, and across the floor progressions. Concert performance is optional for this class.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 105B 2 UNITS

BEGINNING/INTERMEDIATE JAZZ DANCE

LABORATORY: 108 contact hours per semester

PREREQUISITE: DANCE 105A

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 and ENGL 101H*

This course is a comprehensive survey of beginning/ intermediate techniques of Jazz Dance with a focus on vocabulary, placement, centering, balance, alignment, strength, flexibility, and across the floor progressions in preparation for the intermediate level.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 106A 2 UNITS

INTERMEDIATE JAZZ DANCE

LABORATORY: 108 contact hours per semester

PREREQUISITE: DANCE 105B

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 and ENGL 101H*

This course provides a continuing study of jazz dance techniques including the styles and techniques of jazz innovators such as Jack Cole, Gus Giordano, Luigi, Jerome Robbins, Bob Fosse, and Joe Tremaine. Historical and theoretical understandings of jazz technique from film, television, and stage are a primary focus as well as the development of the dancer's technical and expressive skills. Concert performance is required to pass this class.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 106B 2 UNITS

INTERMEDIATE/ADVANCED JAZZ DANCE

LABORATORY: 108 contact hours per semester

PREREQUISITE: DANCE 106A

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 and ENGL 101H*

This course provides a continuing study of jazz dance techniques including the styles and techniques of jazz innovators such as Gillian Lynne, Debbie Allen, Michael Bennet, Luigi, Jerome Robbins, Bob Fosse, and Joe Tremaine. Contemporary and commercial styles will also be introduced. Historical and theoretical understandings of jazz techniques related to the dancers expressive skills are the primary focus. Concert performance is required to pass this class.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 107x2 2 UNITS

BEGINNING TAP DANCE

LABORATORY: 108 contact hours per semester

PREREQUISITE: None

This is a basic course of instruction in the art of tap dancing. Topics include physical strengthening, rhythmic awareness, execution of basic tap dancing steps, floor exercises, vocabulary for theatrical presentation of tap choreography, audience awareness and basic acting skills. This course may be taken two times.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 114x4 4 UNITS

DANCE REHEARSAL AND PERFORMANCE

LABORATORY: 216 contact hours per semester

PREREQUISITE: None

This course provides instruction and supervision of rehearsal and performance in various dance productions. ENROLLMENT IN THIS CLASS IS CONTINGENT UPON AN AUDITION FOR A CURRENT DANCE PRODUCTION. This course may be taken four times.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 200 3 UNITS

DANCE HISTORY AND APPRECIATION

LECTURE: 54 contact hours per semester

PREREQUISITE:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a comprehensive survey of dance from primitive times up to the 21st Century. Emphasis is placed on historical perspectives revealing dance as an emerging art form. Course material also includes the relation of dance to religion, culture, politics, social attitudes and its relation to other art forms.

Associate Degree Applicable Course credit transfers to CSU and UC

DANCE 206x4 4 UNITS

DANCE PRODUCTION

LABORATORY: 136 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

This course provides instruction and analysis of all aspects of dance production including organizing a dance production; publicity and marketing; budget; theatrical and dance lighting; set design; costumes and makeup; and instruction in elements of physical theater, such as stage terminology, stage directions, and roles of theatre personnel. This course may be taken four times.

Associate Degree Applicable Course credit transfers to CSU and UC



DIESEL

Applied Technology, Transportation, and Culinary Arts Division

DIVISION OFFICE: Technical (T) 108

FACULTY CHAIR: Mark Williams, A.A.

The Heavy/Medium Duty Diesel Truck Technology program offers students high technology training and skills that may be utilized for immediate employment after certificate completion. Students will receive training in various subjects including brake and suspension, computer controlled engines, emphasis in electrical and heavy-duty maintenance. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

DEGREE

**HEAVY/MEDIUM DUTY DIESEL TRUCK TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE**

The Diesel Truck Technology degree prepares the students to seek employment in maintenance and repair of heavy/medium duty trucks at beginning level and can move to advanced level after some experience.

REQUIRED COURSES:		UNITS
CIT 101	Introduction to Computer Literacy	3
DIESEL 021	Heavy-Duty Diesel Engines	4
DIESEL 022	Heavy-Duty Truck Brakes	4
DIESEL 023	Heavy-Duty Truck Suspension and Steering	4
DIESEL 024	Advanced Heavy-Duty Diesel Engines	4
DIESEL 026	Computer Controlled Diesel Engines	4
DIESEL 028	Heavy-Duty Truck Systems	4
DIESEL 064	Auto/Truck Electrical Systems OR	4
AUTO 064	Auto/Truck Electrical Systems	4

RECOMMENDED COURSES:

DIESEL 098	Diesel Work Experience	1-4
WELD 010	Introduction to Welding	2
TOTAL UNITS		31

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.

**DIESEL ENGINE AND FUEL
INJECTION TECHNOLOGY CERTIFICATE**

The Diesel Engine and Fuel Injection Technology certificate offers students high technology training and skills that may be utilized for immediate employment after certification completion. Students will receive training in various subjects including repair, operation and maintenance of heavy-duty industrial diesel engines and computer controlled diesel engines. The certificate will also cover basic electrical theory, use of meters, test equipment, and wiring diagrams. The certificate also covers general troubleshooting and diagnostic testing. The certificate may also be used in preparation for the Automotive Service Excellence (ASE) National Test.

REQUIRED COURSES:		UNITS
DIESEL 021	Heavy-Duty Diesel Engines	4
DIESEL 024	Advanced Heavy-Duty Diesel Engines	4
DIESEL 028	Heavy-Duty Truck Systems	4
DIESEL 034	Diesel Alternative Fuels	4
DIESEL 064	Auto/Truck Electrical Systems	4
TOTAL UNITS		20

This is a Gainful Employment Program

*as determined by the SBVC assessment process

HEAVY/MEDIUM DUTY DIESEL TRUCK TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry-level positions for the repair and maintenance of diesel engines in trucks, locomotives, heavy vehicles, and mobile heavy-duty equipment.

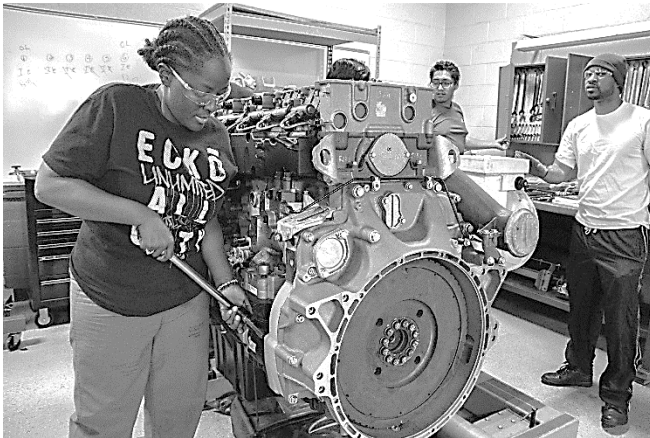
REQUIRED COURSES:		UNITS
CIT 101	Introduction to Computer Literacy	3
DIESEL 021	Heavy-Duty Diesel Engines	4
DIESEL 022	Heavy-Duty Truck Brakes	4
DIESEL 023	Heavy-Duty Truck Suspension and Steering	4
DIESEL 024	Advanced Heavy-Duty Diesel Engines	4
DIESEL 026	Computer Controlled Diesel Engines	4
DIESEL 028	Heavy-Duty Truck Systems	4
DIESEL 064	Auto/Truck Electrical Systems OR	4
AUTO 064	Auto/Truck Electrical Systems	4
ENGL 914	Basic Writing OR eligibility for ENGL 015*	0 - 4
MATH 942	Arithmetic OR	3
	Eligibility for MATH 952*	0 - 4

RECOMMENDED COURSES:

DIESEL 098	Diesel Work Experience	1 - 4
WELD 010	Introduction to Welding	2

TOTAL UNITS 31 - 39

This is a Gainful Employment Program



COURSES

DIESEL 021 4 UNITS

HEAVY-DUTY DIESEL ENGINES

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course covers theory and practical shop work in the repair, operation, and maintenance of heavy-duty industrial diesel engines and fuel injection systems including general troubleshooting and diagnostic testing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. *Associate Degree Applicable*

DIESEL 022 4 UNITS

HEAVY-DUTY TRUCK BRAKES

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course covers theory and practical shop work in the construction, operation, and repair of heavy-duty truck brake systems and components including principles of hydraulic and pneumatic brake systems, anti-lock, and computer controlled braking systems used in today's modern heavy-duty diesel trucks and busses. *Associate Degree Applicable*

DIESEL 023 4 UNITS

HEAVY-DUTY TRUCK SUSPENSION AND STEERING

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course covers theory and practical shop work in the construction, operation, and repair of heavy-duty truck suspension and steering components including principles of hydraulic and pneumatic steering and suspension systems. *Associate Degree Applicable*

DIESEL 024 4 UNITS

ADVANCED HEAVY-DUTY DIESEL ENGINES

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: DIESEL 021

This course is an advanced engine rebuilds class that covers theory and practical shop work in the repair, operation, and maintenance of various heavy-duty diesel engines. Topics include general troubleshooting and diagnostic testing of engine components and systems found in most engines from a variety of engine manufacturers. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test. *Associate Degree Applicable*

DIESEL 026 4 UNITS

COMPUTER CONTROLLED DIESEL ENGINES

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: DIESEL 064

This course covers theory and practical shop work in the repair, operation, and maintenance of computer-controlled diesel engines. Topics include general troubleshooting and diagnostics using assorted electronic and computerized test equipment on operable computer controlled diesel engines. *Associate Degree Applicable*

DIESEL 028 4 UNITS

HEAVY-DUTY TRUCK SYSTEMS

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: DIESEL 064

This course covers theory and practical shop work in maintenance, air conditioning, Antilock Brake System (ABS), computers, and operations of the heavy-duty truck and bus systems. Course is designed to provide students the needed skills and knowledge to perform advanced level labor tasks in the heavy-duty truck and bus service industry. *Associate Degree Applicable*

DIESEL 034 4 UNITS

DIESEL ALTERNATIVE FUELS

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course provides theory and hands-on experience in the operation, service, inspection, and maintenance of compressed natural gas (CNG) vehicle systems. This course prepares students for the ASE Alternate Fuels Test (F-1). *Associate Degree Applicable*

DIESEL 035 2 UNITS

HEAVY-DUTY VEHICLE AUTOMATIC TRANSMISSIONS

LECTURE: 27 contact hours per semester and
LABORATORY: 27 contact hours per semester
PREREQUISITE: None

This course provides theory and hands-on experience with heavy- and medium-duty automatic transmission operation, construction, service and overhaul procedures. *Associate Degree Applicable*

DIESEL 064 4 UNITS

AUTO/TRUCK ELECTRICAL SYSTEMS

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course covers basic electrical theory, use of meters, test equipment, wiring diagrams, diagnosis and repair/ replacement of major electrical components of automobiles and trucks. Emphasis is placed on diagnosis of starting systems, charging systems, and electrical circuits such as lights and batteries.

Associate Degree Applicable

DIESEL 098 1 - 4 UNITS

DIESEL WORK EXPERIENCE

WORK EXPERIENCE: 18-72 contact hours per semester

PREREQUISITE: None

This course involves supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. *Associate Degree Applicable*

ECONOMICS

Social Sciences, Human Development
 and Physical Education Division

DIVISION OFFICE: North Hall (NH) 345

FACULTY CHAIR: James Dulgeroff, Ph.D.

Economics is concerned with the study of how people and societies produce various commodities and distribute them for consumption, now or in the future, among various persons and groups in society. As a descriptive, academic discipline, it is concerned with accurate portrayals of national economics as well as those of regions, firms, and individuals. As an analytic discipline, its tools are used to order, modify, and describe economic activity. Training in economics, supplemented by course work in other disciplines, provide excellent preparations for particular careers in industry, government, and many professions including management, law, education, public administration or consulting. The study of economics also provides useful intellectual training for individuals who may be uncertain about their future careers. Students planning to transfer to a four-year institution and major in economics or related fields should consult with a counselor regarding the transfer process and lower division requirements.

COURSES

ECON 100 3 UNITS

INTRODUCTION TO ECONOMICS

LECTURE: 54 contact hours per semester
PREREQUISITE: None

This course is a survey of the American economy with emphases on the market system, economic growth, the national debt, inflation, unemployment and national economic policy.

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

ECON 200 3 UNITS

PRINCIPLES OF MACROECONOMICS

LECTURE: 54 contact hours per semester
PREREQUISITE: MATH 090
DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides an introduction to macroeconomic theory and the role of fiscal and monetary policies in economics with special emphasis on national economic problems, aggregate measures of economic activity, macroeconomic equilibrium, financial institutions, economic growth, the business cycle and international economics.

Associate Degree Applicable *Course credit transfers to CSU and *UC*
 C-ID: ECON 202

ECON 200H 3 UNITS

PRINCIPLES OF MACROECONOMICS – HONORS

LECTURE: 54 contact hours per semester.
PREREQUISITE: MATH 095 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides an introduction to macroeconomic theory and the role of fiscal and monetary policies in economics with special emphasis on national economic problems, aggregate measures of economic activity, macroeconomic equilibrium, economic growth, the business cycle, financial institutions and international economics. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.

Associate Degree Applicable *Course credit transfers to CSU and *UC*
 C-ID: ECON 202

ECON 201 3 UNITS

PRINCIPLES OF MICROECONOMICS

LECTURE: 54 contact hours per semester
PREREQUISITE: MATH 090

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides an introduction to microeconomic theory, including economic development, international economics, and comparative economic systems with special emphasis on microeconomic problems such as the provisioning of public goods and environmental regulations.

Associate Degree Applicable *Course credit transfers to CSU and *UC*
 C-ID: ECON 201

ECON 201H 3 UNITS

PRINCIPLES OF MICROECONOMICS – HONORS

LECTURE: 54 contact hours per semester
PREREQUISITES: MATH 095 and ENGL 015 or eligibility for ENGL 101 or 101H*

This course provides an introduction to microeconomic theory, including economic development, international economics, and comparative economic systems with special emphasis on microeconomic problems such as the provisioning of public goods and environmental regulations. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.

Associate Degree Applicable *Course credit transfers to CSU and *UC*
 C-ID: ECON 201

ECON 208 4 UNITS

BUSINESS AND ECONOMIC STATISTICS

LECTURE: 72 contact hours per semester
PREREQUISITE: MATH 095 or eligibility for MATH 102*

This course is a study of statistical methods commonly used in business and economics including measures of central tendency; measures of dispersion and skewness; probability concepts and distributions; statistical inferences; parametric and non-parametric hypothesis testing; index numbers time series analysis; simple regression, and correlation analysis.

Associate Degree Applicable *Course credit transfers to CSU and *UC*
 C-ID: MATH 110

ELECTRICITY/ELECTRONICS AND TECHNICAL CALCULATIONS

Applied Technology, Transportation, and Culinary Arts Division
DIVISION OFFICE: Technical (T) 108
FACULTY CHAIR: Tarif (Terry) Halabi, M.S.E.E.

The Electricity/Electronics curriculum is designed to provide entry-level job training in this broad and expanding field. These classes lead to trainee positions in maintenance, installation, field service, networking, and apprenticeship in the area of specialization. Students who seek a Certificate or an Associate of Science Degree in the fields of: 1) Electronics Technology, 2) Communication Engineering Technology, 3) Computer Engineering Technology, 4) Electric Power Technology, or 5) Avionics Technology, will complete a series of Electronics Technology courses common to electricity, communications, and computers and then complete the appropriate area of specialization. A certificate is also available in the General Electrician Certification Program.

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

DEGREES AND CERTIFICATES

Students working for a degree or certificate in Electricity/Electronics must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. The programs offered will prepare student with the fundamentals of electronics technology by offering courses common to electricity, communications and computers, and power technology. This preparation can be for transfer to the university or for further study in areas of communications, computers, electricity, and aircraft electronics. It can also prepare students for entry-level positions in electronics maintenance, installation, field service, networking, and apprenticeship in the field of electronics technology. Students should have normal color vision, and hand/eye coordination.

AVIONICS TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Avionics Technology, 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).

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
AERO 021 *	Aviation Fundamentals	3
AERO 040	Instrument Ground School	4
ELECTR 220C	FCC Rules and Regulations	3
ELECTR 250C	Radio Transmitters, Receivers and Antennas	4
ELECTR 257C	Navigation and Communication Systems	4
TOTAL UNITS		52

*AERO 052 & 053 can be substituted for AERO 021 & 040

COMMUNICATION ENGINEERING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Communication Engineering Technology, 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).

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
ELECTR 220C	FCC Rules and Regulations	3
ELECTR 250C	Radio Transmitters, Receivers and Antennas	4
ELECTR 255C	Telephone and Data Networking	4
TOTAL UNITS		45

COMPUTER ENGINEERING TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Computer Engineering Technology, 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).

REQUIRED COURSES:		UNITS
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
ELECTR 280C	Computer Operation and Maintenance	4
TECALC 087	Technical Calculations	4
TOTAL UNITS		38

ELECTRIC POWER TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Electric Power Technology, 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).

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
ELEC 216C	Introduction to Industrial Electricity	4
ELEC 217C	Industrial Electricity	4
ELEC 218C	Controlling Industrial Electricity	4
TOTAL UNITS		46

ELECTRONICS TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Electronics Technology, 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).

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
TOTAL UNITS		34

CERTIFICATES

AVIONICS TECHNOLOGY CERTIFICATE

This certificate is designed to provide students with the fundamentals of electronics technology as it applies to avionics. The curriculum prepares students for entry-level positions in aircraft electricity, maintenance, installation, field service, networking, and apprenticeship in the field of avionics technology.

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Lab	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
AERO 021 *	Aviation Fundamentals	3
AERO 040	Instrument Ground School and Flight Simulators	4
ELECTR 220C	FCC Rules and Regulations	3
ELECTR 250C	Radio Transmitters, Receivers and Antennas	4
ELECTR 257C	Navigation and Communication Systems	4
TOTAL UNITS:		52

* AERO 052 & 053 can be substituted for AERO 021 & 040
This is a Gainful Employment Program

ELECTRONICS TECHNOLOGY CERTIFICATE

This certificate is designed to provide students with the fundamentals of electronics technology. It also prepares students for entry-level positions in electronics maintenance, installation, field service, networking, and apprenticeship in the field of electronics technology.

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
TOTAL UNITS:		34

This is a Gainful Employment Program

COMMUNICATION ENGINEERING TECHNOLOGY CERTIFICATE

This certificate is designed to provide students with the fundamentals of electronics technology as it applies to communication engineering. The curriculum prepares students for entry-level positions in electronics communication maintenance, installation, field service, networking, and apprenticeship in the field of communication engineering technology.

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
ELECTR 220C	FCC Rules and Regulations	3
ELECTR 250C	Radio Transmitters, Receivers and Antennas	4
ELECTR 255C	Telephone and Data Networking	4
TOTAL UNITS:		45

This is a Gainful Employment Program

COMPUTER ENGINEERING TECHNOLOGY CERTIFICATE

This certificate is designed to provide students with the fundamentals of electronics technology as it applies to computer engineering. The curriculum prepares students for entry-level positions in computer maintenance, installation, field service, networking, and apprenticeship in the field of computer engineering technology. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		UNITS
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
ELECTR 280C	Computer Operation and Maintenance	4
TECALC 087	Technical Calculations	4
TOTAL UNITS		38

This is a Gainful Employment Program

ELECTRIC POWER TECHNOLOGY CERTIFICATE

This certificate is designed to provide students with the fundamentals of electronics technology as it applies to industrial electricity. The curriculum prepares students for entry-level positions in electrical maintenance, installation, field service, networking, and apprenticeship in the field of electric power technology.

REQUIRED COURSES:		UNITS
TECALC 087	Technical Calculations	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 155	Electronic Drawing and Assembly	3
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
ELECTR 266	Microprocessor Technology with Assembly Language	4
ELECTR 270	Linear Integrated Circuit Analysis	4
ELEC 216C	Introduction to Industrial Electricity	4
ELEC 217C	Industrial Electricity	4
ELEC 218C	Controlling Industrial Electricity	4
TOTAL UNITS:		46

This is a Gainful Employment Program

GENERAL ELECTRICIAN CERTIFICATE

This certificate will allow an "Electrician Trainee" to sit for the California State General Electrician Certification examination. These courses also satisfy the continuing education requirement every three years for certified electricians.

REQUIRED COURSES:		UNITS
OSHA 030	Federal OSHA Outreach: Construction Industry Safety	2
ELEC 216C	Introduction to Industrial Electricity	4
ELEC 217C	Industrial Electricity	4
ELEC 218C	Controlling Industrial Electricity	4
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELECTR 230	Semiconductor Devices	3
ELECTR 235	Solid State Circuit Analysis	4
ELECTR 265	Digital Logic Design	4
INSPEC 014D	Advanced Construction Inspection: National Electrical Code (NEC)	3
INSPEC 024D	Community Relations for Civil Service Employees	3
KIN 231	First Aid and CPR	3
TECALC 087	Technical Calculations	4
TOTAL UNITS		46

This is a Gainful Employment Program

GREEN TECHNICIAN CERTIFICATE

This program is designed to provide students with fundamentals of renewable energy systems and related sustainability concepts that will prepare them for entry level jobs. DC and AC electrical theory, solar power systems design, installation and maintenance issues, along with OSHA construction safety are covered. Entry-Level certification into the Solar Photovoltaic Industry.

REQUIRED COURSES:		UNITS
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELEC 091	Fundamentals of Solar Energy	3
OSHA 030	OSHA 30-Hour Safety Standards: Construction Industry	2
TOTAL UNITS:		13

INDUSTRIAL AUTOMATION CERTIFICATE

Students will be prepared for high paying careers in the many existing and future automated manufacturing plants, smart warehouses, and high technology distribution and material handling centers, usually located near major railroad hubs, airports, and interstate freeways. Nearly every product in the supply chain is processed through a complex network of automated material handling, transportation, and logistics centers. This certificate program focuses on the electronic technology responsible for monitoring, controlling, and actuating automated processes involved with all phases of material processing, packaging, and handling systems. Students will be equipped with technical information on mechanical, electrical, analog and digital electronics, Programmable Logic Controllers (PLCs), Programmable Automation Controllers (PACs), Supervisory Control and Data Acquisition (SCADA) systems, fluid power systems, computer hardware and software, networking, interfacing, robotics, sensors and actuators typically used in automated equipment.

REQUIRED COURSES:		UNITS
OSHA 035	Federal OSHA Outreach: General Industry Safety	2
ELECTR 110	Direct Current Circuit Analysis	3
ELECTR 111	Direct Current Circuit Laboratory	1
ELECTR 115	Alternating Current Circuit Analysis	3
ELECTR 116	Alternating Current Circuit Laboratory	1
ELEC 101	Supply Chain Technology	3
ELEC 217C	Industrial Electricity	4
ELEC 218C	Controlling Industrial Electricity	4
ELEC 219C	Industrial Electronic Systems Controls II	4
ELECTR 265	Digital Logic Design	4
TOTAL UNITS		29

This is a Gainful Employment Program

COURSES

ELEC 091 3 UNITS

FUNDAMENTALS OF SOLAR ENERGY

LECTURE: 54 contact hours per semester

PREREQUISITES: ELECTR 230

This course is designed for students interested in a career in the solar industry. The fundamental principles and functions of photovoltaic industry will be introduced along with the planning, installation and maintenance of all necessary components for a photovoltaic system. The transmission and distribution of electric power will be reviewed and basic concepts of electricity, identification, functions and operations of components will be surveyed. Associate Degree Applicable

ELECTR 098 1 - 4 UNITS

ELECTRONICS WORK EXPERIENCE

WORK EXPERIENCE: 18 - 72 contact hours per semester

PREREQUISITE: None

This course involves supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. Associate Degree Applicable

ELEC 101 3 UNITS

SUPPLY CHAIN TECHNOLOGY

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITES: ELECTR 110 and 111

This course is an industrial technology overview covering the basic knowledge and skills needed for supply chain technicians to successfully work in automated factories, warehouses, and distribution centers. Introduction to the troubleshooting and maintenance of complex electromechanical systems is a major focus of this class.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 110 3 UNITS

DIRECT CURRENT CIRCUIT ANALYSIS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

COREQUISITE: ELECTR 111

This is a comprehensive course in direct current circuit analysis including Ohm's law, series and parallel circuit analysis, voltage and current dividers, DC meters, Kirchhoff's laws, magnetic circuits, and network theorems.

Associate Degree Applicable

Course credit transfers to CSU and UC

ELECTR 111 1 UNIT

DIRECT CURRENT CIRCUIT LABORATORY

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

COREQUISITE: ELECTR 110

This course is the laboratory complement to ELECTR 110 including experiments reinforcing the theory of electricity and the necessary technical skills.

Associate Degree Applicable

Course credit transfers to CSU and UC

ELECTR 115 3 UNITS

ALTERNATING CURRENT CIRCUIT ANALYSIS

LECTURE: 54 contact hours per semester

PREREQUISITES: ELECTR 110 and ELECTR 111

COREQUISITE: ELECTR 116

This course is an in depth analysis of alternating current circuits to include AC generation and transformation, inductance and inductive circuits, capacitance and capacitive circuits, time constants, rectangular and polar notation, AC circuit analysis, resonance, and filters.

Associate Degree Applicable

Course credit transfers to CSU and UC

ELECTR 116 1 UNIT

ALTERNATING CURRENT CIRCUIT LABORATORY

LABORATORY: 54 contact hours per semester

PREREQUISITES: ELECTR 110 and ELECTR 111

COREQUISITE: ELECTR 115

This course is the laboratory complement to ELECTR 115 including skill training in reading and interpreting measurements on an oscilloscope, using QT boards, function generators, and other test equipment.

Associate Degree Applicable

Course credit transfers to CSU and UC

ELECTR 155 3 UNITS

ELECTRONIC DRAWING AND ASSEMBLY

LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ELECTR 110

This course covers electronic schematic capture, simulation, export to printed circuit board design, layout, and auto-routing software. It includes basic Computer Aided Design (CAD) drafting, block diagrams, library component templates, and printed circuit board (PCB) design, fabrication, and assembly, using with through-hole and surface-mount technology and devices (SMT and SMD).

Associate Degree Applicable

Course credit transfers to CSU

ELEC 216C 4 UNITS

INTRODUCTION TO INDUSTRIAL ELECTRICITY

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: ELECTR 110 and ELECTR 111

This course covers the study of electrical power transmission, the National Electrical Code, electrical blueprints, residential and commercial wiring.

Associate Degree Applicable

Course credit transfers to CSU

ELEC 217C 4 UNITS

INDUSTRIAL ELECTRICITY

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: ELECTR 115 and ELECTR 116

This course covers the study of DC motors, single and polyphase AC motors, and the necessary controls and measuring equipment used for industrial circuit protection and switching equipment.

Associate Degree Applicable

Course credit transfers to CSU

ELEC 218C 4 UNITS

CONTROLLING INDUSTRIAL ELECTRICITY

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: ELECTR 115 and ELECTR 116

This course covers the study of DC, AC, and polyphase motor operation, mechanical and programmable machine controls, relays and programmable logic controllers (PLCs), ladder logic diagrams and the communication network linking the programmer, the controller, the laptop computer and the machine.

Associate Degree Applicable

Course credit transfers to CSU

ELEC 219C 4 UNITS

INDUSTRIAL ELECTRONIC SYSTEMS CONTROLS II

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ELEC 218C

This course examines system application of industrial electronic systems (PLC) including industrial production and processes, automation, and programmable motor controllers. Emphasis is on programmable logic controllers.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 220C 3 UNITS

F.C.C. RULES AND REGULATIONS

LECTURE: 54 contact hours per semester
PREREQUISITE: None

This course is a review of the requirements and questions for the General Radiotelephone Operator's License offered by the Federal Communications Commission.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 230 3 UNITS

SEMICONDUCTOR DEVICES

LECTURE: 54 contact hours per semester
PREREQUISITE: ELECTR 110

This course is a study of semiconductor devices including the chemistry and physics of the structure of the atom and the operation of semiconductor devices based on energy level analysis.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 235 4 UNITS

SOLID STATE CIRCUIT ANALYSIS

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ELECTR 230

This course covers an analysis of discrete solid state circuits and their design including diodes, circuit configurations, amplifiers and amplification, biasing techniques, feedback principles, FETs, photo devices, and evaluation of designed circuits.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 250C 4 UNITS

RADIO TRANSMITTERS, RECEIVERS AND ANTENNAS

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: ELECTR 115 and ELECTR 116.

In this course, students explore topics of electronic communications, such as the electromagnetic frequency spectrum, frequency bands, analog and digital modulation, digital data, antennas, transmission lines and loads, government services and fiber optics. Exercises include diagramming modern transmitter and receiver components, plotting impedances, and making line and load conversions.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 255C 4 UNITS

TELEPHONE AND DATA NETWORKING

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: ELECTR 115 and ELECTR 116

This course includes telephone topology with emphasis on the Open System Interconnection (OSI) model, telephony color code, tools, patch panels, phone wiring and installation, voice and data block wiring, installation, and programming/troubleshooting a digital key system and network.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 257C 4 UNITS

NAVIGATION AND COMMUNICATION SYSTEMS

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: ELECTR 250C

This course covers the bench test, installation and ramp test of transmitter and receiver systems and their operating principles. Systems include Auto Direction Finder, Very High Frequency Omni-range, LORAN-C, Omega, INS, DME, ILS, VHF communication, HF communication, FM transceivers and transponder.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 265 4 UNITS

DIGITAL LOGIC DESIGN

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course covers combinational logic utilizing Boolean algebra and the binary numbering system. Topics include Karnaugh maps, truth tables, coding, switching circuits, converters, logic circuit elements, timers, digital-to-analog and analog-to-digital conversions, decoders, multiplexers, demultiplexers, and displays.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 266 4 UNITS**MICROPROCESSOR TECHNOLOGY WITH ASSEMBLY LANGUAGE****LECTURE:** 54 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** ELECTR 265

This course covers the fundamental principles of microprocessors and microcontrollers. The architecture of the 8051 series microcontroller is highlighted along with its' operation and applications in embedded systems. Students make use of assembly language and C language to interface with both analog and digital circuitry. Software simulation tools and microcontroller trainer boards are used in lab exercises and a final project.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 270 4 UNITS**LINEAR INTEGRATED CIRCUIT ANALYSIS****LECTURE:** 54 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** ELECTR 115 and ELECTR 116

This course is a review of bipolar transistor fundamentals and differential amplifiers with emphasis on inner connections and circuit designs using integrated circuit operational amplifiers, phase-lock loops, and current differentiating amplifiers. Includes breadboarding and evaluation of various types of active linear and pulse circuits involving operational amplifiers and phase-lock loops.

Associate Degree Applicable

Course credit transfers to CSU

ELECTR 280C 4 UNITS**COMPUTER OPERATION AND MAINTENANCE****LECTURE:** 54 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** ELECTR 266

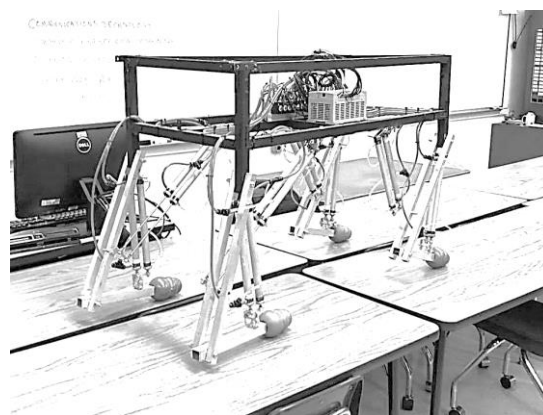
This course provides a working knowledge of the principles and analysis techniques applicable to computer operations and maintenance. Includes the theory and experience necessary to understand and analyze computer circuitry as needed for entry-level work in the computer and electronics industry.

Associate Degree Applicable

Course credit transfers to CSU

TECALC 087 4 UNITS**TECHNICAL CALCULATIONS****LECTURE:** 72 contact hours per semester**PREREQUISITE:** None

This course covers practical use and applications of technical calculations on topics such as electrical measurements, temperature, volume, weight, and positioning including the number line, working with dedicated formula, applied problems, geometric principles, graphs, right triangles, coordinate systems, and scientific notation. Associate Degree Applicable

**ENGINEERING**

Science Division

DIVISION OFFICE: Physical Science (PS) 148**FACULTY CHAIR:** Michael Lysak, Ph.D.

Engineers are employed in research, development, design, construction, manufacturing and operations of technical projects related to almost all aspects of modern life, including the environment, communications, transportation, food production, medicine and health, space exploration, housing and energy. Students planning to transfer to a four-year university and major in Engineering should consult with a counselor regarding the transfer process and lower division requirements.

COURSES**ENGR 100 1 UNIT****ENGINEERING CAREER EXPLORATION****LECTURE:** 18 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:**

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course introduces students to the major fields of specialization within engineering and engineering technology professions. This course gives students a broad understanding of various career opportunities and the specialized demands and rewards of each field.

Associate Degree Applicable

Course credit transfers to CSU and UC

ENGR 265 3 UNITS**ENGINEERING MECHANICS – STATICS****LECTURE:** 54 contact hours per semester**PREREQUISITE:** PHYSIC 200

This is a foundation course in many branches of engineering. Some of the topics covered are two and three-dimensional equilibrium of particles and rigid bodies, analysis of frames, machines, trusses, non-coplanar force systems, and the principles of friction.

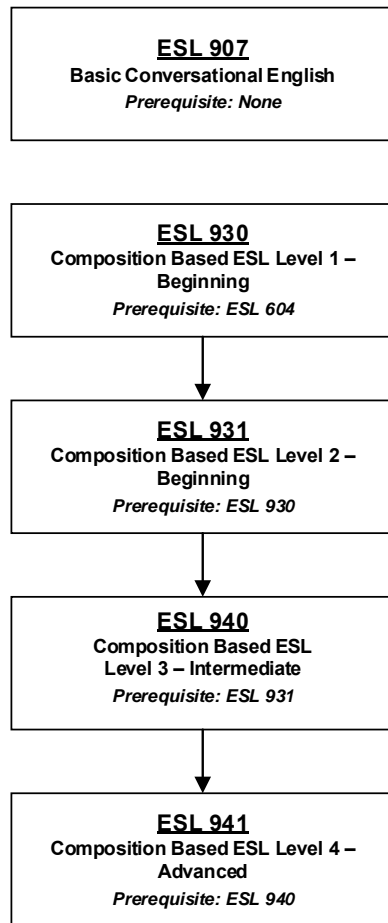
Associate Degree Applicable

Course credit transfers to CSU and UC

SEQUENCE OF ENGLISH COURSES AT SBVC

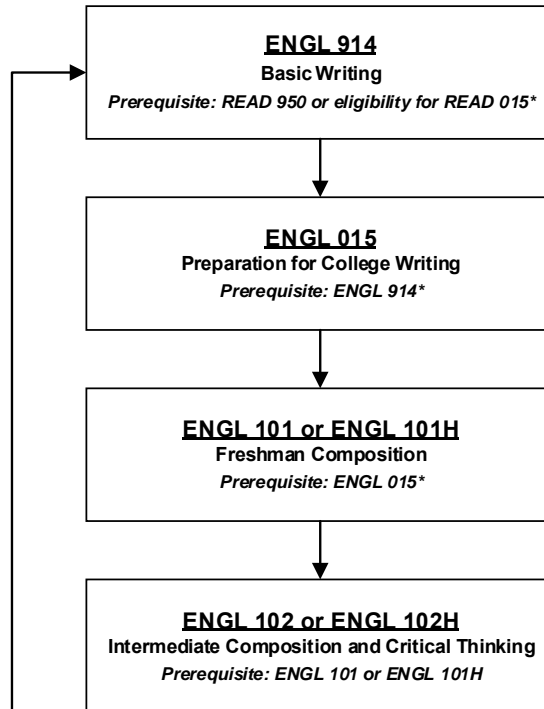
Student's placement within any of the sequences is dependent on the results of the SBVC Reading and English assessment process. Contact a counselor for details and the Admissions Office for assessment dates. ESL students are encouraged to take the Reading assessment as soon as possible.

ENGLISH AS A SECOND LANGUAGE (ESL)



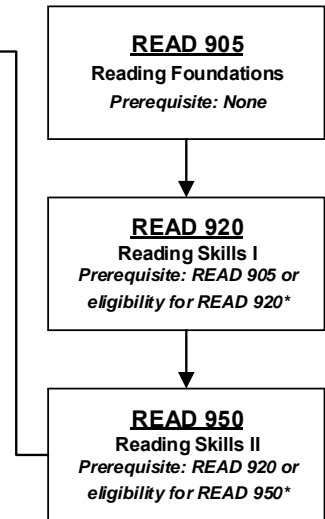
ESL Students must also meet the READ 950 prerequisite.

ENGLISH



READING

For additional READING classes, see Reading Department.



ADVANCED ENGLISH COURSES

*Advanced English courses: Journalism, Creative Writing, and Literature Courses
ENGL 122 through ENGL 281 have a prerequisite of ENGL or ENGL 101H.*

ENGL 122	Journalism Production – Intro	ENGL 163	Chicano Literature
ENGL 123	Journalism Production - Intermediate	ENGL 165	African-American Literature
ENGL 124	Journalism Production – Advanced	ENGL 175	Literature and Religion of the Bible
ENGL 125	Literary Magazine Production – Intro	ENGL 232	Creative Writing
ENGL 126	Literary Magazine Production - Advanced	ENGL 270	English Literature: Middle Ages to the 18 th Century
ENGL 151	Freshman Composition and Literature	ENGL 271	English Literature: 18 th Century to the Present
ENGL 153	Literature and Film	ENGL 275	Shakespeare
ENGL 155	Children's Literature	ENGL 280	World Literature to the 17 th Century
ENGL 161	Women Writers	ENGL 281	World Literature from the 17 th Century to the Present

ENGLISH

Arts and Humanities Division
 DIVISION OFFICE: North Hall (NH) 223
 FACULTY CHAIR: Diane Hunter, M.A.

The English Department offers courses in composition, literature, journalism, creative writing, English as a second-language, and basic skills. These courses are designed to help students develop skills in reading perceptively, thinking critically, and writing effectively. The Writing Center, located in Liberal Arts 201, offers supplemental support to assist students in developing these skills. In order to be placed into the proper level of composition class, all new students are required to take a placement test and meet with a counselor prior to enrollment. A schedule of test dates is available in the Assessment Center. Test scores as well as other information, such as high school and/or work experience, are used to place students in the proper levels of courses. Students planning to transfer to a four-year institution and major in English should consult with a counselor regarding the transfer process and lower division requirements.

**ENGLISH ASSOCIATE OF ARTS
 TRANSFER DEGREE (AA-T)**

English is the study and production of writing in English, especially literature. The elements and structures of fiction, poetry, drama and the essay are studied. The ethnic, cultural, social, economic and historical foundations of literary works are analyzed as well as their influences on the creation and reception of those works. Finally, there is a strong emphasis in writing for a variety of purposes, audiences, and effects. The study of English prepares a student for further study in Literature, Creative Writing, Journalism and other closely related fields. In addition, the skills and abilities cultivated by the study of English are excellent preparation for any field, which requires wide literacy and solid writing ability, including teaching/education, advertising, law, public relations, and work in the media.

Students planning to transfer to a four-year institution and major in English (or associated disciplines such as Comparative Literature, Journalism or Creative Writing) should consult with a counselor regarding the transfer process and lower division requirements because additional courses may be required at some institutions or they may require you to take specific courses. In addition, the department recommends that students take at least 2 semesters of a foreign language as many 4-year institutions have foreign language requirements for their BA in English.

Completion of CSU GE-Breadth or IGETC for CSU is required in addition to the major requirements listed below.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education Breadth requirements (CSU GE), which requires a minimum of 39 units. Completing courses prior to transfer that satisfy the U.S. History, Constitution and American Ideals requirement as part of CSU GE is highly recommended.

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

REQUIRED CORE COURSES (7 UNITS REQUIRED) UNITS

ENGL 102	Intermediate Composition and Critical Thinking OR	4
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
ENGL 151	Freshman Composition and Literature	3

LIST A: CHOOSE 2 COURSES (MINIMUM 6 UNITS)

Note that the 270/271 sequence is required by CSU San Bernardino for those transferring as English majors.

ENGL 270	English Literature: Middle Ages to 18th Century	3
ENGL 271	English Literature: 18th Century to Present	3
ENGL 280	World Literature: To 17th Century	3
ENGL 281	World Literature: 17th Century to Present	3

LIST B ELECTIVES: CHOOSE ONE COURSE (MINIMUM 3 UNITS)

Any courses from List A not used above, or the following course:

ENGL 232	Creative Writing	3
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LIST C ELECTIVES: CHOOSE ONE COURSE (MINIMUM 3 UNITS)

Any courses from Lists A or B not used above, or one of the following courses:

COMMST 100	Elements of Public Speaking	3
COMMST 100H	Elements of Public Speaking - Honors	3
ENGL 153	Literature and Film	3
ENGL 155	Children's Literature	3
ENGL 161	Women Writers	3
ENGL 163	Chicano Literature	3
ENGL 165	African-American Literature	3
ENGL 175	The Literature and Religion of the Bible	3
ENGL 275	Shakespeare	3
THART 100	Introduction to the Theatre	3

MAJOR TOTAL	19
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CSU GE BREADTH OR IGETC FOR CSU REQUIREMENTS:	38 -41
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TOTAL UNITS:	60
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See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

NONCREDIT COURSE

ENGL 615 NONCREDIT

PREPARATION AND REMEDIATION FOR ENGLISH 015

LECTURE: 18 contact hours per semester

PREREQUISITE: None

This noncredit course is designed to equip students with skills that they can use to be better prepared for the English 015 course and the common final. The primary areas of focus are on the development of reading and test taking skills and strategies, in addition to strategies to effectively address the components of the English 015 common final. This course is a supplement to English 015 and does not serve as a prerequisite for English 101. Not Applicable to Associate Degree

CREDIT COURSES

ENGL 911 1 UNIT

BASIC GRAMMAR AND USAGE REVIEW

LECTURE: 18 contact hours per semester

PREREQUISITE: None

This course covers a review of basic English grammar and common errors in grammar and usage. Not applicable to the Associate Degree

ENGL 914 4 UNITS

BASIC WRITING

LECTURE: 72 contact hours per semester.

PREREQUISITE: READ 950 (or eligibility for READ 015) and eligibility for ENGL 914* or ESL 941 and READ 950 (or eligibility for READ 015)

This course is a basic skills writing course that prepares students for ENGL 015. The focus is on the following: reading for comprehension, grammar, punctuation, usage and practice in writing effective sentences, paragraphs and a short essay. Not Applicable to the Associate Degree

ENGL 015 4 UNITS

PREPARATION FOR COLLEGE WRITING

LECTURE: 72 contact hours per semester

PREREQUISITE: ENGL 914 or eligibility for ENGL 015*

This is a writing course designed to prepare students for ENGL 101. The primary focus is on the development of the paragraph and short essay. The course includes a review of grammar, sentence structure, and punctuation. Associate Degree Applicable

ENGL 022 2 UNITS

JOURNALISM PRODUCTION: INTRODUCTION

LECTURE: 36 contact hours per semester

PREREQUISITE: ENGL 914 or eligibility for ENGL 015*

This course provides an introduction to gathering, synthesizing/organizing and writing news in journalistic style across multiple platforms resulting in the production of the campus newspaper. Topics include the role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other campus events, writing under deadline, and use of AP Style. ENGL 022 is the non-transfer equivalent of ENGL 122. A student taking ENGL 022 may not earn credit for ENGL 122. Associate Degree Applicable

ENGL 032 3 UNITS

CREATIVE WRITING

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 914 or eligibility for ENGL 015*

This is an introductory course in creative writing, with an emphasis on poetry and fiction. Students will learn and practice creative writing by producing their own work in the genres studied, reading and learning from the work of established and peer writers, and participating in the workshop method. ENGL 032 is the non-transfer equivalent of ENGL 232. A student taking ENGL 032 may not earn credit for ENGL 232. Associate Degree Applicable

ENGL 055 3 UNITS

CHILDREN'S LITERATURE

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 914 or eligibility for ENGL 015*

In this survey course, students will read several classics in children's literature focusing on characteristic traits common to all significant literature. Most important, however, it will examine the ideologies embedded in the texts as well as the ideologies that guide our culture, particularly in terms of children and the literature they read. ENGL 055 is the non-transfer equivalent of ENGL 155. A student taking ENGL 055 may not earn credit for ENGL 155. Associate Degree Applicable

ENGL 061 3 UNITS

WOMEN WRITERS

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 914 or eligibility for ENGL 015*

This course is a survey of poetry and prose by prominent women writers that explores historical and contemporary issues in women's lives. ENGL 061 is the non-transfer equivalent of ENGL 161. A student taking ENGL 061 may not earn credit for ENGL 161. Associate Degree Applicable

ENGL 063 3 UNITS

CHICANO LITERATURE

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 914 or eligibility for ENGL 015*

This course covers a representative survey of Chicano literature, including novels, drama, poetry, and essays which focus on the cultural, social, and political developments and themes that shape and characterize Chicano culture and literary expression. ENGL 063 is the non-transfer equivalent of ENGL 163. A student taking ENGL 063 may not earn credit for ENGL 163. Associate Degree Applicable

ENGL 065 3 UNITS

AFRICAN-AMERICAN LITERATURE

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 914 or eligibility for ENGL 015*

This course is a comprehensive examination of African American literature, including prose, poetry, and fiction, from the early oral tradition to present. The course also incorporates understanding of the cultural trends and time periods and their relationships to literature. ENGL 065 is the non-transfer equivalent of ENGL 165. A student taking ENGL 065 may not earn credit for ENGL 165. Associate Degree Applicable

ENGL 070 3 UNITS

ENGLISH LITERATURE: MIDDLE AGES TO 18TH CENTURY

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 914 or eligibility for ENGL 015*

This course surveys English literature to the last quarter of the 18th Century including coverage of all significant literary types in the development of English literature from the Middle Ages to the late 18th century. ENGL 070 is the non-transfer equivalent of ENGL 170. A student taking ENGL 070 may not earn credit for ENGL 170. Associate Degree Applicable

ENGL 071	3 UNITS	<p>ENGLISH LITERATURE: 18TH CENTURY TO PRESENT</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITE: ENGL 914 or eligibility for ENGL 015*</p> <p>This course surveys English literature to the last quarter of the 18th Century including coverage of all significant literary types in the development of English literature from the Middle Ages to the late 18th century. <i>ENGL 071 is the non-transfer equivalent of ENGL 171. A student taking ENGL 071 may not earn credit for ENGL 171. Associate Degree Applicable</i></p>	
ENGL 075	3 UNITS	<p>LITERATURE AND RELIGION OF THE BIBLE</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITE: ENGL 914 or eligibility for ENGL 015*</p> <p>This course covers 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. <i>ENGL 075 is the non-transfer equivalent of ENGL 175. A student taking ENGL 075 may not earn credit for ENGL 175. Associate Degree Applicable</i></p>	
ENGL 077	3 UNITS	<p>SHAKESPEARE</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITE: ENGL 914 or eligibility for ENGL 015*</p> <p>This course includes a critical analysis of a selection of Shakespeare's plays representative of his literary development. Lectures, films, and recordings will be used to examine life and the theater in Elizabethan England. <i>ENGL 077 is the non-transfer equivalent of ENGL 275. A student taking ENGL 077 may not earn credit for ENGL 275. Associate Degree Applicable</i></p>	
ENGL 080	3 UNITS	<p>WORLD LITERATURE: TO 17TH CENTURY</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITE: ENGL 914 or eligibility for ENGL 015*</p> <p>This is an introduction to world literature from the beginning to the mid-17th Century, including coverage of selected samples of literature within the context of the culture and time in which they were written. <i>ENGL 080 is the non-transfer equivalent of ENGL 280. A student taking ENGL 080 may not earn credit for ENGL 280. Associate Degree Applicable</i></p>	
ENGL 081	3 UNITS	<p>WORLD LITERATURE: 17TH CENTURY TO PRESENT</p> <p>LECTURE: 54 contact hours per semester</p> <p>PREREQUISITE: ENGL 914 or eligibility for ENGL 015*</p> <p>This is an introduction to world literature from the 17th century to the present, including coverage of selected samples of literature within the context of the culture and time in which they were written. <i>ENGL 081 is the non-transfer equivalent of ENGL 281. A student taking ENGL 081 may not earn credit for ENGL 281. Associate Degree Applicable</i></p>	
ENGL 101	4 UNITS	<p>FRESHMAN COMPOSITION</p> <p>LECTURE: 72 contact hours per semester</p> <p>PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*</p> <p>This is a writing course emphasizing expository and argumentative essays, which helps students develop writing skills necessary for other degree applicable courses. It includes reading and analysis of various forms of writing, instruction in library research and preparation of documented research papers.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC C-ID: ENGL 100</p>	
ENGL 101H	4 UNITS	<p>FRESHMAN COMPOSITION-HONORS</p> <p>LECTURE: 72 contact hours per semester</p> <p>PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*</p> <p>This is a writing course, which emphasizes expository and argumentative essays, which helps students develop writing skills necessary for other degree applicable courses. It includes reading and analysis of various forms of writing, instruction in library research and preparation of documented research papers. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC C-ID: ENGL 100</p>	
ENGL 102	4 UNITS	<p>INTERMEDIATE COMPOSITION AND CRITICAL THINKING</p> <p>LECTURE: 72 contact hours per semester</p> <p>PREREQUISITE: ENGL 101 or ENGL 101H</p> <p>This course provides further work in argumentative and critical writing, analysis of texts (including literature), research and documentation.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC C-ID: ENGL 105</p>	
ENGL 102H	4 UNITS	<p>INTERMEDIATE COMPOSITION AND CRITICAL THINKING – HONORS</p> <p>LECTURE: 72 contact hours per semester</p> <p>PREREQUISITE: ENGL 101 or ENGL 101H</p> <p>This course provides further work in argumentative and critical writing, analysis of texts (including literature), research and documentation. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC C-ID: ENGL 105</p>	
ENGL 122	2 UNITS	<p>JOURNALISM PRODUCTION: INTRODUCTION</p> <p>LECTURE: 36 contact hours per semester</p> <p>PREREQUISITE: ENGL 101 or ENGL 101H</p> <p>This course provides an introduction to gathering, synthesizing/organizing and writing news in journalistic style across multiple platforms resulting in the production of the campus newspaper. Topics include the role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other campus events, writing under deadline, and use of AP Style.</p> <p>Associate Degree Applicable Course credit transfers to CSU C-ID: JOUR 130</p>	
ENGL 123	2 UNITS	<p>JOURNALISM PRODUCTION: INTERMEDIATE</p> <p>LECTURE: 36 contact hours per semester</p> <p>PREREQUISITE: ENGL 122</p> <p>This course provides further instruction on gathering, synthesizing/organizing and writing news in journalistic style across multiple platforms resulting in the production of the campus newspaper. Topics include the role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other campus events, writing under deadline, and use of AP Style.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>	

ENGL 124 2 UNITS JOURNALISM PRODUCTION: ADVANCED LECTURE: 36 contact hours per semester PREREQUISITE: ENGL 123 This course provides advanced instruction on gathering, synthesizing/organizing and writing news in journalistic style across multiple platforms resulting in the production of the campus newspaper. Advanced students will engage in editorial skills, such as evaluating the quality and direction of the current publication and working with other editors to continue to refine it. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	ENGL 161 3 UNITS WOMEN WRITERS LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 101 or ENGL 101H This course is a survey of poetry and prose written by prominent women writers that explores historical and contemporary issues in women's lives. <i>ENGL 161 is the transferable equivalent of ENGL 061. A student taking ENGL 161 may not earn credit for ENGL 061.</i> <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
ENGL 125 2 UNITS LITERARY MAGAZINE PRODUCTION LECTURE: 36 contact hours per semester PREREQUISITE: ENGL 914 or eligibility for ENGL 015* Students in this course are responsible for production of the college literary magazine including selecting material, creating the style and look, formatting, typesetting, and layout. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	ENGL 163 3 UNITS CHICANO LITERATURE LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 101 or ENGL 101H This course covers a representative survey of Chicano literature, including novels, drama, poetry, and essays which focus on the cultural, social, and political developments and themes that shape and characterize Chicano culture and literary expression. <i>ENGL 163 is the transferable equivalent of ENGL 063. A student taking ENGL 163 may not earn credit for ENGL 063.</i> <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
ENGL 126 2 UNITS LITERARY MAGAZINE PRODUCTION: ADVANCED LECTURE: 36 contact hours per semester PREREQUISITE: ENGL 125 Students in this course are responsible for production of the college literary magazine: leading the selection of work, overseeing editing, and directing the style of the magazine. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	ENGL 165 3 UNITS AFRICAN-AMERICAN LITERATURE LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 101 or ENGL 101H This course is a comprehensive examination of African American literature, including prose, poetry, and fiction, from the early oral tradition to present. The course also incorporates understanding of the cultural trends and time periods and their relationships to literature. <i>ENGL 165 is the transferable equivalent of ENGL 065. A student taking ENGL 165 may not earn credit for ENGL 065.</i> <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
ENGL 151 3 UNITS FRESHMAN COMPOSITION AND LITERATURE LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 101 or ENGL 101H This course includes the study of representative works of fiction, poetry, and drama, including an understanding of their cultural, historical and aesthetic contexts, as well as an emphasis on the fundamental principles of literacy criticism and interpretation, including student writing based on critical reading. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i> <i>C-ID: ENGL 120</i>	ENGL 175 3 UNITS THE LITERATURE AND RELIGION OF THE BIBLE LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 101 or ENGL 101H This course covers The English Bible as literature and as religion including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed and an extensive reading of the two testaments. This course is also offered as RELIG 175. <i>ENGL 175 is the transferable equivalent of ENGL 075. A student taking ENGL 175 may not earn credit for ENGL 075.</i> <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
ENGL 153 3 UNITS LITERATURE AND FILM LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: ENGL 101 or ENGL 101H This course studies literature that has been adapted into film. Students will read short stories, novels, and plays; view the film(s) adapted from each literary work; and write critical and analytic essays about the literature, the films, and their interplay. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>	ENGL 222 1 - 3 UNITS INDEPENDENT STUDY IN ENGLISH: LITERATURE INDEPENDENT STUDY: 18 - 54 contact hours per semester PREREQUISITE: ENGL 101 or ENGL 101H. Students with previous course work in English may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of literature. This independent study would be appropriate for students wanting further work in literary studies including English Literature, World Literature, American Literature, Major Authors or other Special Genres or Topics, or Literary Theory. Prior to registration, a written contract must be prepared jointly by the instructor and the student. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i> <i>Limited transfer to UC; credit determined after transfer to UC</i>
ENGL 155 3 UNITS CHILDREN'S LITERATURE LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 101 or ENGL 101H In this survey course, students will read several classics in children's literature focusing on characteristic traits common to all significant literature. Most important, however, it will examine the ideologies embedded in the texts as well as the ideologies that guide our culture, particularly in terms of children and the literature they read. <i>ENGL 155 is the transferable equivalent of ENGL 055. A student taking ENGL 155 may not earn credit for ENGL 055.</i> <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i> <i>C-ID: ENGL 180</i>	

ENGL 223 1- 3 UNITS

INDEPENDENT STUDY IN ENGLISH: WRITING

INDEPENDENT STUDY: 18 - 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H.

Students with previous course work in English may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of writing. This independent study would be appropriate for students wanting further work and practice in journalism or other forms of non-fiction writing, creative writing, etc. Prior to registration, a written contract must be prepared jointly by the instructor and the student.

*Associate Degree Applicable Course credit transfers to CSU and UC
Limited transfer to UC; credit determined after transfer to UC*

ENGL 224 1- 3 UNITS

INDEPENDENT STUDY IN ENGLISH: PRODUCTION

INDEPENDENT STUDY: 18 - 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H

Students with previous course work in English may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of the production of work in print or other text-based media. This independent study would be appropriate for students wanting further work and practice in print publication (print newspaper, magazine or journal production, etc.) or publication for the web (web-based magazine, newspaper, or journal). Prior to registration, a written contract must be prepared jointly by the instructor and the student.

*Associate Degree Applicable Course credit transfers to CSU and UC
Limited transfer to UC; credit determined after transfer to UC*

ENGL 232 3 UNITS

CREATIVE WRITING

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H

This is an introductory course in creative writing, with an emphasis in poetry and fiction. Students will learn and practice creative writing by producing their own work in the genres studied, studying and analyzing the work of established and peer writers, and participating in the workshop method. *ENGL 232 is the transferable equivalent of ENGL 032. A student taking ENGL 232 may not earn credit for ENGL 032.*

*Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: ENGL 200*

ENGL 270 3 UNITS

ENGLISH LITERATURE: MIDDLE AGES TO 18TH CENTURY

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H

This course surveys English literature to the last quarter of the 18th Century including coverage of all significant literary types in the development of English literature from the Middle Ages to the late 18th century. *ENGL 270 is the transferable equivalent of ENGL 070. A student taking ENGL 270 may not earn credit for ENGL 070.*

*Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: ENGL 160*

ENGL 271 3 UNITS

ENGLISH LITERATURE: 18TH CENTURY TO PRESENT

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H

This course surveys English literature from the late 18th Century to the present including coverage of all significant literary types. *ENGL 271 is the transferable equivalent of ENGL 071. A student taking ENGL 271 may not earn credit for ENGL 071.*

*Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: ENGL 165*

ENGL 275 3 UNITS

SHAKESPEARE

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H

This course includes a critical analysis of a selection of Shakespeare's plays representative of his literary development. Lectures, films, and recordings are used to examine life and theatre in Elizabethan England. *ENGL 275 is the transferable equivalent of ENGL 077. A student taking ENGL 275 may not earn credit for ENGL 077.*

Associate Degree Applicable Course credit transfers to CSU and UC

ENGL 280 3 UNITS

WORLD LITERATURE: TO 17TH CENTURY

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H.

This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid-17th century, including critical analysis of the culture and time in which they were written. *ENGL 280 is the transferable equivalent of ENGL 080. A student taking ENGL 280 may not earn credit for ENGL 080.*

*Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: ENGL 140*

ENGL 281 3 UNITS

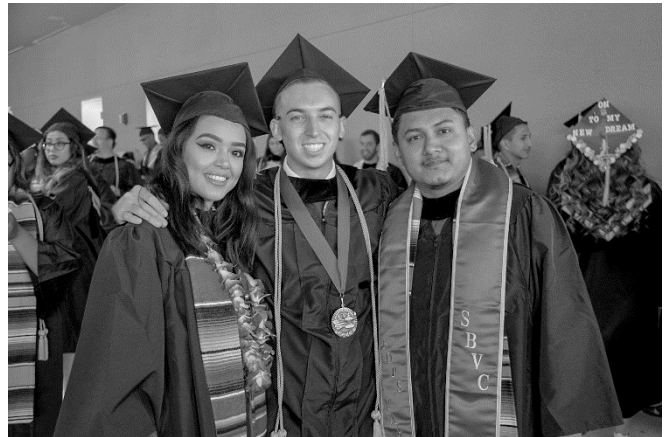
WORLD LITERATURE: 17TH CENTURY TO PRESENT

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H

This course is a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from the mid-17th century to the present, including critical analysis of the culture and time in which they were written. *ENGL 281 is the transferable equivalent of ENGL 081. A student taking ENGL 281 may not earn credit for ENGL 081.*

*Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: ENGL 145*



ENGLISH AS A SECOND LANGUAGE (ESL)

Courses in English as a second language are designed for individuals learning English as a foreign language. The various courses cover writing, conversation, spelling and vocabulary in the English language.

NONCREDIT COURSES**ESL 601 NONCREDIT****ESL BEGINNING LEVEL 1 –****INTRODUCTION TO BASIC ENGLISH LITERACY**

LECTURE: 72 contact hours per semester

PREREQUISITE: None

This non-credit course is designed to introduce low-beginning English language learners to basic English letter-sound correspondence, vocabulary, and sentence patterns. Students will start using English to speak about themselves, their families, and their community. Students will learn to read and complete simple forms. *Not Applicable to the Associate Degree*

ESL 602 NONCREDIT**ESL BEGINNING LEVEL 2 – ENGLISH AT HOME AND SCHOOL**

LECTURE: 72 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: ESL 601 or eligibility*

This non-credit course is designed to prepare low-beginning English language learners with vocabulary and sentence structure to communicate in social and academic settings. Students will learn to give and respond to directions, as well as to speak about home, classroom routines, and community life by using a variety of sentence patterns. In addition, students will learn basic note-taking skills. *Not Applicable to the Associate Degree*

ESL 603 NONCREDIT**ESL BEGINNING LEVEL 3 – ENGLISH FOR WORK AND LEISURE**

LECTURE: 72 contact hours per semester.

PREREQUISITE: None

DEPARTMENTAL ADVISORY: ESL 602 or eligibility*

This non-credit course is designed to prepare intermediate-beginning English language learners to use a variety of English structures and vocabulary for vocation and leisure. Students will learn appropriate linguistic behaviors with regards to the setting and time of the occasion being discussed.

Not Applicable to the Associate Degree

ESL 604 NONCREDIT**ESL BEGINNING LEVEL 4 –****ENGLISH FOR WORK AND EDUCATION**

LECTURE: 72 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: ESL 603 or eligibility*

This non-credit course is designed to prepare high-beginning English language learners to use Standard English for job interviews, and in conversations at work and at school. Students will begin learning aspects of composition. In addition, students will learn effective note-taking skills.

Not Applicable to the Associate Degree

ESL 620 NONCREDIT**ENGLISH PRONUNCIATION**

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This non-credit course is designed to help English language learners to improve their pronunciation skills in English. The class will focus on Standard English pronunciation, word stress, intonation differentiation, and vocabulary building.

Not Applicable to the Associate Degree

ESL 645 NONCREDIT**IDIOMS: THE SECRET LANGUAGE**

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: ESL 940 or eligibility*

This non-credit course is designed to help nonnative students understand American idiomatic expressions commonly used by native speakers. Students will receive instruction on the meaning and use of idioms and how to apply their knowledge of idioms both through oral and written practice.

Not Applicable to the Associate Degree

ESL 650 NONCREDIT**CITIZEN PREPARATION – PART 1: BASIC ENGLISH LISTENING, SPEAKING, READING AND WRITING**

LECTURE: 72 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: ESL 604 or eligibility*

This non-credit course is designed to prepare prospective candidates for the English portion of the U.S. citizenship process. Students will learn skills to improve their basic listening, speaking, reading, and writing abilities through practice and drills.

Not Applicable to the Associate Degree

ESL 651 NONCREDIT**CITIZEN PREPARATION – PART 2: CIVIC PRINCIPLES AND FUNDAMENTAL U.S. HISTORY**

LECTURE: 72 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: ESL 940 or eligibility*

This non-credit course is designed to prepare prospective candidates for the civics portion of the U.S. citizenship process. Students will learn the rights and responsibilities of being a U.S. citizen, in addition to learning how to complete all required immigration forms and practicing the USCIS Citizenship Test by becoming familiar with U.S. history.

Not Applicable to the Associate Degree

CREDIT COURSES**ESL 907 3 UNITS****BASIC CONVERSATIONAL ENGLISH**

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course is designed to increase the skills of English language learners in basic conversation, listening and pronunciation of the English language. This course is taught through total English immersion. *Not Applicable to the Associate Degree*

ESL 930 4 UNITS**COMPOSITION BASED ESL LEVEL 1 – BEGINNING**

LECTURE: 72 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: ESL 604 or eligibility*

This is the first of a four-course sequence designed to give English language learners a comprehensive understanding of English composition. The focus of this course is on creating effective sentences and paragraphs, including a study of grammar, punctuation and usage. The grammatical emphasis of this course will be on simple present and past tenses. It also has some emphasis on pronunciation, listening and speaking. This course is taught through total English immersion.

Not Applicable to the Associate Degree

ESL 931**4 UNITS****COMPOSITION BASED ESL LEVEL 2 – BEGINNING****LECTURE:** 72 contact hours per semester**PREREQUISITE:** ESL 930 or eligibility*

This is the second of a four-course sequence designed to give English language learners a comprehensive understanding of English composition. The focus of this course is on creating effective sentences and paragraphs, including a review of grammar, punctuation and usage. The grammatical emphasis of this course will be on present and past progressive tenses, and modal usage. It also has some emphasis on pronunciation, listening and speaking. This course is taught through total English immersion. *Not Applicable to the Associate Degree*

ESL 940**4 UNITS****COMPOSITION BASED ESL LEVEL 3 - INTERMEDIATE****LECTURE:** 72 contact hours per semester**PREREQUISITE:** ESL 931 or eligibility*

This is the third of a four-course sequence designed to give English language learners a comprehensive understanding of English composition. The focus of this course is on creating effective sentences and paragraphs, including a review of grammar, punctuation and usage. The grammatical emphasis of this course will be on the present perfect, past perfect, and present perfect progressive tenses. This course is taught through total English immersion. *Not Applicable to the Associate Degree*

ESL 941**4 UNITS****COMPOSITION BASED ESL LEVEL 4 - ADVANCED****LECTURE:** 72 contact hours per semester**PREREQUISITE:** ESL 940 or eligibility*

This is the last of a four-course sequence designed to give English language learners a comprehensive understanding of English composition. The focus of this course is on creating effective sentences, paragraphs and essays, including a review of grammar, punctuation and usage. This course is taught through total English immersion. *Not Applicable to the Associate Degree*

**ENVIRONMENTAL SCIENCE**

Science Division

DIVISION OFFICE: Physical Science (PS) 148

Todd Heibel, Ph.D. and

FACULTY CHAIR: Matthew Robles, M.S.**ENVIRONMENTAL SCIENCE
ASSOCIATE OF SCIENCE DEGREE**

The goals of the Environmental Science program are to:

1. Meet the needs of students who are majoring in one of the diverse fields encompassed by environmental science, and
2. Provide options for students fulfilling general education science requirements.

Awareness of the issues of environmental quality is increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Environmental Science Majors need to complete an interdisciplinary set of core requirements that provide a basic understanding of the physical, biological, and social sciences and the relevance of these sciences to environmental processes and issues. In addition, the coursework will prepare students for related baccalaureate majors, including: biology, chemistry, engineering, geography (including emphasis in geographic information systems (GIS)), geology, mathematics, oceanography, and physics. For non-majors, the program's goal is to educate students to make better-informed choices about key environmental and health issues.

Students planning to transfer to a four-year institution and major in Environmental Science should consult with a counselor regarding the transfer process and institution-specific lower-division requirements. In upper division and graduate studies, students majoring in environmental science usually specialize in areas such as environmental toxicology, public health, environmental law, education, environmental economics, soil and water science, restoration ecology, environmental landscaping, environmental management and urban planning, and related careers.

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

REQUIRED COURSES:		UNITS
BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5
CHEM 151	General Chemistry II OR	5
CHEM 151H	General Chemistry II - Honors	5
ECON 201	Principles of Microeconomics OR	3
ECON 201H	Principles of Microeconomics – Honors OR	3
POLIT 100	American Politics	3
GEOG 110	Physical Geography	3
GEOG 111	Physical Geography Laboratory OR	1
GEOG 111H	Physical Geography Laboratory – Honors	1
OR		
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4

PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5
OR		
PHYSIC 200	Physics I	6
PHYSIC 201	Physics II	6

CHOOSE TWO COURSES FROM THE FOLLOWING:

BIOL 104	Human Ecology	3
BIOL 207	Evolutionary Ecology	4
CHEM 205	Quantitative Chemical Analysis	5
CHEM 212	Organic Chemistry I OR	4
CHEM 212H	Organic Chemistry I - Honors	4

CHEM 213	Organic Chemistry II OR	4
CHEM 213H	Organic Chemistry II - Honors	4

GEOG 130	Introduction to Geographic Information Systems (GIS) OR	3
GIS 130	Introduction to Geographic Information Systems (GIS)	3

MATH 108	Introduction to Probability and Statistics	4
TOTAL UNITS		49 - 54



FOODS AND NUTRITION

Applied Technology, Transportation, and Culinary Arts Division
 DIVISION OFFICE: Technical (T) 108
 FACULTY CHAIR: Chef Stacy Meyer, M.A.

COURSES

FN 060 3 UNITS

MODIFIED DIETS

LECTURE: 54 contact hours per semester

PREREQUISITE: FN 162

This course concentrates on the principles of nutrition in order to provide modified diets for individuals with a variety of health care conditions. The focus is on the rationale for the diet and how the modifications improve a person's overall wellbeing.

Associate Degree Applicable

FN 064 3 UNITS

NUTRITION MANAGEMENT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES: ENGL 914 and MATH 942

The focus of this course is on the food service and nutrition management in a health care facility. It includes the development of policies, protocols and procedures for organizing, staffing and training, as well as the promotion of sound financial planning and a cost control system.

Associate Degree Applicable

FN 066 2 UNITS

NUTRITION CARE

LECTURE: 36 contact hours per semester

PREREQUISITE: FN 060

COREQUISITE: FN 167

This course integrates the academic content and principles of nutrition, diet and menu development with the application of nutrition care, diet evaluation, diet education and dietetic practice. Associate Degree Applicable

FN 162 3 UNITS

INTRODUCTION TO FOOD AND NUTRITION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

CHEM 101, ENGL 015, AND MATH 095

This course introduces the scientific concepts of nutrition related to the function of nutrients in the basic life processes. Emphasis is on individual needs, food sources of nutrients, current nutritional issues and diet analysis.

Associate Degree Applicable

Course credit transfers to CSU and UC

FN 167 6 UNITS

NUTRITION CARE INTERNSHIP

LABORATORY: 324 contact hours per semester

PREREQUISITE: CULART 225 AND FN 162

This course is a clinical field experience in a dietary health care facility. The course includes nutrition evaluation, implementation of a care plan, nutrition care, dietetic education and facility organizational processes. (Formerly FN 067)

Associate Degree Applicable

Course credit transfers to CSU

FN 222 1-3 UNITS

INDEPENDENT STUDY IN FOODS AND NUTRITION

INDEPENDENT STUDY: 18-54 contact hours per semester

PREREQUISITE: None

Students with previous course work in Foods and Nutrition may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of nutrition, diets, foods and other related subjects. Prior to registration, a written contract must be prepared. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU

FRENCH

Arts and Humanities Division
DIVISION OFFICE: North Hall (NH) 223
FACULTY CHAIR: Davena Burns-Peters, BE and
Nori Sogomonian, Ed.D

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. Positions for which four-year graduates in modern languages are qualified are teaching, business, foreign services, law enforcement, nursing, hospitality services, and secretarial services.

COURSES

FRENCH 101 5 UNITS

COLLEGE FRENCH I

LECTURE: 90 contact hours per semester
PREREQUISITE: None

In this course students develop the ability to converse, read and write in French. The course includes the study of essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to the culture of French-speaking peoples. This course corresponds to two years of high school study.

Associate Degree Applicable Course credit transfers to CSU and UC

FRENCH 102 5 UNITS

COLLEGE FRENCH II

LECTURE: 90 contact hours per semester
PREREQUISITE: FRENCH 101

This course provides students the opportunity to continue to develop conversational, reading and writing skills in French with special emphasis on past tense verbs, grammar, vocabulary expansion and cultural applications of the French language.

Associate Degree Applicable Course credit transfers to CSU and UC

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Science Division
DIVISION OFFICE: Physical Science (PS) 148
FACULTY CHAIR: Todd Heibel, Ph.D. and
Matthew Robles, M.S.

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.

GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE

Students working for certificates must have a basic knowledge of geographic and cartographic principles, arithmetic, reading, and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level employment in Geographic Information Systems (GIS) and automated mapping technology, utilizing Earth resources data satellites, aerial photography, and computerized data banks of spatial data.

REQUIRED COURSES (15 UNITS): UNITS

GIS 130	Introduction to Geographic Information Systems (GIS) OR	3
GEOG 130	Introduction to Geographic Information Systems (GIS)	3
GIS 133	GIS Cartography and Base Map Development	3
GIS 134	Data Acquisition and Management	3
GIS 135	Spatial Analysis with GIS	3
GIS 136	GIS for Science, Government, and Business OR	3
GIS 137	GIS Advanced Applications	3

ELECTIVE COURSES (MINIMUM OF 4 UNITS):

GEOG 100	Map Interpretation and Geospatial Analysis OR	3
GIS 100	Map Interpretation and Geospatial Analysis	3
GIS 039	Global Positioning Systems (GPS) Field Techniques	1
GIS 098	GIS Work Experience	1 - 4
GIS 222	Independent Study in Geographic Information Systems	1 - 3

RECOMMENDED COURSES:

ARCH 120	Introduction to Computer Aided Drafting	4
CIT 101	Introduction to Computer Literacy	3
GEOG 110	Physical Geography	3
GEOL 101	Introduction to Physical Geology	3

TOTAL UNITS 19

This is a Gainful Employment Program

COURSES

GIS 039 1 UNIT

GLOBAL POSITIONING SYSTEMS (GPS) FIELD TECHNIQUES

LABORATORY: 54 contact hours per semester
PREREQUISITE: None

DEPARTMENTAL ADVISORY: GIS 135

The Global positioning system (GPS) is a satellite-based navigation system comprised of a network of 24 satellites placed into orbit by the US Department of Defense. The aim of this course is to introduce students to the principles of the GPS and to demonstrate its application to GIS. GPS basic components are covered, including satellites, ground control stations, antennae, and receivers. GIS background or work experience in the field are recommended to succeed in this course.

Associate Degree Applicable

GIS 098 1-4 UNITS

GIS WORK EXPERIENCE

WORK EXPERIENCE: 18 - 72 contact hours per semester

PREREQUISITE/ COREQUISITE: GIS 135

Supervised training in the form of on the job employment that will enhance the student's educational goals. The student's major and job must match. Students work 5-20 contact hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.

Associate Degree Applicable

GIS 100 3 UNITS

MAP INTERPRETATION AND GEOSPATIAL ANALYSIS

LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This class is an introduction to maps, images and geospatial techniques and technologies. The technologies covered in this course include map and aerial photograph interpretation, tabular data, spatial statistics, cartography, Global Positioning Systems (GPS), Internet mapping, remote sensing and Geographic Information Systems (GIS), all of which aid in data collection, analysis and presentation. This course is also offered as GEOG 100.

Associate Degree Applicable

Course credit transfers to CSU

C-ID: GEOG 150

GIS 130	3 UNITS
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)	
LECTURE:	36 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITE:	None
DEPARTMENTAL ADVISORIES:	
ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 942	
This course provides an introduction to the fundamentals of Geographic Information Systems (GIS), including the history of automated mapping. The course includes a brief introduction to basic cartographic principles, including map scales, coordinate systems and map projections. GIS hardware and software are explored, as are various applications of GIS technology used in environmental science, business and government.	
(This course is also offered as GEOG 130).	
Associate Degree Applicable	Course credit transfers to CSU and UC
C-ID: GEOG 155	

GIS 133	3 UNITS
GIS CARTOGRAPHY AND BASE MAP DEVELOPMENT	
LECTURE:	36 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITE:	GIS 130 or GEOG 130
This course introduces the nature of cartography, standard cartographic conventions, and graphic symbology. Map projections, scale, types of thematic maps, and map accuracy are reviewed. Current industry standard techniques used in GIS base map development are employed, including production and presentation techniques of professional quality maps.	
Associate Degree Applicable	Course credit transfers to CSU and UC

GIS 134	3 UNITS
DATA ACQUISITION AND MANAGEMENT	
LECTURE:	36 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITE:	GIS 130
This course addresses the interpretation and understanding of a variety of data formats available in GIS. It introduces the fundamental concepts of primary GIS data creation and discusses quantitative techniques for collection, classification, and management of geographical data.	
Associate Degree Applicable	Course credit transfers to CSU

GIS 135	3 UNITS
SPATIAL ANALYSIS WITH GIS	
LECTURE:	36 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITE:	GIS 130
This course is an introduction to spatial analysis with fundamental concepts and analytical procedures used to simplify complex spatial modeling. Specific methods covered include spatial queries, buffering, overlay, interpolation, network analysis, surface analysis, and spatial autocorrelation.	
Associate Degree Applicable	Course credit transfers to CSU

GIS 136	3 UNITS
GIS FOR SCIENCE, GOVERNMENT, AND BUSINESS	
LECTURE:	36 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITE:	GIS 135
This course introduces students to the various GIS techniques deployed to help government, businesses, and consulting firms to operate in a constantly changing social, physical, economic, and political environment. Government agencies and businesses today face challenges that force them to think beyond traditional, non-geographic approaches to problem solving. Students are introduced to data integration, maps, and GIS outputs.	
Associate Degree Applicable	Course credit transfers to CSU

GIS 137	3 UNITS
ADVANCED GIS APPLICATIONS	
LECTURE:	36 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITE:	GIS 135
This course provides hands-on training in advanced applications of GIS using ArcView and ArcInfo, and a review of Visual Basic for Applications (VBA) for customizing ArcGIS. It includes introduction to ArcGIS Server, ArcIMS, and building maps and models for publishing to the web. Students will learn to build web applications with GIS capabilities using Application Service Provider (ASP).	
Associate Degree Applicable	Course credit transfers to CSU

GIS 222	1-3 UNITS
INDEPENDENT STUDY IN GEOGRAPHIC INFORMATION SYSTEMS	
INDEPENDENT STUDY: 18 - 54 contact hours per semester	
PREREQUISITE:	GIS 130 or GIS 131
Students with previous course work in GIS may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of GIS. Prior to registration, a written contract must be prepared jointly by the instructor and the student.	
Associate Degree Applicable	Course credit transfers to CSU
Limited transfer to UC; credit determined after transfer to UC	

GEOGRAPHY

Science Division
 DIVISION OFFICE: Physical Science (PS) 148
 FACULTY CHAIR: Todd Heibel, Ph.D. and
 Matthew Robles, M.S.

The environmental and spatial science of geography examines both physical and cultural landscapes across the Earth. As a spatial science, physical and cultural location and patterns on Earth's surface are central to the study of geography. It includes the study of all forces of nature and the consequences of those forces, with an emphasis on human-environment interactions.

Specifically, geography integrates multiple natural and social sciences and includes: the nature and interactions of the atmosphere and the land, plants and animals, the Earth's waters, weather, climate, the Earth's dynamic surface, landforms and soil, and the way people have inhabited and altered the Earth by creating various forms of agriculture, language, religion, and cities.

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

DEGREES**GEOGRAPHY****ASSOCIATE OF ARTS TRANSFER DEGREE (AA-T)**

This Associate in Arts degree in Geography for Transfer (A.A.-T.) provides a path to students who wish to transfer to a CSU campus in Geography and serves the diverse needs of students who wish to obtain a broad and an in-depth understanding of the field. Additionally, this degree allows students to examine the environmental and spatial science of geography including both physical and cultural landscapes across the Earth. Courses in Geography also prepare students interested in careers in environmental studies, education, engineering, urban planning, and architecture.

Completion of CSU GE-Breadth or IGETC for CSU is required in addition to the major requirements listed below.

To earn this AA-T degree, students must meet the following requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0. A "P" (Pass) grade is not an acceptable grade for courses in the major.**

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

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

REQUIRED CORE COURSES:		UNITS
GEOG 102	Cultural Geography	3
GEOG 110	Physical Geography	3
GEOG 111	Physical Geography Laboratory OR	1
GEOG 111H	Physical Geography Laboratory - Honors	1

LIST A: SELECT 6 TO 7 UNITS FROM THE FOLLOWING:

GEOG 100	Map Interpretation and Geospatial Analysis OR	3
GIS 100	Map Interpretation and Geospatial Analysis	3
GEOG 114	Weather and Climate	4
GEOG 118	California Geography	3
GEOG 120	World Regional Geography	3
GIS 130	Introduction to Geographic Information Systems (GIS) OR	3
GEOG 130	Introduction to Geographic Information Systems (GIS)	3

LIST B: SELECT 6 UNITS FROM THE FOLLOWING:

ANTHRO 102	Cultural Anthropology	3
ENGL 102	Intermediate Composition and Critical Thinking OR	4
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
GEOL 101	Introduction to Physical Geology	3
GIS 133	GIS Cartography and Base Map Development	3
OCEAN 101	Elements of Oceanography AND	3
OCEAN 111	Elements of Oceanography Laboratory	1
POLIT 141	Introduction to World Politics	3

MAJOR TOTAL:	19-22
CSU GE-BREADTH OR IGETC FOR CSU REQUIREMENTS:	39-42
CSU ELECTIVES (AS NEEDED TO REACH 60 TRANSFERRABLE UNITS)	6-20
TOTAL UNITS:	60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

GEOGRAPHY ASSOCIATE OF SCIENCE DEGREE

The environmental and spatial science of geography examines both physical and cultural landscapes across the Earth. As a spatial science, physical and cultural location and patterns on Earth's surface are central to the study of geography. It includes the study of all forces of nature and the consequences of those forces, with an emphasis on human-environment interactions.

Specifically, geography integrates multiple natural and social sciences and includes: the nature and interactions of the atmosphere and the land, plants and animals, the Earth's waters, weather, climate, the Earth's dynamic surface, landforms and soil, and the way people have inhabited and altered the Earth by creating various forms of agriculture, language, religion, and cities.

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

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

REQUIRED COURSES:		UNITS
GEOG 102	Cultural Geography	3
GEOG 110	Physical Geography	3
GEOG 111	Physical Geography Laboratory OR	1
GEOG 111H	Physical Geography Laboratory - Honors	1

REQUIRED COURSES: (CHOOSE 12 UNITS FROM THE FOLLOWING)		
GEOG 100	Map Interpretation and Geospatial Analysis OR	3
GIS 100	Map Interpretation and Geospatial Analysis	3
GEOG 106	Geographic Perspectives on the Environment	3
GEOG 114	Weather and Climate	4
GEOG 118	California Geography	3
GEOG 120	World Regional Geography	3
GIS 130	Introduction to Geographic Information Systems (GIS) OR	3
GEOG 130	Introduction to Geographic Information Systems (GIS)	3
GIS 133	GIS Cartography and Base Map Development	3
ECON 208	Business and Economic Statistics OR	4
MATH 108	Introduction to Probability and Statistics	4

RECOMMENDED COURSES:		
ECON 100	Introduction to Economics	3
POLIT 100	American Politics	3
POLIT 141	Introduction to World Politics	3
SOC 100	Introduction to Sociology OR	3
SOC 100H	Introduction to Sociology - Honors	3

TOTAL UNITS	19
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COURSES

GEOG 100 3 UNITS

MAP INTERPRETATION AND GEOSPATIAL ANALYSIS

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This class is an introduction to maps, images and geospatial techniques and technologies. The technologies covered in this course include map and aerial photograph interpretation, tabular data, spatial statistics, cartography, Global Positioning Systems (GPS), Internet mapping, remote sensing and Geographic Information Systems (GIS), all of which aid in data collection, analysis and presentation. (This course is also offered as GIS 100).

Associate Degree Applicable

Course credit transfers to CSU

C-ID: GEOG 150

GEOG 102 3 UNITS

CULTURAL GEOGRAPHY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for MATH 090*

This course provides an introduction to the interrelationship between people and the environment. It includes population trends, regional analyses, and livelihood patterns. There is an emphasis on historical development, diffusion of agriculture, languages, religions, and urban development.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: GEOG 120

GEOG 106 3 UNITS

GEOGRAPHIC PERSPECTIVES ON THE ENVIRONMENT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for MATH 090*

This course provides an introductory study of the latest geographic perspectives of critical environmental issues occurring within and across local, regional, national, and global scales. It creates an awareness of the geography of human-environment relationships, in particular how nature and natural resources are defined, contested, distributed, and consumed. Emphasis is on social, political, cultural, psychological, and economic evaluation of natural resources and associated resource management.

Associate Degree Applicable

Course credit transfers to CSU and UC

GEOG 110 3 UNITS

PHYSICAL GEOGRAPHY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for MATH 090*

Within a human-environment framework, students will review basic physical elements of geography, with emphasis on weather, climate, water, soil, landforms, native animal life and natural vegetation, and their interrelationships and patterns of distribution on a worldwide basis. GEOG 111/GEOG 111H is strongly recommended for students who desire to transfer to CSU/UC. It is recommended that students complete GEOG 111/GEOG 111H within three years of completing GEOG 110.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: GEOG 110

GEOG 111 1 UNIT

PHYSICAL GEOGRAPHY LABORATORY

LABORATORY: 54 contact hours per semester

PREREQUISITE/COREQUISITE: GEOG 110

This is the laboratory companion for the GEOG 110 physical geography lecture course. This course is recommended for students concurrently enrolled in GEOG 110 or who have successfully completed the course within last three years. Students will apply lecture principles to in-class, hands-on, and field exercises. Students should be prepared to participate in one or more off-campus field exercises.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: GEOG 111

GEOG 111H 1 UNIT

PHYSICAL GEOGRAPHY LABORATORY - HONORS
LABORATORY: 54 contact hours per semester
PREREQUISITE/COREQUISITE: GEOG 110.

This is the laboratory companion for the GEOG 110 physical geography lecture course. This course is recommended for students concurrently enrolled in GEOG 110 or who have successfully completed the course within last three years. Students will apply lecture principles to in-class, hands-on, and field exercises. Students should be prepared to participate in one or more off-campus field exercises. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: GEOG 111

GEOG 114 4 UNITS

WEATHER AND CLIMATE

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

DEPARTMENTAL ADVISORIES:
ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for MATH 090*

This course covers Earth's atmospheric phenomena, with special reference to causes and regional distribution of weather and climate, both past and present. Topics include atmospheric structure and composition, solar radiation and energy balances, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, cyclones, weather forecasting, climate, and climate change. Emphasis will be given to current environmental topics, including natural and anthropogenic global climate change, air pollution, and global dimming.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: GEOG 130

GEOG 118 3 UNITS

CALIFORNIA GEOGRAPHY

LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for MATH 090*

This course provides a thematic approach to the state's issues, processes and topics relevant to geography including climate, landforms, natural vegetation, water resources, cultural landscape, ethnic diversity, urban and agricultural regions, and the economy. This course explores the physical and human landscapes that have evolved as a result of the human-environment interface.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: GEOG 140

GEOG 120 3 UNITS

WORLD REGIONAL GEOGRAPHY

LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* MATH 952 or MATH 962 or eligibility for MATH 090*

This course provides an introduction to world regional geography, emphasizing the nature of major cultural regions of the world. Through a comprehensive regional analysis, students will learn social structures, religions, languages, political systems, economics, environmental relationships, transportation networks, population dynamics, and urban development across the globe.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: GEOG 125

GEOG 130 3 UNITS

INTRODUCTION TO GEOGRAPHIC
INFORMATION SYSTEMS (GIS)

LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 942

This course provides an introduction to the fundamentals of Geographic Information Systems (GIS), including the history of automated mapping. The course includes a brief introduction to basic cartographic principles, including map scales, coordinate systems and map projections. GIS hardware and software are explored, as are various applications of GIS technology used in environmental science, business and government. (This course is also offered as GIS 130)

Associate Degree Applicable Course credit transfers to CSU and UC

GEOG 222 1-3 UNITS

INDEPENDENT STUDY IN GEOGRAPHY

INDEPENDENT STUDY: 18-54 contact hours per semester

PREREQUISITE: None

Students with previous course work in Geography may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Geography. Prior to registration, a written contract must be prepared jointly by the instructor and the student.

Associate Degree Applicable Course credit transfers to CSU and UC
Limited transfer to UC; credit determined after transfer to UC



GEOLOGY

Science Division

DIVISION OFFICE: Physical Science (PS) 148

FACULTY CHAIR: Todd Heibel, Ph.D. and
Matthew Robles, M.S.

The Geology Department offers courses, which examine the earth's history, structure, and economic resources. These courses meet the need for:

1. Students planning to transfer to a four-year institution and prepare for a career in geology or related fields,
2. Students fulfilling the undergraduate general education science requirement, and
3. Students who wish to better understand the planet on which we live.

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

DEGREES**GEOLOGY****ASSOCIATE OF SCIENCE TRANSFER DEGREE (AS-T)**

The Associate of Geology for Transfer (AS-T) in Geology is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus.

To earn this AS-T degree, students must meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. A "P" (Pass) grade is not an acceptable grade for courses in the major.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

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

REQUIRED COURSES		UNITS
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
GEOL 112	Historical Geology	4
CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5

CHEM 151	General Chemistry II OR	5
CHEM 151H	General Chemistry II - Honors	5
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4

RECOMMENDED COURSES:

BIOL 100	General Biology OR	4
BIOL 109	History of Life OR	4
BIOL 109H	History of Life - Honors	4
GEOG 110	Physical Geography	3
GEOL 201	Mineralogy	4

GIS 130	Introduction to Geographic Information Systems (GIS)	3
PHYSIC 150A	General Physics for the Life Sciences I AND	5
PHYSIC 150B	General Physics for the Life Sciences II	5
OR		
PHYSIC 200	Physics I AND	6
PHYSIC 201	Physics II	6

MAJOR TOTAL: 26

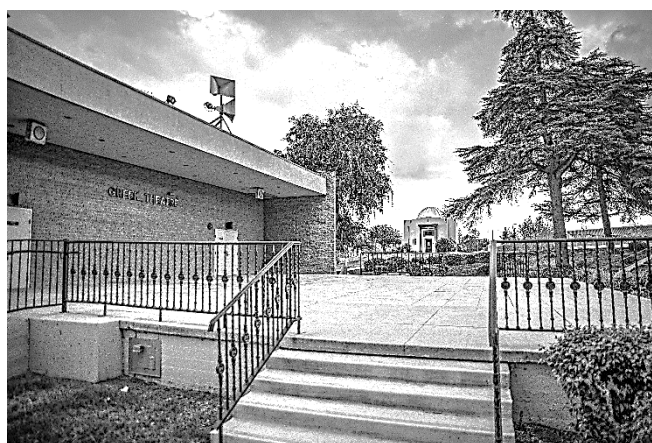
CSU GE-BREADTH OR IGETC FOR CSU REQUIREMENTS: 37-39

CSU ELECTIVES
(AS NEEDED TO REACH 60 TRANSFERABLE UNITS): 2-4

TOTAL UNITS: 60

GEOL or CHEM and MATH 250 meet CSU GE-Breadth and IGETC requirements. No more than 60 units are required for an AS-T degree.

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

**GEOLOGY ASSOCIATE OF SCIENCE DEGREE**

The Geology Associate of Science Degree equips students with a comprehensive understanding of the Earth's history, structure, economic resources, climate, and environment. This degree program meets student needs for:

1. transfer into a geological, environmental, or Earth sciences program at a four-year institution,
2. preparing for a career within the geological sciences or related fields, including energy exploration and development, environmental protection and remediation, hydrology, meteorology, hazard analysis and mitigation, and secondary and higher education,
3. fulfilling the undergraduate general education science requirement, and
4. a better understanding of the integration of natural systems with human-environment interactions within and upon the Earth.

Students who wish to pursue a degree in geology should take GEOL 101 and 111 before enrolling in additional geology courses. GEOL 101 is a prerequisite for most geology courses offered at San Bernardino Valley College and GEOL 111 will give students a more hands-on, in-depth exposure to the geological and Earth sciences. To graduate with a specialization in geology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

REQUIRED COURSES:		UNITS
CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5

CHEM 151	General Chemistry II OR	5
CHEM 151H	General Chemistry II - Honors	5
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
GEOL 112	Historical Geology	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
CHOOSE TWO COURSES FROM THE FOLLOWING:		
GEOL 122	Environmental Geology	3
GEOL 170	Geological History of the Great Basin Province	1
GEOL 201	Mineralogy	4
GEOL 250	Geology of California	3
GEOL 251	Geology of National Parks and Monuments	3
GEOL 260	Introduction to Field Geology	3
GEOL 270	Geology of the Eastern Sierra Nevada	1
RECOMMENDED COURSES:		
BIOL 100	General Biology OR	4
BIOL 109	History of Life OR	4
BIOL 109H	History of Life - Honors	4
CS 110	Fundamentals of Computer Science	3
CS 190	Programming in C++	4
GEOG 110	Physical Geography	3
GIS 130	Introduction to Geographic Information Systems (GIS)	3
PHYSIC 150A	General Physics for the Life Sciences I AND	5
PHYSIC 150B	General Physics for the Life Sciences II OR	5
PHYSIC 200	Physics I AND	6
PHYSIC 201	Physics II	6
TOTAL UNITS		28 - 33

COURSES

GEOL 101	3 UNITS
INTRODUCTION TO PHYSICAL GEOLOGY	
LECTURE:	54 contact hours per semester
PREREQUISITE:	ENGL 914 or eligibility for ENGL 015* and MATH 942 or eligibility for MATH 952*
DEPARTMENTAL ADVISORY: GEOL 111	
This course is an introduction to the study of the Earth, with emphasis on the materials that make up the Earth. It emphasizes Plate Tectonics, the processes that created the continents and the ocean basins, and the processes that change the landscape.	
Associate Degree Applicable	Course credit transfers to CSU and UC
C-ID: GEOL 100	
GEOL 111	1 UNIT
INTRODUCTION TO PHYSICAL GEOLOGY LABORATORY	
LABORATORY:	54 contact hours per semester
PREREQUISITE/COREQUISITE:	GEOL 101
This course is a hands-on introduction to the study of the Earth, with an emphasis on the materials that make up the Earth. Students will participate in one or more field trips. This course is recommended for students concurrently enrolled in GEOL 101 or who have successfully completed GEOL 101 within the last two years.	
Associate Degree Applicable	Course credit transfers to CSU and UC
C-ID: GEOL 100L	

GEOL 112	4 UNITS
HISTORICAL GEOLOGY	
LECTURE:	54 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITES:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for Math 090*
DEPARTMENTAL ADVISORIES: GEOL 101 and GEOL 111	
This course reviews the geologic history of the Earth. Specific topics include the planet's origin and chronological processes that produce major continental and oceanic features, plate tectonics, stratigraphy, interpretation of Earth history from rock and fossil records, and the evolutionary development of plant and animal life. Students should anticipate participating in one or more field trips.	
Associate Degree Applicable	Course credit transfers to CSU and UC
C-ID: GEOL 111	

GEOL 122	3 UNITS
ENVIRONMENTAL GEOLOGY	
LECTURE:	54 contact hours per semester
PREREQUISITES:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for MATH 090*
DEPARTMENTAL ADVISORY: GEOL 101 or GEOG 110	
This course introduces the relationships among geologic processes, natural resources, and the needs of society. Topics include natural hazards such as earthquakes, landslides, and mudflows; mineral and energy resources; and the particular problems associated with urbanization, resource use, and pollution. Students should anticipate participating in one or more field trips.	
Associate Degree Applicable	Course credit transfers to CSU and UC
C-ID: GEOL 130	

GEOL 170	1 UNIT
GEOLOGICAL HISTORY OF THE GREAT BASIN PROVINCE	
LECTURE:	9 contact hour per semester and
LABORATORY:	27 contact hours per semester (Off campus field trip)
PREREQUISITE:	ENGL 015 or eligibility for ENGL 101 or ENGL 101H* as determined by the SBVC process and MATH 952 or MATH 962 or eligibility for MATH 090 as determined by the SBVC assessment process.

DEPARTMENTAL ADVISORIES:	
GEOL 101 or GEOG 110 and GEOL 112	
Students will discuss and observe the physical and historical geology of the Great Basin Province of the United States, with special emphasis on the geology of Death Valley National Park. Coursework will involve a series of lectures leading to a three to four day field trip through the Great Basin in and around Death Valley. Students must attend the field trip for the successful completion of the course. The field trips will emphasize the geological features and anthropological history of the Great Basin Province.	
Associate Degree Applicable	Course credit transfers to CSU

GEOL 201	4 UNITS
MINERALOGY	
LECTURE:	54 contact hours per semester and
LABORATORY:	54 contact hours per semester
PREREQUISITES:	GEOL 101 and GEOL 111 and CHEM 101 or CHEM 150 or CHEM 150H
This course emphasizes the classification and origin of minerals through chemical and physical tests, as well as spectroscopic, optical, and x-ray diffraction analyses. There is an ancillary study of crystal structures with models, natural crystals, and stereographic projections. Students should anticipate participating in one or more field trips.	
Associate Degree Applicable	Course credit transfers to CSU and UC
C-ID: GEOL 280	

GEOL 222 1-3 UNITS

INDEPENDENT STUDY IN GEOLOGY

INDEPENDENT STUDY: 18 - 54 contact hours per semester

PREREQUISITE: GEOL 101

Students with previous course work in Geology may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Geology. Prior to registration, a written contract must be prepared jointly by the instructor and the student.

Associate Degree Applicable

Course credit transfers to CSU

Limited transfer to UC; credit determined after transfer to UC

GEOL 250 3 UNITS

GEOLOGY OF CALIFORNIA

LECTURE: 54 contact hours per semester

PREREQUISITES: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for MATH 090*

DEPARTMENTAL ADVISORY: GEOL 101 or GEOG 110

This course introduces students to the physical and historical geology of California, emphasizing the distinctive geologic features of each of California's twelve geomorphic provinces. Students should anticipate participating in one or more field trips.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: GEOL 200

GEOL 251 3 UNITS

GEOLOGY OF NATIONAL PARKS AND MONUMENTS

LECTURE: 54 contact hours per semester

PREREQUISITES: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for MATH 090*

DEPARTMENTAL ADVISORIES:

GEOL 101 or GEOG 110 and GEOL 111 or GEOG 111

This course comprises a study of the geology of selected national parks, monuments, seashores, recreational areas, and other public sites of geologic interest within the United States and its territories. There is an emphasis on the geologic processes that formed these notable sites. Students should anticipate participating in one or more field trips.

Associate Degree Applicable

Course credit transfers to CSU and UC

GEOL 260 3 UNITS

INTRODUCTION TO FIELD GEOLOGY

LECTURE: 36 contact hour per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: GEOL 101 or GEOL 112 or GEOL 201

DEPARTMENTAL ADVISORY: GIS 130

This course emphasizes demonstration, discussion, and practice of field investigations of geologic environments. Activities include describing, mapping, and identifying geologic phenomena using the Brunton compass, GPS units, and topographic maps. As this is a hands-on course, students will spend time in the field.

Associate Degree Applicable

Course credit transfers to CSU and UC

GEOL 270 1 UNIT

GEOLOGY OF THE EASTERN SIERRA NEVADA

LECTURE: 9 contact hour per semester and

LABORATORY: 27 contact hours per semester
(Off campus field trip)

PREREQUISITES: ENGL 015 and or eligibility for ENGL 101 or ENGL 101H* and MATH 952 or MATH 962 or eligibility for MATH 090*

DEPARTMENTAL ADVISORY:

GEOL 101 or GEOG 110 or GEOL 112

This course provides a lecture discussion and field observation of the physical and historical geology of the Eastern Sierra Nevada Province. It includes a three to four day field trip along the boundary between the Sierra Nevada and Basin and Range Provinces. A three to four day field trip demonstrates volcanic, glacial, and other geologic or economic processes. This field trip is required for the successful completion of the course.

Associate Degree Applicable

Course credit transfers to CSU



**HEATING, VENTILATION, AIR CONDITIONING
AND REFRIGERATION (HVAC/R)**

Applied Technology, Transportation, and Culinary Arts Division

DIVISION OFFICE: Technical (T) 108

FACULTY CHAIR: Tarif (Terry) Halabi, M.S.E.E.

The Heating, Ventilation, Air Conditioning and Refrigeration Department prepares students for employment in the field of heating, ventilation, air conditioning and refrigeration. The employment opportunities in this field are expected to increase during the next decade due to the need to increase energy efficiencies of this equipment and incorporating building automation network and programming. Air conditioning in offices, stores, hospitals, schools and other non-residential buildings has become commonplace. Refrigeration is also necessary for the production, storage, and marketing of food and other perishables.

DEGREE

**HEATING, VENTILATION, AIR CONDITIONING AND
REFRIGERATION ASSOCIATE OF SCIENCE DEGREE**

To graduate with a specialization in Heating, Ventilation, Air Conditioning and Refrigeration, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:		UNITS
HVAC/R 001	HVAC/R Fundamentals	4
HVAC/R 002	Domestic Mechanical Refrigeration	4
HVAC/R 003	Commercial Mechanical Refrigeration	4
HVAC/R 004	Electrical Fundamentals for HVAC/R	4
HVAC/R 005	Commercial Electric for HVAC/R	4
HVAC/R 006	HVAC/R Air Distribution Systems	4
HVAC/R 007	Welding for HVAC/R	3
TECALC 087	Technical Calculations OR	4
MATH 095	Intermediate Algebra	4
Environmental Protection Agency (EPA) Universal Certification (608)		
RECOMMENDED COURSE:		
(Students are encouraged to take this course to augment their knowledge of air conditioning and heating)		
AUTO 056	Automotive Heating and Air Conditioning	4
TOTAL UNITS		31

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.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION CERTIFICATE

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the field of heating, ventilation, air conditioning and refrigeration, installing, maintaining, and repairing such systems.

REQUIRED COURSES:	UNITS
HVAC/R 001 HVAC/R Fundamentals	4
HVAC/R 002 Domestic Mechanical Refrigeration	4
HVAC/R 003 Commercial Mechanical Refrigeration	4
HVAC/R 004 Electrical Fundamentals for HVAC/R	4
HVAC/R 005 Commercial Electric for HVAC/R	4
HVAC/R 006 HVAC/R Air Distribution Systems	4
HVAC/R 007 Welding for HVAC/R	3
TECALC 087 Technical Calculations OR	4
MATH 095 Intermediate Algebra	4

Environmental Protection Agency (EPA) Universal Certification (608)

RECOMMENDED COURSE:

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

AUTO 056 Automotive Heating and Air Conditioning	4
TOTAL UNITS	31

This is a Gainful Employment Program

REFRIGERATION SERVICE ENGINEER SOCIETY (HVAC) CERTIFICATE

This certificate is designed to prepare students for advanced level of employment. These training courses are aligned with the North American Technician Excellence (NATE) industry organization. Technicians who successfully complete one or more of these courses may receive credit toward renewing their NATE certification.

REQUIRED COURSES:	UNITS
HVAC/R 050C Compressors, Condensers and Cooling Towers	3
HVAC/R 051C Heating Fundamentals	3
HVAC/R 052C Heating Transfer & Distribution	3
HVAC/R 055C Gas Heating	3
HVAC/R 056C Hot Water Heating	3
HVAC/R 057C Tools, Controls, And Troubleshooting	3
HVAC/R 060C Troubleshooting Refrigeration and A/C Electricity 4	3
HVAC/R 061C Troubleshooting Refrigeration and A/C Electricity 5	3
HVAC/R 062C RSES Electricity and Electricity Lab for HVAC/R Technicians	4
HVAC/R 065C RSES Technical Institute Heat Pump Training Course Volume I	3
HVAC/R 066C RSES Technical Institute Heat Pump Training Course Volume II	3
HVAC/R 067C RSES Technical Institute Training Manual 3 Volume I	3
HVAC/R 068C RSES Technical Institute Training Manual 3 Volume II	3
TOTAL UNITS	40

This is a Gainful Employment Program

COURSES

HVAC/R 001 4 UNITS

HVAC/R FUNDAMENTALS

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course covers basic principles of refrigeration, refrigerants, refrigeration components and tools; repair and testing of refrigeration units; and basic brazing and soldering.

Associate Degree Applicable

HVAC/R 002 4 UNITS

DOMESTIC MECHANICAL REFRIGERATION

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: HVAC/R 001

This course covers principles of refrigeration compression systems, operations and controls, refrigeration and freezer construction, piping and parts layout. Included in the lab work is troubleshooting and servicing domestic refrigeration units.

Associate Degree Applicable

HVAC/R 003 4 UNITS

COMMERCIAL MECHANICAL REFRIGERATION

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: HVAC/R 001

This course covers theory of compressor construction and operation, principles of all types of refrigerant controls and multi-stage control devices pertaining to commercial and industrial refrigeration including practical lab work.

Associate Degree Applicable

HVAC/R 004 4 UNITS

ELECTRICAL FUNDAMENTALS FOR HVAC/R

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course covers fundamentals of direct and alternating current circuits, test equipment, electric motors of all types, wiring and control devices used in modern refrigeration equipment including practical lab work with electrical refrigeration trainers and projects.

Associate Degree Applicable

HVAC/R 005 4 UNITS

COMMERCIAL ELECTRIC FOR HVAC/R

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: HVAC/R 004

This course covers solid-state control systems with emphasis on schematic reading and electrical troubleshooting pertaining to refrigeration equipment including practical lab work with electrical refrigeration trainers and projects.

Associate Degree Applicable

HVAC/R 006 4 UNITS

HVAC/R AIR DISTRIBUTION SYSTEMS

LECTURE: 54 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: HVAC/R 001

This course covers theory of multiple-stage systems and multiple-control devices with emphasis on condensing and evaporation equipment, heavy duty piping layout, forced-air heating, ventilation, and air conditioning including lab work with refrigeration trainers and projects.

Associate Degree Applicable

HVAC/R 007 3 UNITS
WELDING FOR HVAC/R
LECTURE: 18 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE: None
 This course covers intensive training in soldering, brazing and welding techniques on copper tubing, steel and dissimilar metals using oxyacetylene and special gas torches as practiced in the refrigeration, HVAC industry including blueprint reading and fabrication. *Associate Degree Applicable*

HVAC/R 050C 3 UNITS
COMPRESSORS, CONDENSERS AND COOLING TOWERS
LECTURE: 54 contact hours per semester
PREREQUISITE: None
 This course provides comprehensive instruction on three major components of refrigeration and air conditioning systems, compressors, condensers, and cooling towers. Students gain knowledge of reciprocating, rotary, screw, centrifugal, and scroll compressors, as well as classifications of compressors (open, semi-hermetic, and hermetic). Air condensers, water-cooled condensers, evaporative condensers and cooling towers, and water treatment are also covered. *Associate Degree Applicable*

HVAC/R 051C 3 UNITS
HEATING FUNDAMENTALS
LECTURE: 54 contact hours per semester
PREREQUISITE: None
 This is one of three courses of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of compressors, condensers, and accessories. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current. *Associate Degree Applicable*

HVAC/R 052C 3 UNITS
HEATING TRANSFER & DISTRIBUTION
LECTURE: 54 contact hours per semester
PREREQUISITE: None
 This course introduces the basic principles of heat transfer, radiation, conduction, and convection are explained in detail, along with estimating heat loads for residential structures and the principles of air distribution. Included are lessons related to fans and blowers and instruction on fan laws, fan classifications, centrifugal fans, and fan efficiency. *Associate Degree Applicable*

HVAC/R 055C 3 UNITS
GAS HEATING
LECTURE: 54 contact hours per semester
PREREQUISITE: None
 This course explores the concepts of heating with gas. Included in the course are lessons related to combustion chemistry, heating fuels, burners and accessories, burners and components (including natural gas-burning and LP gas-equipment), start-up and combustion efficiency testing, gas burner controls, ignition systems for infrared heaters, gas heating equipment maintenance, troubleshooting, and condensing furnaces. *Associate Degree Applicable*

HVAC/R 056C 3 UNITS
HOT WATER HEATING
LECTURE: 54 contact hours per semester
PREREQUISITE: None
 This course offers instruction in the principles and theories of hot water heating. Students will learn about hot water boilers and controls, heat transfer units, centrifugal pumps, air controls, hot water specialties, piping methods, pressure drop calculations, zoning, primary/secondary pumping, radiant heating systems, temperature controls, troubleshooting system components, and analysis of system problems. *Associate Degree Applicable*

HVAC/R 057C 3 UNITS
TOOLS, CONTROLS, AND TROUBLESHOOTING
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 914
 This course is one of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE). It is a comprehensive study of the tools of the trade and control diagnostics with testing instruments. This course is designed to help students seeking journeymen-level certification as refrigeration technicians and keep abreast of current technology. *Associate Degree Applicable*

HVAC/R 060C 3 UNITS
TROUBLESHOOTING REFRIGERATION AND A/C ELECTRICITY 4
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 914
 This is a one-semester course that includes the first of a three-term course offered by the Refrigeration Service Engineers Society (RSES) and is a comprehensive study of troubleshooting HVAC/R electrical circuits. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current. *Associate Degree Applicable*

HVAC/R 061C 3 UNITS
TROUBLESHOOTING REFRIGERATION AND A/C ELECTRICITY 5
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 914
 This is a one-semester course that includes the second of a three-term course offered by the Refrigeration Service Engineers Society (RSES) and is a comprehensive study of troubleshooting HVAC/R electrical circuits. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current. *Associate Degree Applicable*

HVAC/R 062C 4 UNITS
RSES ELECTRICITY AND ELECTRICITY LAB FOR HVAC/R TECHNICIANS
LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: HVAC/R 060C and HVAC/R 061C.
DEPARTMENTAL ADVISORY: ENGL 914
 This is a one semester course offered by the Refrigeration Service Engineers Society that includes a "Hands on Lab" with emphasis on electrical safety, the fundamentals of electricity, series and parallel circuits, A/C current, magnetism and transformers, relays, contactors, starters, motors and capacitors, compressors, circuit protection devices, and thermostats. Also included are lessons on reading schematics, and troubleshooting gas furnaces and split-systems. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current. *Associate Degree Applicable*

HVAC/R 065C 3 UNITS
RSES TECHNICAL INSTITUTE HEAT PUMP TRAINING COURSE VOLUME I
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 914
 This is a one-semester course that includes the first of two heat pump classes offered by the Refrigeration Service Engineers Society and is a comprehensive introduction to heat pump theory, fundamentals, and includes water-source heat pumps. Students will also study heat pump compressors, flow controls and accessories; heat pump electrical systems and components, thermostats; air-to-air heat pump defrost; supplemental electric heat; fossil fuel backup heat and heat pump piping. Additional subjects include heat pump performance criteria; checks; and procedures. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current. *Associate Degree Applicable*

HVAC/R 066C 3 UNITS**RSES TECHNICAL INSTITUTE HEAT PUMP TRAINING COURSE VOLUME II****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** ENGL 914

This is a one-semester course that includes the second of two heat pump classes offered by the Refrigeration Service Engineers Society, and is an advanced class for heat pump troubleshooting, and includes water-source heat pumps, and water source heat pumps for special applications. Students will study both standard and high-efficiency air-to-air heat pump electrical and refrigerant-side troubleshooting, (both heating, and cooling). Students will also do heat pump load calculations, indoor air distribution, duct design with emphasis on diagnosing airflow problems. Customer relations will also be addressed. This course is designed to help certify journeymen-level refrigeration technicians, and keep their knowledge current.

*Associate Degree Applicable***HVAC/R 067C 3 UNITS****RSES TECHNICAL INSTITUTE TRAINING MANUAL 3 VOLUME I****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** ENGL 914

This is the first term class of the two-term Training Manual 3 classes offered by the Refrigeration Service Engineers Society and is a comprehensive introduction to heat pump theory, including water-source heat pumps. Students will also study fans and blowers, economizers, computer room environmental controls, air filtration and distribution, cooling towers, and water treatment. Additional subjects include evaporative condensers, heat transfer coils, and closed-circuit water coolers. These courses are designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable***HVAC/R 068C 3 UNITS****RSES TECHNICAL INSTITUTE TRAINING MANUAL 3 VOLUME II****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** ENGL 914

This is the second term class of the two-term Training Manual 3 classes offered by the Refrigeration Service Engineers Society and is a comprehensive introduction to heat pump theory, including water-source heat pumps. Students will also study fans and blowers, economizers, computer room environmental controls, air filtration and distribution, cooling towers, and water treatment. Additional subjects include, evaporative condensers, heat transfer coils, and closed-circuit water coolers. These courses are designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

*Associate Degree Applicable***HVAC/R 098 1-4 UNITS****REFRIGERATION WORK EXPERIENCE****WORK EXPERIENCE:** 18 - 72 contact hours per semester**PREREQUISITE:** None

Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. *Associate Degree Applicable*

HISTORYSocial Sciences, Human Development
and Physical Education Division**DIVISION OFFICE:** North Hall (NH) 345**FACULTY CHAIR:** Colleen Calderon, M.A.

Courses in the History Department explore the past in a variety of ways. Through a critical evaluation of the causes and significance of events in the past, students of history learn about the individuals, ideas, actions, and events that have shaped our present. History teaches students to think critically and to communicate their ideas in a more sophisticated fashion. It promotes an understanding of cultures and societies from the past while it helps students consider their own identities in the world of today. While the study of history is valuable in its own right, it also serves as a useful preparation for careers in law, public service, journalism, business, medicine, and education. Students planning to transfer to a four-year institution and major in history should consult with a counselor regarding the transfer process and lower division requirements.

COURSES**HIST 100 3 UNITS****UNITED STATES HISTORY TO 1877****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:***ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course provides a general survey of United States history with an emphasis on political, economic, social, and cultural developments from the pre-Colonial period through the Civil War and Reconstruction period.

*Associate Degree Applicable**Course credit transfers to CSU and UC**C-ID: HIST 130***HIST 100H 3 UNITS****UNITED STATES HISTORY TO 1877 - HONORS****LECTURE:** 54 contact hours per semester**PREREQUISITE:** *ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course provides a general survey of United States history, including the use of selected primary texts, with an emphasis on political, economic, social, and cultural developments from the pre-Colonial period through the Civil War and Reconstruction period. This course is intended for students in the Honors Program but is open to all students who desire more challenging work.

*Associate Degree Applicable**Course credit transfers to CSU and UC**C-ID: HIST 130***HIST 101 3 UNITS****UNITED STATES HISTORY: 1865 TO PRESENT****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:***ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course covers a general survey of United States history with an emphasis on social, political, cultural and economic developments from the Reconstruction period to present times.

*Associate Degree Applicable**Course credit transfers to CSU and UC***HIST 101H 3 UNITS****UNITED STATES HISTORY: 1865 TO PRESENT - HONORS****LECTURE:** 54 contact hours per semester**PREREQUISITE:***ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course covers a general survey of United States history, including the use of selected primary texts, with an emphasis on social, political, cultural and economic developments from the Reconstruction period to present times. This course is intended for students in the Honors Program but is open to all students who desire more challenging work.

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

HIST 107 3 UNITS

THE UNITED STATES AND THE NORTH AMERICAN INDIANS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is a history of Native Americans in the region of the current day United States from the time preceding European colonialism to the present.

Associate Degree Applicable Course credit transfers to CSU and UC

HIST 137 3 UNITS

RACIAL AND ETHNIC GROUPS IN UNITED STATES HISTORY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is an introduction to United States history focusing on the experiences of racial and ethnic groups that spans from the early colonial period to present times. This course presents a comparative approach to understanding various racial and ethnic groups and their experiences through major social, political, economic, and cultural events in United States history.

Associate Degree Applicable Course credit transfers to CSU and UC

HIST 138 3 UNITS

AFRICAN-AMERICAN HISTORY TO 1877

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENT ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

As a general survey of African-American history to 1877, this course will analyze and detail the creation and development of African-American culture. This course examines key historical events and movements, such as the Atlantic slave trade, colonial and antebellum slavery, slave resistance, and the role of Free Blacks.

Associate Degree Applicable Course credit transfers to CSU and UC

HIST 139 3 UNITS

AFRICAN-AMERICAN HISTORY 1877 TO PRESENT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENT ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course will emphasize the various social, political, and economic forces that have shaped the lives of African Americans from Reconstruction to the current time period. Topics include the post Reconstruction South, the Great Migration, the Harlem Renaissance, the Civil Rights Movement, the conservative backlash, and the trials and triumphs of the 21st century.

Associate Degree Applicable Course credit transfers to CSU and UC

HIST 140 3 UNITS

CHICANO HISTORY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENT ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course provides a survey of United States history from the Chicano perspective, with an emphasis on the 1840s to the 21st century.

Associate Degree Applicable Course credit transfers to CSU and UC

HIST 145 3 UNITS

HISTORY OF CALIFORNIA

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course surveys the rich heritage of California from its earliest inhabitants and Spanish/Mexican settlements to the present. An emphasis will be placed on the impact of the ethnic and cultural diversity of California along with the importance of geography and immigration. Other topics will include political, economic, and social development of the region from the early 19th century to the present.

Associate Degree Applicable Course credit transfers to CSU and UC

HIST 150 3 UNITS

INTRODUCTION TO LATIN AMERICAN HISTORY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENT ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course studies the historical heritage of Latin America from its Indian, European and African origins to present. Course material is presented in chronological order with themes ranging from social, political, and cultural developments, to poverty, international conflicts, and race relations.

Associate Degree Applicable Course credit transfers to CSU and UC

HIST 170 3 UNITS

WORLD HISTORY TO 1500

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENT ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course covers the development of human societies from their origins to 1500. Particular emphasis placed on a comparative approach between the world's major civilizations, including an examination of social structure and daily life, evolution of complex political systems, cultural values and economic developments.

Associate Degree Applicable Course credit transfers to CSU and UC

HIST 171 3 UNITS

WORLD HISTORY SINCE 1500

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENT ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is a survey of world history from 1500 to present. There is a comparative approach to the study of specific themes including political, social, and economic change, as well as religious and cultural development.

Associate Degree Applicable Course credit transfers to CSU and UC

C-ID: HIST 160

HIST 176 3 UNITS

COMPARATIVE HISTORY OF GENOCIDE AND WAR CRIMES

LECTURE: 54 contact hours per semester

PREREQUISITE: *ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course teaches the comparative history of genocide and war crimes during the 20th and 21st centuries. Students will study the phenomenon in a cross-cultural framework and will learn about the various socio-cultural and political organizations that have combatted genocide and rendered it a criminal act under international law.

Associate Degree Applicable Course credit transfers to CSU and UC

HUMAN SERVICES

Social Sciences, Human Development
and Physical Education Division
DIVISION OFFICE: North Hall (NH) 345
FACULTY CHAIR: Melinda Moneymaker, B.A.

DEGREES

HUMAN SERVICES ASSOCIATE OF ARTS DEGREE

To graduate with an Associate Degree with one of the following Human Services certificate specializations,

1. Alcohol/Drug Studies,
2. Career Specialist,
3. Case Management in the Public Sector
4. Eating Disorders Studies, or
5. Human Services

Students must complete all of the requirements for the appropriate certificate with a grade of "C" or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

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

REQUIRED COURSES:		UNITS
HUMSV 170	Introduction to Human Services	3
HUMSV 172	Group and Family Dynamics	3
HUMSV 173	Helping and Interpersonal Skills	3
HUMSV 179	Legal/Ethical Issues in Human Services	3
PSYCH 100	General Psychology OR	3
PSYCH 100H	General Psychology - Honors	3
SOC 100	Introduction to Sociology OR	3
SOC 100H	Introduction to Sociology - Honors	3

TOTAL UNITS	18
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Students planning to transfer to a four-year institution and major in Human Services or a related field should consult with a counselor regarding the transfer process and lower division requirements.



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.

ALCOHOL/DRUG STUDIES CERTIFICATE

This certificate is designed to provide students with career preparation at the vocational certificate level in the field of substance abuse intervention and counseling for those preparing for careers in alcohol/drug counseling or other related human or social services fields.

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

CHOOSE ONE OF THE FOLLOWING COURSES:		UNITS
HUMSV 167	Crisis Intervention	3
HUMSV 170	Introduction to Human Services	3
HUMSV 172	Group and Family Dynamics	3
HUMSV 173	Helping and Interpersonal Skills	3
HUMSV 189	Alcohol/Drug: Prevention and Intervention	3

REQUIRED FIELD WORK COURSES:
Prior to field work courses, students must complete HUMSV 181. Prior to field work, it is recommended that students complete three courses from: HUMSV 179, 182, 186, 188, and 190.

THE FOLLOWING THREE COURSES ARE TO BE TAKEN CONCURRENTLY:		UNITS
HUMSV 183	Alcohol/Drug: Counseling I	3
HUMSV 197A	Alcohol/Drug: Intern Seminar I	1
HUMSV 198A	Alcohol/Drug: Field Work I	2

THE FOLLOWING THREE COURSES ARE TO BE TAKEN CONCURRENTLY:		UNITS
HUMSV 184	Alcohol/Drug: Counseling II	3
HUMSV 197B	Alcohol/Drug: Intern Seminar II	1
HUMSV 198B	Alcohol/Drug: Field Work II	2

REQUIRED GENERAL EDUCATION COURSES:		UNITS
COMMST 100	Elements of Public Speaking OR	3
COMMST 100H	Elements of Public Speaking - Honors	3

ENGL 015	Preparation for College Writing OR	4
ENGL 101	Freshman Composition OR	4
ENGL 101H	Freshman Composition-Honors	4

PSYCH 100	General Psychology OR	3
PSYCH 100H	General Psychology - Honors	3

SOC 100	Introduction to Sociology OR	3
SOC 100H	Introduction to Sociology - Honors	3

TOTAL UNITS	46
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This is a Gainful Employment Program

CAREER SPECIALIST CERTIFICATE

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

REQUIRED COURSES:	UNITS
HUMSV 147 Career Specialist	3
HUMSV 167 Crisis Intervention	3
HUMSV 170 Introduction to Human Services	3
HUMSV 172 Group and Family Dynamics	3
HUMSV 173 Helping and Interpersonal Skills	3

REQUIRED FIELD WORK COURSES:

A minimum of four Human Services courses required for the certificate including HUMSV 147 should be completed with a grade of C or better prior to field work courses.

HUMSV 195A Human Services: Intern Seminar I OR	1
HUMSV 195B Human Services: Intern Seminar II	1
HUMSV 198E Career Specialist Field Work	2

REQUIRED GENERAL EDUCATION COURSES:

COMMST 100 Elements of Public Speaking OR	3
COMMST 100H Elements of Public Speaking - Honors	3

ENGL 015 Preparation for College Writing OR	4
ENGL 101 Freshman Composition OR	4
ENGL 101H Freshman Composition-Honors	4

PSYCH 100 General Psychology OR	3
PSYCH 100H General Psychology - Honors	3

SOC 100 Introduction to Sociology OR	3
SOC 100H Introduction to Sociology - Honors	3

TOTAL UNITS	31
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This is a Gainful Employment Program

CASE MANAGEMENT IN THE PUBLIC SECTOR CERTIFICATE

This certificate is designed to prepare students for entry-level employment in case management in public social services setting, including the fundamentals of organizational structure, funding, evaluation, assessment and referral, employment services, and career paths.

REQUIRED COURSES:	UNITS
HUMSV 140 Case Management in Public Service	3
HUMSV 167 Crisis Intervention	3
HUMSV 170 Introduction to Human Services	3
HUMSV 173 Helping and Interpersonal Skills	3

REQUIRED FIELD WORK COURSES:

HUMSV 170 must be completed prior to field work courses. Also, it is recommended that students complete two courses from: HUMSV 140, 167, and 173.

HUMSV 195A Human Services: Intern Seminar I OR	1
HUMSV 195B Human Services: Intern Seminar II	1
HUMSV 198F Case Management Field Work	2

REQUIRED GENERAL EDUCATION COURSES:

CIT 100 Introduction to Personal Computers	3
COMMST 111 Interpersonal Communication	3
COMMST 174 Intercultural Communication	3
ENGL 015 Preparation for College Writing OR	4
ENGL 101 Freshman Composition OR	4

ENGL 101H Freshman Composition-Honors	4
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PSYCH 100 General Psychology OR	3
PSYCH 100H General Psychology - Honors	3

TOTAL UNITS	31
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This is a Gainful Employment Program

HUMAN SERVICES CERTIFICATE

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

REQUIRED COURSES:	UNITS
HUMSV 167 Crisis Intervention	3
HUMSV 170 Introduction to Human Services	3
HUMSV 172 Group and Family Dynamics	3
HUMSV 173 Helping and Interpersonal Skills	3
HUMSV 179 Legal/Ethical Issues in Human Services	3
SOC 110 Social Problems OR	3
SOC 141 Race and Ethnic Relations	3

CHOOSE TWO COURSES FROM:

HUMSV 140 Case Management in Public Service	3
HUMSV 186 Alcohol/Drugs in the Family	3
HUMSV 189 Alcohol/Drug: Prevention and Intervention	3
HUMSV 190 Drugs: Use and Abuse	3
HUMSV 147 Career Specialist	3

REQUIRED FIELD WORK COURSES:

A minimum of four Human Services courses are required from: HUMSV 167, 170, 172, 173, and 179. Courses must be completed with a grade of C or better prior to field work courses.

THE FOLLOWING TWO COURSES ARE TO BE TAKEN CONCURRENTLY:

HUMSV 195A Human Services: Intern Seminar I	1
HUMSV 198C Human Services Field Work I	2

THE FOLLOWING TWO COURSES ARE TO BE TAKEN CONCURRENTLY:

HUMSV 195B Human Services: Intern Seminar II	1
HUMSV 198D Human Services Field Work II	2

REQUIRED GENERAL EDUCATION COURSES:

ENGL 015 Preparation for College Writing OR	4
ENGL 101 Freshman Composition OR	4
ENGL 101H Freshman Composition-Honors	4

PSYCH 100 General Psychology OR	3
PSYCH 100H General Psychology - Honors	3

SOC 100 Introduction to Sociology OR	3
SOC 100H Introduction to Sociology - Honors	3

TOTAL UNITS	40
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This is a Gainful Employment Program

COURSES

HUMSV 140 3 UNITS

CASE MANAGEMENT IN PUBLIC SERVICE

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides an overview of the history, theories, skills and knowledge of case management in public social service settings. Topics include organizational structure, funding streams, regulatory issues, job descriptions, skills, personal qualities, evaluation, assessment and referral, employment services, and career paths. It is designed for students entering into the field of case management in public service.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 147 3 UNITS

CAREER SPECIALIST

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides an introduction to the field of career counseling including interviewing techniques, assessment tools, job opportunities and models for developing occupational options.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 167 3 UNITS

CRISIS INTERVENTION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

The course examines the history and definitions of crisis intervention. Practical application of intervention theories and models, interviewing techniques, referral procedures, and assessment are explained and demonstrated. Analysis of types of crises such as suicide, substance abuse and violence in the workplace; common dangers; and coping methods will be presented. Professional issues including legal and ethical issues, confidentiality, cultural sensitivity and burn out are also covered.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 170 3 UNITS

INTRODUCTION TO HUMAN SERVICES

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or 101H*

This course is an exploration of the historical and theoretical perspectives of human services in response to social problems. Examination of legal, ethical and problem solving models are presented and implications of ethnic, gender, and cultural diversity issues are discussed.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 172 3 UNITS

GROUP AND FAMILY DYNAMICS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course offers a comprehensive 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 the techniques of facilitating treatment groups.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 173 3 UNITS

HELPING AND INTERPERSONAL SKILLS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course offers 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.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 179 3 UNITS

LEGAL/ETHICAL ISSUES IN HUMAN SERVICES

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of the interpretation and practice of the legal/ethical responsibilities and liabilities encountered in providing and utilizing Human Services with special focus on privileged relationships, counseling, and confidentiality.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 181 3 UNITS

ALCOHOL/DRUG STUDIES: INTRODUCTION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: ENGL 914

An exploration of the psychological, sociological, and physical causes and effects of alcohol and drug abuse is provided in this course. Also included, are the examination of stereotypes about substance abusers, and the major prevention and treatment strategies.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 182 3 UNITS

ALCOHOL/DRUG: PROGRAM MODALITIES

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course presents a comprehensive introduction to the various treatment modalities in the field of substance abuse treatment, including analysis and a detailed exploration of the continuum of care in the field and a review of the state certification and licensing requirements. The course will include a history of treatment and the responses to the changes within the economic environment.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 183 3 UNITS

ALCOHOL/DRUG: COUNSELING I

LECTURE: 54 contact hours per semester

PREREQUISITE: HUMSV 181

COREQUISITES: HUMSV 197A and HUMSV 198A

DEPARTMENTAL ADVISORIES: HUMSV 179, HUMSV 182, HUMSV 186, HUMSV 188, and HUMSV 190.

This course is designed for students seeking a certificate in Alcohol/Drug Studies. Included topics are the dynamics of the helping relationship, analysis and implications of common characteristics of substance dependent individuals, demonstration and practice of assessment, interviewing and referral techniques; and review of counseling skills and case management.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 184 3 UNITS ALCOHOL/DRUG: COUNSELING II LECTURE: 54 contact hours per semester PREREQUISITES: HUMSV 183 and HUMSV 197A, and HUMSV 198A COREQUISITES: HUMSV 197B and HUMSV 198B This course is designed for students seeking a certificate in Alcohol/Drug Studies, and includes practical implications and experience in various recovery and crisis intervention modalities; investigation of and experience in group dynamics; analysis and interpretation of critical aspects of counseling; analysis of the role of significant others in the recovery process; discussion of current treatment interventions; and the process of case management and record keeping. Associate Degree Applicable Course credit transfers to CSU	HUMSV 195A 1 UNIT HUMAN SERVICES: INTERN SEMINAR I LECTURE: 18 contact hours per semester PREREQUISITE: None COREQUISITE: HUMSV 198C or HUMSV 198D or HUMSV 198E or HUMSV 198F This course provides an introduction and the identification of applied strategies for crisis intervention, case analysis, and therapeutic interventions, and serves as a lecture-based foundation for student field work. STUDENTS MUST ALSO TAKE THE WORK EXPERIENCE CLASS THAT MATCHES THEIR CERTIFICATE GOAL (HUMSV 198 A-Z). Associate Degree Applicable Course credit transfers to CSU
HUMSV 186 3 UNITS ALCOHOL/DRUGS IN THE FAMILY LECTURE: 54 contact hours per semester PREREQUISITE: None This course offers an overview of family dynamics associated with alcoholism and drug addiction; the impact of the diseases on family members; family oriented approaches to recovery; and the reintegration of the family into the community. Associate Degree Applicable Course credit transfers to CSU	HUMSV 195B 1 UNIT HUMAN SERVICES: INTERN SEMINAR II LECTURE: 18 contact hours per semester PREREQUISITE: None COREQUISITE: HUMSV 198C or HUMSV 198D or HUMSV 198E or HUMSV 198F This course provides an evaluation and application of applied strategies for crisis intervention, case analysis, and therapeutic interventions, and serves as a lecture-based foundation for student field work. STUDENTS MUST ALSO TAKE THE WORK EXPERIENCE CLASS THAT MATCHES THEIR CERTIFICATE GOAL (HUMSV 198 A-Z). Associate Degree Applicable Course credit transfers to CSU
HUMSV 187 1 UNIT ADULT CHILDREN OF ALCOHOLICS LECTURE: 18 contact hours per semester PREREQUISITE: None Overview of the problems experienced by adult children of alcoholics (ACA's) with particular emphasis on the various approaches in counseling ACA's. Associate Degree Applicable Course credit transfers to CSU	HUMSV 197A 1 UNIT ALCOHOL/DRUG: INTERN SEMINAR I LECTURE: 18 contact hours per semester PREREQUISITE: None COREQUISITES: HUMSV 183 and HUMSV 198A This course is an introduction to the duties and work objectives of counselors in alcohol/drug and related fields. Basic skills are developed through discussion and demonstration. This course serves as a lecture-based support for students in fieldwork. Associate Degree Applicable Course credit transfers to CSU
HUMSV 188 3 UNITS ALCOHOL/DRUG: MEDICAL ASPECTS LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: HUMSV 181 The biological impact of alcoholism and other drug dependencies, with an emphasis on the treatment and recovery processes, and the role of medical professionals as members of the recovery team are reviewed in this course. Associate Degree Applicable Course credit transfers to CSU	HUMSV 197B 1 UNIT ALCOHOL/DRUG: INTERN SEMINAR II LECTURE: 18 contact hours per semester PREREQUISITES: HUMSV 183, HUMSV 197A, HUMSV 198A This course reviews job skills such as case management, assessment, and counseling. These skills are monitored and enhanced through class discussion and demonstration in this lecture-based foundation to the student fieldwork. Associate Degree Applicable Course credit transfers to CSU
HUMSV 189 3 UNITS ALCOHOL/DRUG: PREVENTION AND INTERVENTION LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course provides a comprehensive overview of theories and strategies for the prevention of and intervention with alcohol and drug abuse. Material presented provides an emphasis on promoting health and wellness through self-awareness, decision-making, and coping skills. Associate Degree Applicable Course credit transfers to CSU	HUMSV 198A 2 UNITS ALCOHOL/DRUG: FIELD WORK I WORK EXPERIENCE: 36 contact hours per semester COREQUISITES: HUMSV 183 and HUMSV 197A This course provides supervised fieldwork in the areas of orientation, screening, goal setting and evaluation, and the beginning techniques of alcohol and drug counseling at specific agencies. Students work in their assigned agencies a minimum of 10 hours per week. Associate Degree Applicable Course credit transfers to CSU
HUMSV 190 3 UNITS DRUGS: USE AND ABUSE LECTURE: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course provides a survey of the impact of drug use and abuse on the individual, on the family, and in our society. Included topics are: the history, pharmacology, and physiological impact of each drug category; laws related to drug abuse; and society's response to both drug use and abuse. Associate Degree Applicable Course credit transfers to CSU	HUMSV 198B 2 UNITS ALCOHOL/DRUG: FIELD WORK II WORK EXPERIENCE: 36 contact hours per semester PREREQUISITES: HUMSV 186, HUMSV 197A, and HUMSV 198A COREQUISITES: HUMSV 184 and HUMSV 197B This course provides supervised field work in the areas of on the job skills such as treatment planning, intake and assessment and facilitation of groups in the field of alcohol and drug counseling at specific agencies. Students work in their assigned agencies a minimum of 10 hours per week. Associate Degree Applicable Course credit transfers to CSU

HUMSV 198C 2 UNITS

HUMAN SERVICES FIELD WORK I

WORK EXPERIENCE: 36 contact hours per semester

PREREQUISITES: HUMSV 170, HUMSV 172, HUMSV 173, and HUMSV 179

COREQUISITES: HUMSV 195A or HUMSV 195B

This course provides supervised field work in the area of Human Services and beginning helping skills at specific agencies. Students work in their assigned agencies a minimum of 10 hours per week.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 198D 2 UNITS

HUMAN SERVICES FIELD WORK II

WORK EXPERIENCE: 36 contact hours per semester

PREREQUISITE: HUMSV 198C

COREQUISITES: HUMSV 195A or HUMSV 195B

This course provides supervised field work in the area of Human Services at specific agencies. Students work in their assigned agencies a minimum of 10 hours per week.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 198E 2 UNITS

CAREER SPECIALIST FIELD WORK

WORK EXPERIENCE: 36 contact hours per semester

PREREQUISITES: HUMSV 170, HUMSV 172, HUMSV 173, and HUMSV 147

COREQUISITE: HUMSV 195A or HUMSV 195B

This course provides supervised field work in the area of career specialist at specific agencies. Students work in their assigned agencies a minimum of 10 hours per week.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 198F 2 UNITS

CASE MANAGEMENT FIELD WORK

WORK EXPERIENCE: 36 contact hours per semester

PREREQUISITE: HUMSV 140, HUMSV 170, and HUMSV 167 or HUMSV 173

COREQUISITE: HUMSV 195A or HUMSV 195B

Supervised field work in the area of case management at specific agencies is provided to students. Students work in their assigned agencies a minimum of 10 hours per week.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 205 2 UNITS

AIDS: PRACTICES, PROCESSES, AND POLICY

LECTURE: 36 contact hours per semester

PREREQUISITE: None

An overview of Acquired Immune Deficiency Syndrome (AIDS) including its diagnosis, transmission, and prevention; the psychosocial and economic impact of the disease on patients and their families and friends; society's response to the disease; and effective approaches to assist individuals coping with AIDS.

Associate Degree Applicable

Course credit transfers to CSU

HUMSV 281 A-Z 0.25-3 UNITS

PREREQUISITE: None.

LECTURE: 4 - 54 contact hours per semester.

SELECTED STUDIES IN ALCOHOL/DRUG STUDIES:

- 281A ADDICTION SEVERITY INDEX (ASI)
- 281B DUAL DIAGNOSIS
- 281C COUNSELING IN CRIMINAL JUSTICE SETTING
- 281D COMMUNITY BASED CRIMINAL JUSTICE PROGRAMS
- 281E ADDICTIONS IN GAY AND LESBIAN COMMUNITIES
- 281F MOTIVATIONAL INTERVIEWING
- 281G COMMUNITY PREVENTION SKILLS

Explores addictions in the areas of Human Services, Alcohol/Drug Counseling, Mental Health, Human Development, and Corrections. Suggested subjects include codependency, driving under the influence, co-occurring disorders, tobacco addiction, and assessment instruments, etc.

Associate Degree Applicable

Course credit transfers to CSU

INSPECTION TECHNOLOGY

Applied Technology, Transportation, and Culinary Arts Division

DIVISION OFFICE: Technical (T) 108

FACULTY CHAIR: Joshua Milligan, A.S.

Construction and building inspectors ensure that new construction, changes, or repairs comply with local and national building codes and ordinances, zoning regulations, and contract specifications. Construction and building inspectors examine buildings, highways and streets, sewer and water systems, dams, bridges, and other structures. They also inspect electrical; heating, ventilation, air conditioning, and refrigeration (HVAC/R); and plumbing systems. Although no two inspections are alike, inspectors do an initial check during the first phase of construction and follow-up inspections throughout the construction project. When the project is finished, they do a final, comprehensive inspection. Inspectors work alone or as part of a team. Some inspectors may have to climb ladders or crawl in tight spaces. Most work full time during regular business hours. Concern for public safety and a desire to improve the quality of construction are expected to spur employment growth in the field.

DEGREES

**INSPECTION TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE**

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

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

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.

INSPECTION TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry-level employment in construction inspection, International Conference of Building Officials (ICBO) and International Code Councils (ICC) exams and licenses for construction, alteration, or repair of buildings and other structures to ensure compliance with building codes and ordinances, zoning regulations, and contract specifications.

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

This is a Gainful Employment Program

COURSES

INSPEC 010B 3 UNITS

FUNDAMENTALS OF CONSTRUCTION INSPECTION I: SOILS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

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

INSPEC 011B 3 UNITS

FUNDAMENTALS OF CONSTRUCTION INSPECTION II: CONCRETE AND ASPHALT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: INSPEC 010B

This course is a basic study of concrete and asphalt including cements, aggregates, admixtures, job and batch control, properties of concrete, finishing, curing, and reinforcing. *Associate Degree Applicable*

INSPEC 012B 3 UNITS

FUNDAMENTALS OF CONSTRUCTION INSPECTION III: WOOD, STEEL, MASONRY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: INSPEC 011B

This course is a basic study of structures, including wood, steel, and masonry construction, building occupancies, construction and separations, acoustics and sound control. *Associate Degree Applicable*

INSPEC 013D 3 UNITS

ADVANCED CONSTRUCTION INSPECTION: INTERNATIONAL BUILDING CODE (IBC)

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: INSPEC 012B

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

INSPEC 014D 3 UNITS

ADVANCED CONSTRUCTION INSPECTION: NATIONAL ELECTRICAL CODE (NEC)

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: INSPEC 012B

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

INSPEC 015D 3 UNITS

ADVANCED CONSTRUCTION INSPECTION: UNIFORM PLUMBING CODE (UPC)

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: INSPEC 012B

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

INSPEC 016D 3 UNITS

ADVANCED CONSTRUCTION INSPECTION: UNIFORM MECHANICAL CODE (UMC)

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: INSPEC 012B

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

INSPEC 017D 3 UNITS

CALIFORNIA STATE ENERGY REGULATIONS FOR RESIDENTIAL BUILDINGS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

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

INSPEC 018D 3 UNITS

CALIFORNIA STATE ENERGY REGULATIONS FOR NON-RESIDENTIAL BUILDINGS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

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

INSPEC 024D 3 UNITS

COMMUNITY RELATIONS FOR CIVIL SERVICE EMPLOYEES

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course provides an introduction to community relations for civil service employees. *Associate Degree Applicable*

INSPEC 025D 3 UNITS

BUILDING INSPECTION FOR CIVIL SERVICE EMPLOYEES:

COMMUNICATION AND ENFORCEMENT

LECTURE: 54 contact hours per semester

PREREQUISITE: None

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

INSPEC 026D 3 UNITS

NON-STRUCTURAL PLAN REVIEW

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: INSPEC 013D

This course provides training in the application of the International Building Code to construction drawings, including legal requirements for non-structural plan review, local, State, and Federal laws applicable to construction drawings, and the use of plan reviews as a first step in performing consistent and thorough inspections. *Associate Degree Applicable*

INSPEC 098 1-4 UNITS

INSPECTION TECHNOLOGY WORK EXPERIENCE

WORK EXPERIENCE: 18 - 72 contact hours per semester

PREREQUISITE: None

Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. *Associate Degree Applicable*



KINESIOLOGY AND HEALTH

Social Sciences, Human Development
and Physical Education Division

DIVISION: North Hall (NH) 345

OFFICE: North Hall (NH) 345

FACULTY CHAIR: Erwin (John) Banola, M.S.

Courses in the Kinesiology and Health Department are designed to increase students' skills in activities that produce physiological results and promote lifelong habits of fitness. Within this department, courses are grouped in two areas: Health Education and Kinesiology. Four-year graduates in Health Education and Kinesiology 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 kinesiology or related fields should consult with a counselor regarding the transfer process and lower division requirements.

DEGREES

KINESIOLOGY

ASSOCIATE IN ARTS TRANSFER DEGREE (AA-T)

Kinesiology is the study of the principles of mechanics and anatomy in relation to human movement. The Kinesiology Associate in Arts Degree for Transfer (Kinesiology AA-T degree) provides students with an education in the core aspects of Kinesiology. The Kinesiology AA-T degree prepares students for transfer to CSU campuses that offer bachelor's degrees in Kinesiology.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. To earn a Kinesiology AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a baccalaureate institution and major in Kinesiology should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED CORE: (11 UNITS)		UNITS
KIN 200	Introduction to Physical Education and Kinesiology	3
BIOL 250	Human Anatomy and Physiology I AND	4
BIOL 251	Human Anatomy and Physiology II	4
OR		
BIOL 260	Human Anatomy AND	4
BIOL 261	Human Physiology	4

MOVEMENT BASED COURSES: (3 UNITS MINIMUM)

SELECT ONE COURSE MAXIMUM FROM ANY THREE OF THE FOLLOWING AREAS:

COMBATIVE:		
KINF 190A	Beginning Tai Chi	1
KINF 190B	Intermediate Tai Chi	1
KINF 190C	Advanced Tai Chi	1

FITNESS:		
KINF 105A	Beginning Low Impact Aerobics	1
KINF 105B	Intermediate Low Impact Aerobics	1
KINF 105C	Advanced Low Impact Aerobics	1
KINF 108A	Beginning Weight Training	1
KINF 108B	Intermediate Weight Training	1
KINF 108C	Advanced Weight Training	1
KINF 127A	Beginning Walking for Fitness	1
KINF 127B	Intermediate Walking for Fitness	1
KINF 127C	Advanced Walking for Fitness	1
KINF 138A	Beginning Physical Fitness	1
KINF 138B	Intermediate Physical Fitness	1
KINF 138C	Advanced Physical Fitness	1
KINF 168A	Beginning Yoga	1
KINF 168B	Intermediate Yoga	1
KINF 168C	Advanced Yoga	1
INDIVIDUAL SPORTS:		
KINS 103A	Beginning Badminton	1
KINS 103B	Intermediate Badminton	1
KINS 103C	Advanced Badminton	1
TEAM SPORTS:		
KINS 104A	Beginning Basketball	1
KINS 104B	Intermediate Basketball	1
KINS 104C	Advanced Basketball	1
KINS 116A	Beginning Soccer	1
KINS 116B	Intermediate Soccer	1
KINS 116C	Advanced Soccer	1
KINS 120A	Beginning Softball	1
KINS 120B	Intermediate Softball	1
KINS 120C	Advanced Softball	1
KINS 124A	Beginning Volleyball	1
KINS 124B	Intermediate Volleyball	1
KINS 124C	Advanced Volleyball	1
LIST A:		
SELECT TWO COURSES (6 UNITS MINIMUM) FROM THE FOLLOWING:		
MATH 108	Introduction to Probability and Statistics OR	4
ECON 208	Business and Economic Statistics	4
BIOL 100	General Biology	4
CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5
KIN 231	First Aid and CPR	3
PHYSIC 150A	General Physics for the Life Sciences I	5
MAJOR TOTAL:		21-24
CSU GE-BREADTH OR IGETC FOR CSU REQUIREMENTS:		37-39
TOTAL UNITS THAT MAY BE DOUBLE COUNTED FOR CSU-GE OR IGETC		10
CSU ELECTIVES (AS NEEDED TO REACH 60 TRANSFERRABLE UNITS):		7-12
TOTAL UNITS		60

KINESIOLOGY ASSOCIATE OF ARTS DEGREE			
The A.A. in Kinesiology is designed to be used as a terminal A.A. Degree for those who wish to obtain their degree and immediately enter the workforce as a teacher, coach or another Kinesiology profession. In addition, this degree can be used to prepare students who wish to pursue a Bachelor's Degree from a four-year institution. At the four-year institution, students may choose to specialize in one particular aspect of Kinesiology, such as Adapted Physical Education, Athletic Training, Coaching, Fitness, Exercise Science, Physical Therapy or Teaching. Students planning to transfer to a four-year institution and major in Kinesiology should consult with a counselor regarding the transfer process and lower division requirements because additional courses may be required at some institutions. Completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU is required in addition to the major requirements listed below:			
REQUIRED COURSES: (17 UNITS)			UNITS
BIOL 250	Human Anatomy and Physiology I AND		4
BIOL 251	Human Anatomy and Physiology II		4
OR			
BIOL 260	Human Anatomy AND		4
BIOL 261	Human Physiology		4
HEALTH 101	Health Education		3
KIN 200	Introduction to Physical Education and Kinesiology		3
PSYCH 100	General Psychology OR		3
PSYCH 100H	General Psychology - Honors		3
CHOOSE ONE OF THE FOLLOWING KINESIOLOGY FITNESS COURSES: (1 Unit Minimum)			
KINF 101A	Boxing for Fitness		1
KINF 101B	Intermediate Boxing for Fitness		1
KINF 101C	Advanced Boxing for Fitness		1
KINF 105A	Beginning Low Impact Aerobics		1
KINF 105B	Intermediate Low Impact Aerobics		1
KINF 105C	Advanced Low Impact Aerobics		1
KINF 108A	Beginning Weight Training		1
KINF 108B	Intermediate Weight Training		1
KINF 108C	Advanced Weight Training		1
KINF 112A	Beginning Body Conditioning		1
KINF 112B	Intermediate Body Conditioning		1
KINF 112C	Advanced Body Conditioning		1
KINF 127A	Beginning Walking for Fitness		1
KINF 127B	Intermediate Walking for Fitness		1
KINF 127C	Advanced Walking for Fitness		1
KINF 132A	Beginning Distance Running		1
KINF 132B	Intermediate Distance Running		1
KINF 132C	Advanced Distance Running		1
KINF 138A	Beginning Physical Fitness		1
KINF 138B	Intermediate Physical Fitness		1
KINF 138C	Advanced Physical Fitness		1
KINF 142A	Beginning Conditioning for Sports		1
KINF 142B	Intermediate Conditioning for Sports		1
KINF 142C	Advanced Conditioning for Sports		1
KINF 168A	Beginning Yoga		1
KINF 168B	Intermediate Yoga		1
KINF 168C	Advanced Yoga		1
KINF 190A	Beginning Tai Chi		1
KINF 190B	Intermediate Tai Chi		1
KINF 190C	Advanced Tai Chi		1

CHOOSE ONE OF THE FOLLOWING KINESIOLOGY SPORTS OR ATHLETIC COURSES:

KINS 100A	Beginning Baseball	1
KINS 100B	Intermediate Baseball	1
KINS 100C	Advanced Baseball	1
KINS 103A	Beginning Badminton	1
KINS 103B	Intermediate Badminton	1
KINS 103C	Advanced Badminton	1
KINS 104A	Beginning Basketball	1
KINS 104B	Intermediate Basketball	1
KINS 104C	Advanced Basketball	1
KINS 108A	Beginning Football	1
KINS 108B	Intermediate Football	1
KINS 108C	Advanced Football	1
KINS 112A	Beginning Indoor Soccer	1
KINS 112B	Intermediate Indoor Soccer	1
KINS 112C	Advanced Indoor Soccer	1
KINS 116A	Beginning Soccer	1
KINS 116B	Intermediate Soccer	1
KINS 116C	Advanced Soccer	1
KINS 120A	Beginning Softball	1
KINS 120B	Intermediate Softball	1
KINS 120C	Advanced Softball	1
KINS 124A	Beginning Volleyball	1
KINS 124B	Intermediate Volleyball	1
KINS 124C	Advanced Volleyball	1
KINX 110Ax3	Intercollegiate Cross Country - Men	3
KINX 110Bx3	Intercollegiate Cross Country - Men Pre-Season Athletics	1
KINX 110Cx3	Intercollegiate Cross Country - Men Off-Season Athletics	2
KINX 111Ax3	Intercollegiate Cross Country - Women	3
KINX 111Bx3	Intercollegiate Cross Country Women Pre-Season Athletics	1
KINX 111Cx3	Intercollegiate Cross Country - Women Off-Season Athletics	2
KINX 112Ax3	Intercollegiate Football - Offense	3
KINX 112Bx3	Intercollegiate Football - Offense Pre-Season Athletics	1
KINX 112Cx3	Intercollegiate Football - Offense Off-Season Athletics	2
KINX 113Ax3	Intercollegiate Football - Defense	3
KINX 113Bx3	Intercollegiate Football - Defense Pre-Season Athletics	1
KINX 113Cx3	Intercollegiate Football - Defense Off-Season Athletics	2
KINX 114Ax3	Intercollegiate Soccer - Men	3
KINX 114Bx3	Intercollegiate Soccer - Men Pre-Season Athletics	1
KINX 114Cx3	Intercollegiate Soccer - Men Off-Season Athletics	2
KINX 115Ax3	Intercollegiate Soccer - Women	3
KINX 115Bx3	Intercollegiate Soccer - Women Pre-Season Athletics	1
KINX 115Cx3	Intercollegiate Soccer - Women Off-Season Athletics	2
KINX 116Ax3	Intercollegiate Volleyball - Women	3
KINX 116Bx3	Intercollegiate Volleyball - Women Pre-Season Athletics	1
KINX 116Cx3	Intercollegiate Volleyball - Women Off-Season Athletics	2
KINX 120Ax3	Intercollegiate Basketball - Men, Fall	1.5
KINX 120Bx3	Intercollegiate Basketball - Men, Spring	1.5
KINX 120Cx3	Intercollegiate Basketball - Men Pre-Season Athletics	1.5 - 2
KINX 121Ax3	Intercollegiate Basketball - Women, Fall	1.5
KINX 121Bx3	Intercollegiate Basketball - Women, Spring	1.5

KINX 121Cx3	Intercollegiate Basketball - Women Pre-Season Athletics	1.5 - 2
KINX 130Ax3	Intercollegiate Baseball	3
KINX 130Bx3	Intercollegiate Baseball Pre-Season Athletics	2
KINX 130Cx3	Intercollegiate Baseball Off-Season Athletics	1
KINX 131Ax3	Intercollegiate Softball	3
KINX 131Bx3	Intercollegiate Softball Pre-Season Athletics	2
KINX 131Cx3	Intercollegiate Softball Off-Season Athletics	1
KINX 132Ax3	Intercollegiate Track and Field - Men	3
KINX 132Bx3	Intercollegiate Track and Field - Men Pre-Season Athletics	2
KINX 132Cx3	Intercollegiate Track and Field - Men Off-Season Athletics	1
KINX 133Ax3	Intercollegiate Track and Field - Women	3
KINX 133Bx3	Intercollegiate Track and Field - Women Pre-Season Athletics	2
KINX 133Cx3	Intercollegiate Track and Field - Women Off-Season Athletics	1

ELECTIVES: SELECT TWO COURSES

CHEM 101	Introductory Chemistry	4
FN 162	Introduction to Food and Nutrition	3
KIN 201	Mental Skills for Sport Performance	3
KIN 202	History of Physical Education and Sport in the United States	3
KIN 203	Theory of Coaching	3
KIN 231	First Aid and CPR	3
KIN 232	Prevention and Care of Athletic Injuries	3
KIN 236	Stress Management and Wellness	3

TOTAL UNITS 25 - 28

NOTE: Chemistry 101 is a required pre-requisite for Biology 250, 251 and 261



HEALTH COURSE

HEALTH 101 3 UNITS

HEALTH EDUCATION

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course is an exploration of health topics and their impact on an individual's health status. Awareness and assessment of current lifestyle behaviors and choices, identification of risk factors, and implementation of prevention strategies are emphasized.

Associate Degree Applicable

Course credit transfers to CSU and UC

KINESIOLOGY COURSES

KIN 098	1-4 UNITS	KIN 210	2 UNITS
KINESIOLOGY WORK EXPERIENCE		SPORTS OFFICIATING	
<i>WORK EXPERIENCE: 18 - 72 contact hours per semester</i>		<i>LECTURE: 36 contact hours per semester</i>	
<i>PREREQUISITE: None</i>		<i>PREREQUISITE: None</i>	
Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. <i>Associate Degree Applicable</i>		This course is designed to provide instruction on the rules, techniques, and mechanics of officiating the sports of soccer, football, basketball, and baseball.	
		<i>Associate Degree Applicable</i>	<i>Course credit transfers to CSU and UC</i>
KIN 200	3 UNITS	KIN 222	1-3 UNITS
INTRODUCTION TO PHYSICAL EDUCATION AND KINESIOLOGY		INDEPENDENT STUDY IN KINESIOLOGY	
<i>LECTURE: 54 contact hours per semester</i>		<i>INDEPENDENT STUDY: 18 - 54 contact hours per semester</i>	
<i>PREREQUISITE: None</i>		<i>PREREQUISITE: None</i>	
<i>DEPARTMENTAL ADVISORY:</i>		Students with previous course work in Kinesiology/Physical Education may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Kinesiology/Physical Education. Prior to registration, a written contract must be prepared jointly by the instructor and the student. See instructor for details.	
<i>ENGL 015 or eligibility for ENGL 101 or ENGL 101H*</i>		<i>Associate Degree Applicable</i>	<i>Limited transfer to UC; credit determined after transfer to UC</i>
This introductory course provides an interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.			
<i>Associate Degree Applicable</i>	<i>Course credit transfers to CSU and UC</i>		
<i>C-ID: KIN 100</i>		KIN 231	3 UNITS
KIN 201	3 UNITS	FIRST AID AND CPR	
MENTAL SKILLS FOR SPORT PERFORMANCE		<i>LECTURE: 54 contact hours per semester</i>	
<i>LECTURE: 54 contact hours per semester</i>		<i>PREREQUISITE: None</i>	
<i>PREREQUISITE: None</i>		This course provides instruction on emergency care and treatment of illnesses and injuries including training in cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED). Students who successfully pass all CPR/AED and First Aid requirements will receive a CPR/AED and First Aid card.	
This course develops an understanding of the mental aspects of sport performance and the mental skills that can be used to enhance sport performance.		<i>Associate Degree Applicable</i>	<i>Course credit transfers to CSU and UC</i>
<i>Associate Degree Applicable</i>	<i>Course credit transfers to CSU and UC</i>	<i>C-ID: KIN 101</i>	
KIN 202	3 UNITS	KIN 232	3 UNITS
HISTORY OF PHYSICAL EDUCATION AND SPORT IN THE UNITED STATES		PREVENTION AND CARE OF ATHLETIC INJURIES	
<i>LECTURE: 54 contact hours per semester</i>		<i>LECTURE: 36 contact hours per semester and</i>	
<i>PREREQUISITE: None</i>		<i>LABORATORY: 54 contact hours per semester</i>	
This course is designed to explore the evolution of sport and physical activity. Topics include historical and philosophical influences from ancient societies through the present.		<i>PREREQUISITE: None</i>	
<i>Associate Degree Applicable</i>	<i>Course credit transfers to CSU and UC</i>	<i>DEPARTMENTAL ADVISORY: KIN 231</i>	
		This is an introductory course in the recognition, assessment, management, care, and prevention of injuries occurring during physical activities. Basic taping techniques, as well as the proper selection and use of treatment modalities, are included.	
KIN 203	3 UNITS	<i>Associate Degree Applicable</i>	<i>Course credit transfers to CSU and *UC</i>
THEORY OF COACHING		KIN 236	3 UNITS
<i>LECTURE: 54 contact hours per semester</i>		STRESS MANAGEMENT AND WELLNESS	
<i>PREREQUISITE: None</i>		<i>LECTURE: 36 contact hours per semester and</i>	
<i>DEPARTMENTAL ADVISORY:</i>		<i>LABORATORY: 54 contact hours per semester</i>	
<i>ENGL 015 or eligibility for ENGL 100 or ENGL 100H*</i>		<i>PREREQUISITE: None</i>	
This course explores the issues and problems facing the coach today. Topics include the philosophies, theories and principles of developing and maintaining an athletic program. This course is designed for coaches at various levels from youth to high school varsity.		This course covers stress with emphasis on the physiological, psychological, and sociological issues throughout the lifespan. Topics include: recognition and analysis of symptoms of stress, scientific studies, assessment tools, fitness programs, meditation, yoga, nutrition, weight control, and healthy habits that enhance health and well-being.	
<i>Associate Degree Applicable</i>	<i>Course credit transfers to CSU and UC</i>	<i>Associate Degree Applicable</i>	<i>Course credit transfers to CSU</i>

KINESIOLOGY (ADAPTED) COURSES**KINA 186A 1 UNIT**

ADAPTED: BEGINNING STRETCHING AND STRESS REDUCTION

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course is designed to teach students with disabilities how to improve range of motion for various muscles in the human body using beginning level stretching techniques. This course also teaches basic techniques for stress reduction. A completed adapted physical education participation form may be required prior to participation in this class.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINA 186B 1 UNIT

ADAPTED: INTERMEDIATE STRETCHING AND STRESS REDUCTION

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINA 186A

This course is designed to teach students with disabilities how to improve range of motion for various muscles in the human body using intermediate level stretching techniques. This course also teaches intermediate level techniques for stress reduction. A completed adapted physical education participation form may be required prior to participation in this class.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINA 186C 1 UNIT

ADAPTED: ADVANCED STRETCHING AND STRESS REDUCTION

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINA 186B

This course is designed to teach students with disabilities how to improve range of motion for various muscles in the human body using advanced stretching techniques. This course also teaches advanced techniques for stress reduction. A completed adapted physical education participation form may be required prior to participation in this class.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINA 188A 1 UNIT

ADAPTED: BEGINNING FITNESS AND CONDITIONING

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course is designed to teach students with disabilities beginner level exercises to improve functional range of motion, muscular strength and cardiovascular endurance. A completed adapted physical education participation form may be required prior to participation in this class.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINA 188B 1 UNIT

ADAPTED: INTERMEDIATE FITNESS AND CONDITIONING

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINA 188A

This course is designed to teach students with disabilities intermediate level exercise techniques to improve range of motion, muscular strength and cardiovascular endurance. A completed adapted physical education participation form may be required prior to participation in this class.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINA 188C 1 UNIT

ADAPTED: ADVANCED FITNESS AND CONDITIONING

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINA 188B

This course is designed to teach students with disabilities advanced level exercises for maximizing range of motion, muscular strength and cardiovascular endurance. Designing and leading an exercise program is also taught. A completed adapted physical education participation form may be required prior to participation in this class.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINA 189A 1 UNIT

ADAPTED: BEGINNING RESISTANCE TRAINING

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course is designed for students with disabilities. This course provides instruction in beginning level physical activities to improve muscular strength and endurance. A completed adapted physical education participation form may be required prior to participation in this class.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINA 189B 1 UNIT

ADAPTED: INTERMEDIATE RESISTANCE TRAINING

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINA 189A

This course is designed for students with disabilities. This course provides instruction in intermediate level physical activities to improve muscular strength and endurance. A completed adapted physical education participation form may be required prior to participation in this class.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINA 189C 1 UNIT

ADAPTED: ADVANCED RESISTANCE TRAINING

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINA 189B

This course is designed for students with disabilities. This course provides instruction in advanced level physical activities to improve muscular strength and endurance. A completed adapted physical education participation form may be required prior to participation in this class.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINESIOLOGY (FITNESS) COURSES**KINF 101A 1 UNIT**

BOXING FOR FITNESS

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course is designed to teach beginning level boxing skills and techniques. Boxing movements and drills will be utilized to help students improve cardiovascular conditioning, muscular endurance, balance, and coordination.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINF 101B 1 UNIT

INTERMEDIATE BOXING FOR FITNESS

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINF 101A

This course is designed to teach intermediate level boxing skills and techniques. Boxing movements and drills will be utilized to help students improve cardiovascular conditioning, muscular endurance, balance, and coordination.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINF 101C	1 UNIT	<p>ADVANCED BOXING FOR FITNESS</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: KINF 101B</p> <p>This course is designed to teach advanced level boxing skills and techniques. Boxing movements and drills will be utilized to help students improve cardiovascular conditioning, muscular endurance, balance, and coordination.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>	<p>KINF 108C</p>	1 UNIT	<p>ADVANCED WEIGHT TRAINING</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: KINF 108B</p> <p>The course is designed to teach safe and proper advanced level technique for resistance exercises. Students will use free weights, Olympic platforms, and universal machines to develop muscle strength and endurance through multi-joint and Olympic lift exercises. Students of all ability levels will receive individual instruction and create personally tailored programs.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 105A	1 UNIT	<p>BEGINNING LOW IMPACT AEROBICS</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course is designed to teach basic fitness concepts and beginning level movement skills to enhance strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>	<p>KINF 112A</p>	1 UNIT	<p>BEGINNING BODY CONDITIONING</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>This course is designed to teach beginner level fitness concepts and movement skills to improve overall cardiovascular fitness, as well as muscular strength and endurance. Instruction will be modified to accommodate students of all fitness and skill levels.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 105B	1 UNIT	<p>INTERMEDIATE LOW IMPACT AEROBICS</p> <p>LABORATORY: 54 contact hours per semester.</p> <p>PREREQUISITE: None.</p> <p>DEPARTMENTAL ADVISORY: KINF 105A</p> <p>This course is designed to teach intermediate level fitness concepts and movement skills to enhance strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. Students will also learn how to design a basic step aerobics program.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>	<p>KINF 112B</p>	1 UNIT	<p>INTERMEDIATE BODY CONDITIONING</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: KINF 112A</p> <p>This course is designed to teach intermediate level fitness concepts and movement skills to improve overall cardiovascular fitness, as well as muscular strength and endurance.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 105C	1 UNIT	<p>ADVANCED LOW IMPACT AEROBICS</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: KINF 105B</p> <p>This course is designed to teach advanced level fitness concepts and movement skills to enhance strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. Students will also learn how to design an intermediate level step aerobics program.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>	<p>KINF 112C</p>	1 UNIT	<p>ADVANCED BODY CONDITIONING</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: KINF 112B</p> <p>This course is designed to teach advanced level fitness concepts and movement skills to improve overall cardiovascular fitness, as well as muscular strength and endurance.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 108A	1 UNIT	<p>BEGINNING WEIGHT TRAINING</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>The course is designed to teach beginning level students safe and proper technique for resistance exercises. Students will use free weights and universal machines to develop muscle strength and endurance. Students of all ability levels will receive individual instruction and personally tailored programs.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>	<p>KINF 127A</p>	1 UNIT	<p>BEGINNING WALKING FOR FITNESS</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>The course is designed to help improve cardiovascular endurance and overall fitness through walking. Beginning level training principles and proper technique will be taught to promote this lifelong activity.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 108B	1 UNIT	<p>INTERMEDIATE WEIGHT TRAINING</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: KINF 108A</p> <p>The course is designed to teach safe and proper intermediate level techniques for resistance exercises, including multi-joint movements. Students will use free weights and universal machines to develop muscle strength and endurance. Students of all ability levels will receive individual instruction and create personally tailored programs.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>	<p>KINF 127B</p>	1 UNIT	<p>INTERMEDIATE WALKING FOR FITNESS</p> <p>LABORATORY: 54 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>DEPARTMENTAL ADVISORY: KINF 127A</p> <p>The course is designed to help improve cardiovascular endurance and overall fitness through walking. Intermediate level training principles, technique and program design will be taught to promote this lifelong activity.</p> <p>Associate Degree Applicable Course credit transfers to CSU and *UC</p>

KINF 127C	1 UNIT	<p>ADVANCED WALKING FOR FITNESS LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: KINF 127B The course is designed to help improve cardiovascular endurance and overall fitness through walking. Advanced level training principles, technique program design and injury prevention and care will be taught to promote this lifelong activity. Associate Degree Applicable Course credit transfers to CSU and *UC</p>	KINF 138C	1 UNIT	<p>ADVANCED PHYSICAL FITNESS LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: KINF 138B This course is a structured exercise class designed to help advanced level students develop a balanced exercise program including cardiovascular endurance, muscular strength and flexibility training. Instructor guided equipment orientation, fitness testing, exercise technique, and individualized programming are provided. Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 132A	1 UNIT	<p>BEGINNING DISTANCE RUNNING LABORATORY: 54 contact hours per semester PREREQUISITE: None In this course, students will learn beginner level skills, techniques, and strategies of distance running. Instruction will focus on improving the student's running efficiency, cardiovascular fitness, and distance running knowledge. The course will include individual instruction, group instruction and practice. Associate Degree Applicable Course credit transfers to CSU and *UC</p>	KINF 142A	1 UNIT	<p>BEGINNING CONDITIONING FOR SPORTS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed to teach beginning level students muscular strength and endurance exercises, flexibility and core training skills and cardiovascular fitness. It is geared toward improving skills for participation in sports. Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 132B	1 UNIT	<p>INTERMEDIATE DISTANCE RUNNING LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: KINF 132A In this course, students will learn intermediate level skills, techniques, and strategies of distance running. Instruction will focus on improving the student's running efficiency, cardiovascular fitness, running biomechanics and strategy development. The course will include individual instruction, group instruction and practice. Associate Degree Applicable Course credit transfers to CSU and *UC</p>	KINF 142B	1 UNIT	<p>INTERMEDIATE CONDITIONING FOR SPORTS LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: KINF 142A This course is designed to teach intermediate level students muscular strength and endurance exercises, flexibility and core training skills and cardiovascular fitness. It is geared toward improving skills for participation in sports. Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 132C	1 UNIT	<p>ADVANCED DISTANCE RUNNING LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: KINF 132B In this course, students will learn advanced level skills, techniques, and strategies of distance running. Instruction will focus on maximizing running efficiency, improving cardiovascular fitness, and practicing various race strategies. The course will include individual instruction, group instruction and practice. Associate Degree Applicable Course credit transfers to CSU and *UC</p>	KINF 142C	1 UNIT	<p>ADVANCED CONDITIONING FOR SPORTS LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: KINF 142B This course is designed to teach advanced level students muscular strength and endurance exercises, flexibility and core training skills and cardiovascular fitness. It is geared toward improving skills for participation in sports. Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 138A	1 UNIT	<p>BEGINNING PHYSICAL FITNESS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is a structured exercise class designed to help students participate in a beginning level exercise program including cardiovascular endurance, muscular strength and flexibility training. Instructor guided equipment orientation, fitness testing, and exercise technique are provided. Associate Degree Applicable Course credit transfers to CSU and *UC</p>	KINF 168A	1 UNIT	<p>BEGINNING YOGA LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed to introduce and practice beginning level Hatha Yoga. Improvement in balance, flexibility, muscle strength and endurance will be introduced. Meditation, breathing and relaxation techniques will be employed to assist in stress reduction. Associate Degree Applicable Course credit transfers to CSU and *UC</p>
KINF 138B	1 UNIT	<p>INTERMEDIATE PHYSICAL FITNESS LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: KINF 138A The course is a structured exercise class designed to help intermediate level students develop and participate in a balanced exercise program including cardiovascular endurance, muscular strength and flexibility training. Instructor guided equipment orientation, fitness testing, exercise technique, and individualized programming are provided. Associate Degree Applicable Course credit transfers to CSU and *UC</p>	KINF 168B	1 UNIT	<p>INTERMEDIATE YOGA LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: KINF 168A This activity course is designed to teach the practice of intermediate level Hatha Yoga. Improvement in balance, flexibility, muscle strength and endurance will be emphasized. Meditation, breathing and relaxation techniques will be employed to assist in stress reduction. Associate Degree Applicable Course credit transfers to CSU and *UC</p>

KINF 168C 1 UNIT**ADVANCED YOGA****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** KINF 168B

This activity course is designed to teach students advanced level Hatha Yoga as well as creating and leading a yoga flow sequence. Maximizing balance, flexibility, muscle strength and endurance will be emphasized. Meditation, breathing and relaxation techniques will be employed to assist in stress reduction.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINF 190A 1 UNIT**BEGINNING TAI CHI****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None

This course is designed to study and practice Tai Chi at the beginning level. The history, research, and benefits of Tai Chi will be examined, and the basic 12 forms of Tai Chi will be explored. The course will include individual and group instruction and practice.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINF 190B 1 UNIT**INTERMEDIATE TAI CHI****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** KINF 190A

This course is designed to study and practice Tai Chi at the intermediate level. The benefits of Tai Chi will be examined, and the basic 24 forms of Tai Chi will be explored. The course will include individual and group instruction and practice.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINF 190C 1 UNIT**ADVANCED TAI CHI****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** KINF 190B

This course is designed to study and practice Tai Chi at the advanced level. The relationship between Tai Chi and well-being will be examined, and the basic 42 forms of Tai Chi will be explored. The course will include individual and group instruction and practice.

Associate Degree Applicable Course credit transfers to CSU and *UC

**KINESIOLOGY (TEAM) COURSES****KINS 100A 1 UNIT****BEGINNING BASEBALL****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None

This course is designed to teach beginning level skills, techniques, strategies, etiquette, and rules of baseball.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINS 100B 1 UNIT**INTERMEDIATE BASEBALL****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** KINS 100A

This course is designed to teach intermediate level skills, techniques, strategies, etiquette, and rules of baseball.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINS 100C 1 UNIT**ADVANCED BASEBALL****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** KINS 100B

This course is designed to teach advanced level skills, techniques, strategies, etiquette, and rules of baseball.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINS 103A 1 UNIT**BEGINNING BADMINTON****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None

This course will provide beginning level instruction in the skills, techniques, strategies, etiquette and rules of badminton. With the application of these techniques and practice, students will improve their overall fitness.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINS 103B 1 UNIT**INTERMEDIATE BADMINTON****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** KINS 103A

This course will provide instruction in the skills, techniques and strategies of badminton at the intermediate level of performance. With the application of these techniques and practice, students will improve their overall fitness.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINS 103C 1 UNIT**ADVANCED BADMINTON****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** KINS 103B

This course will provide instruction in the skills, techniques and strategies of badminton at an advanced level of performance. With the application of these techniques and practice, students will improve their overall fitness.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINS 104A 1 UNIT**BEGINNING BASKETBALL****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None

This course is designed to teach the skills, techniques, strategies, etiquette and rules of basketball at a beginning level of performance. Students may also improve their overall physical fitness.

Associate Degree Applicable Course credit transfers to CSU and *UC

KINS 104B 1 UNIT

INTERMEDIATE BASKETBALL

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINS 104A

This course is designed to teach the skills, techniques, strategies, etiquette and rules of basketball at an intermediate level of performance. Students may also improve their overall physical fitness.

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

KINS 104C 1 UNIT

ADVANCED BASKETBALL

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINS 104B

This course is designed to teach the skills, techniques, strategies, etiquette and rules of basketball at an advanced level of performance. Students may also improve their overall physical fitness.

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

KINS 108A 1 UNIT

BEGINNING FOOTBALL

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This activity course is designed to introduce students to the skills, techniques, strategy, rules as well as ethics of football at the beginner level.

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

KINS 108B 1 UNIT

INTERMEDIATE FOOTBALL

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINS 108A

This activity course is designed to introduce students to the skills, techniques, strategy, rules as well as ethics of football at the intermediate level.

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

KINS 108C 1 UNIT

ADVANCED FOOTBALL

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINS 108B

This activity course is designed to introduce students to the skills, techniques, strategy, rules as well as ethics of football at the advanced level.

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

KINS 112A 1 UNIT

BEGINNING INDOOR SOCCER

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course is designed to teach beginning level rules, skills and techniques of indoor soccer, as well as individual and team strategies for game play.

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

KINS 112B 1 UNIT

INTERMEDIATE INDOOR SOCCER

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

COREQUISITE: KINS 112A

This course is designed to teach intermediate level skills and techniques of indoor soccer, as well as individual and team strategies for game play.

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

KINS 112C 1 UNIT

ADVANCED INDOOR SOCCER

LABORATORY: 54 contact hours per semester

PREREQUISITE: KINS 112B

This course is designed to teach advanced level skills and techniques of indoor soccer, as well as individual and team strategies for game play.

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

KINS 116A 1 UNIT

BEGINNING SOCCER

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course will provide beginning level instruction in the skills, techniques, strategies and rules of soccer. With the application of these techniques and practice, students may also improve their overall fitness.

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

KINS 116B 1 UNIT

INTERMEDIATE SOCCER

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINS 116A

This course will provide instruction in the skills, techniques and strategies of soccer at the intermediate level of performance. With the application of these techniques and practice, students may also improve their overall fitness.

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

KINS 116C 1 UNIT

ADVANCED SOCCER

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINS 116B

This course will provide instruction in the skills, techniques and strategies of soccer at the advanced level of performance. With the application of these techniques and practice, students may also improve their overall fitness.

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

KINS 120A 1 UNIT

BEGINNING SOFTBALL

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course will provide instruction in the skills, techniques, strategies, etiquette and rules of softball at the beginner level of performance. With the application of these techniques and practice, students will improve their overall fitness.

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

KINS 120B 1 UNIT

INTERMEDIATE SOFTBALL

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINS 120A

This course will provide instruction in the skills, techniques, strategies, etiquette and rules of softball at the intermediate level of performance. With the application of these techniques and practice, students will improve their overall fitness.

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

KINS 120C 1 UNIT

ADVANCED SOFTBALL

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: KINS 120B

This course will provide instruction in the skills, techniques, strategies, etiquette and rules of softball at an advanced level of performance. With the application of these techniques and practice, students will improve their overall fitness.

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

KINS 124A 1 UNIT
BEGINNING VOLLEYBALL
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
 This course is designed to teach the skills, techniques, strategies, etiquette and rules of volleyball at the beginning level of performance. Students may also improve their overall physical fitness.
*Associate Degree Applicable Course credit transfers to CSU and *UC*

KINS 124B 1 UNIT
INTERMEDIATE VOLLEYBALL
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: KINS 124A
 This course is designed to teach the skills, techniques, strategies, etiquette and rules of volleyball at an intermediate level of performance. Students may also improve their overall physical fitness.
*Associate Degree Applicable Course credit transfers to CSU and *UC*

KINS 124C 1 UNIT
ADVANCED VAOLEYBALL
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: KINS 124B
 This course is designed to teach the skills, techniques, strategies, etiquette and rules of volleyball at an advanced level of performance. Students may also improve their overall physical fitness.
*Associate Degree Applicable Course credit transfers to CSU and *UC*



KINESIOLOGY (ATHLETIC) COURSES

KINX 110Ax3 3 UNITS
INTERCOLLEGIATE CROSS COUNTRY - MEN
LABORATORY: 162 contact hours per semester
PREREQUISITE: None
 This course is intended for members of the Men's Intercollegiate Cross Country team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate cross-country competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT.
*Associate Degree Applicable Course credit transfers to CSU and *UC*

KINX 110Bx3 1 UNIT
INTERCOLLEGIATE CROSS COUNTRY – MEN PRE-SEASON ATHLETICS
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
 This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT.
*Associate Degree Applicable Course credit transfers to CSU and *UC*

KINX 110Cx3 2 UNITS
INTERCOLLEGIATE CROSS COUNTRY – MEN OFF-SEASON ATHLETICS
LABORATORY: 108 contact hours per semester
PREREQUISITE: None
 This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT.
*Associate Degree Applicable Course credit transfers to CSU and *UC*

KINX 111Ax3 3 UNITS
INTERCOLLEGIATE CROSS COUNTRY - WOMEN
LABORATORY: 162 contact hours per semester
PREREQUISITE: None
 This course is intended for members of the Women's Intercollegiate Cross Country team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning, and teamwork required for intercollegiate cross-country competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT.
*Associate Degree Applicable Course credit transfers to CSU and *UC*

KINX 111Bx3 1 UNIT
INTERCOLLEGIATE CROSS COUNTRY WOMEN PRE-SEASON ATHLETICS
LABORATORY: 54 contact hours per semester
PREREQUISITE: None
 This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT.
*Associate Degree Applicable Course credit transfers to CSU and *UC*

KINX 111Cx3 2 UNITS
INTERCOLLEGIATE CROSS COUNTRY – WOMEN OFF-SEASON ATHLETICS
LABORATORY: 108 contact hours per semester
PREREQUISITE: None
 This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT.
*Associate Degree Applicable Course credit transfers to CSU and *UC*

KINX 112Ax3 3 UNITS
INTERCOLLEGIATE FOOTBALL - OFFENSE
LABORATORY: 162 contact hours per semester
PREREQUISITE: None
 This course is intended for members of the Intercollegiate Football team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate football competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT.
*Associate Degree Applicable Course credit transfers to CSU and *UC*

KINX 112Bx3 1 UNIT INTERCOLLEGIATE FOOTBALL – OFFENSE PRE-SEASON ATHLETICS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 114Bx3 1 UNIT INTERCOLLEGIATE SOCCER – MEN PRE-SEASON ATHLETICS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 112Cx3 2 UNITS INTERCOLLEGIATE FOOTBALL – OFFENSE OFF-SEASON ATHLETICS LABORATORY: 108 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 114Cx3 2 UNITS INTERCOLLEGIATE SOCCER – MEN OFF-SEASON ATHLETICS LABORATORY: 108 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 113Ax3 3 UNITS INTERCOLLEGIATE FOOTBALL - DEFENSE LABORATORY: 162 contact hours per semester PREREQUISITE: None This course is intended for members of the Intercollegiate Football team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate football competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 115Ax3 3 UNITS INTERCOLLEGIATE SOCCER - WOMEN LABORATORY: 162 contact hours per semester PREREQUISITE: None This course is intended for members of the Women's Intercollegiate Soccer team. The course will provide instruction and training in skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate soccer competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 113Bx3 1 UNIT INTERCOLLEGIATE FOOTBALL – DEFENSE PRE-SEASON ATHLETICS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 115Bx3 1 UNIT INTERCOLLEGIATE SOCCER – WOMEN PRE-SEASON ATHLETICS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 113Cx3 2 UNITS INTERCOLLEGIATE FOOTBALL - DEFENSE OFF-SEASON ATHLETICS LABORATORY: 108 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 115Cx3 2 UNITS INTERCOLLEGIATE SOCCER – WOMEN OFF-SEASON ATHLETICS LABORATORY: 108 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 114Ax3 3 UNITS INTERCOLLEGIATE SOCCER - MEN LABORATORY: 162 contact hours per semester PREREQUISITE: None This course is intended for members of the Men's Intercollegiate Soccer team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate soccer competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 116Ax3 3 UNITS INTERCOLLEGIATE VOLLEYBALL - WOMEN LABORATORY: 162 contact hours per semester PREREQUISITE: None This course is intended for members of the Women's Intercollegiate Volleyball team. The course will provide instruction and training in the techniques, strategies, conditioning and teamwork required for intercollegiate volleyball competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>

KINX 116Bx3 1 UNIT INTERCOLLEGIATE VOLLEYBALL – WOMEN PRE-SEASON ATHLETICS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 121Ax3 1.5 UNITS INTERCOLLEGIATE BASKETBALL - WOMEN, FALL LABORATORY: 81 contact hours per semester PREREQUISITE: None This course is intended for members of the Women's Intercollegiate Basketball team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate basketball competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 116Cx3 2 UNITS INTERCOLLEGIATE VOLLEYBALL – WOMEN OFF-SEASON ATHLETICS LABORATORY: 108 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 121Bx3 1.5 UNITS INTERCOLLEGIATE BASKETBALL - WOMEN, SPRING LABORATORY: 81 contact hours per semester PREREQUISITE: None This course is intended for members of the Women's Intercollegiate Basketball team. The course is the second of the sequence that focuses on conference and postseason competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 120Ax3 1.5 UNITS INTERCOLLEGIATE BASKETBALL - MEN, FALL LABORATORY: 81 contact hours per semester PREREQUISITE: None This course is intended for members of the Men's Intercollegiate Basketball team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate basketball competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 121Cx3 1.5 - 2 UNITS INTERCOLLEGIATE BASKETBALL – WOMEN PRE-SEASON ATHLETICS LABORATORY: 96 - 108 contact hours per semester PREREQUISITE: None This course is designed for pre-season athletics basketball training, which includes strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 120Bx3 1.5 UNITS INTERCOLLEGIATE BASKETBALL - MEN, SPRING LABORATORY: 81 contact hours per semester PREREQUISITE: None This course is intended for members of the Men's Intercollegiate Basketball team. The course is the second of the sequence that focuses on conference and postseason competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 121Dx4 0.5 - 1 UNITS INTERCOLLEGIATE BASKETBALL – WOMEN OFF-SEASON ATHLETICS LABORATORY: 48 - 54 contact hours per semester PREREQUISITE: None This course is designed for off-season basketball skill development in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 120Cx3 1.5 - 2 UNITS INTERCOLLEGIATE BASKETBALL – MEN PRE -SEASON ATHLETICS LABORATORY: 96 - 108 contact hours per semester PREREQUISITE: None. This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 130Ax3 3 UNITS INTERCOLLEGIATE BASEBALL LABORATORY: 162 contact hours per semester PREREQUISITE: None This course is intended for members of the Intercollegiate Baseball Team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate baseball competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>
KINX 120Dx4 0.5 - 1 UNITS INTERCOLLEGIATE BASKETBALL – MEN OFF-SEASON ATHLETICS LABORATORY: 48 - 54 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>	KINX 130Bx3 2 UNITS INTERCOLLEGIATE BASEBALL PRE-SEASON ATHLETICS LABORATORY: 108 contact hours per semester PREREQUISITE: None This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and *UC</i>

KINX 130Cx3 1 UNIT INTERCOLLEGIATE BASEBALL OFF-SEASON ATHLETICS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC	KINX 132Bx3 2 UNITS INTERCOLLEGIATE TRACK AND FIELD – MEN PRE-SEASON ATHLETICS LABORATORY: 108 contact hours per semester PREREQUISITE: None This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC
KINX 131Ax3 3 UNITS INTERCOLLEGIATE SOFTBALL LABORATORY: 162 contact hours per semester PREREQUISITE: None This course is intended for members of the Women's Intercollegiate Softball team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate softball competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC	KINX 132Cx3 1 UNIT INTERCOLLEGIATE TRACK AND FIELD – MEN OFF-SEASON ATHLETICS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC
KINX 131Bx3 2 UNITS INTERCOLLEGIATE SOFTBALL PRE-SEASON ATHLETICS LABORATORY: 108 contact hours per semester PREREQUISITE: None This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC	KINX 133Ax3 3 UNITS INTERCOLLEGIATE TRACK AND FIELD - WOMEN LABORATORY: 162 contact hours per semester PREREQUISITE: None This course is intended for members of the Women's Intercollegiate Track and Field team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC
KINX 131Cx3 1 UNIT INTERCOLLEGIATE SOFTBALL OFF-SEASON ATHLETICS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC	KINX 133Bx3 2 UNITS INTERCOLLEGIATE TRACK AND FIELD – WOMEN PRE-SEASON ATHLETICS LABORATORY: 108 contact hours per semester PREREQUISITE: None This course is designed for pre-season intercollegiate athletics conditioning which includes: strength training, cardiovascular conditioning, drill techniques and game play in preparation for competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC
KINX 132Ax3 3 UNITS INTERCOLLEGIATE TRACK AND FIELD - MEN LABORATORY: 162 contact hours per semester PREREQUISITE: None This course is intended for members of the Men's Intercollegiate Track and Field team. The course will provide instruction and training in the skills, knowledge, techniques, strategies, conditioning and teamwork required for intercollegiate track and field competition. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC	KINX 133Cx3 1 UNIT INTERCOLLEGIATE TRACK AND FIELD – WOMEN OFF-SEASON ATHLETICS LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is designed for off-season sports conditioning in preparation for athletic participation. The course includes sport specific training with the purpose of developing areas of individual weaknesses. LIMITATION ON ENROLLMENT: ENROLLMENT IS BASED ON A SUCCESSFUL TRYOUT. Associate Degree Applicable Course credit transfers to CSU and *UC

LIBERAL ARTS

DIVISION: Office of Instruction
 DIVISION OFFICE: Administration/Student Services
 (AD/SS) 200

**LIBERAL ARTS
 ASSOCIATE OF ARTS DEGREE**

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

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

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

- Complete 18 units in one "Area of Emphasis" from those outlined below. For depth of study, a minimum of two courses in one discipline is required. (Note: Where appropriate, courses in the "Area of Emphasis" may also be counted for Associate Degree Option #1 or #2.)
- For ALL OPTIONS, complete necessary SBVC graduation and proficiency requirements (Refer to page 36 in the SBVC catalog).
- All classes listed below transfer to CSU. Courses in BOLD are transferable to UC. Refer to www.assist.org for transfer details.
- Courses that include a symbol X in the number such as MUS 141X2 indicate the course may be taken two times for credit. Students may apply each course with a symbol X only one time toward graduation requirements.
- For students pursuing multiple areas of emphasis, each course can be counted in one area only.

I. AREAS OF EMPHASIS:**A. BIOLOGICAL AND PHYSICAL SCIENCES**

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

ANTHROPOLOGY (ANTHRO)

ANTHRO 106	Biological Anthropology OR	3
ANTHRO 106H	Biological Anthropology - Honors	3

ASTRONOMY (ASTRON)

ASTRON 120	Introduction to Astronomy	3
ASTRON 125	Astronomy Laboratory	1

BIOLOGY (BIOL)

BIOL 100	General Biology	4
BIOL 104	Human Ecology	3
BIOL 109	History of Life OR	4
BIOL 109H	History of Life - Honors	4
BIOL 155	Introductory Anatomy and Physiology	4

BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
BIOL 207	Evolutionary Ecology	4
BIOL 250	Human Anatomy and Physiology I	4
BIOL 251	Human Anatomy and Physiology II	4
BIOL 260	Human Anatomy	4
BIOL 261	Human Physiology	4
BIOL 270	Microbiology	5
BIOL 292	Cell Culture Techniques	4

CHEMISTRY (CHEM)

CHEM 101	Introductory Chemistry	4
CHEM 104	Introduction to Organic Chemistry and Biochemistry OR	4
CHEM 104H	Introduction to Organic Chemistry and Biochemistry - Honors	4
CHEM 105	Introduction to General, Organic and Biochemistry	5
CHEM 110	Environmental and Consumer Chemistry	3
CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5

CHEM 151	General Chemistry II OR	5
CHEM 151H	General Chemistry II - Honors	5

CHEM 212	Organic Chemistry I OR	4
CHEM 212H	Organic Chemistry I - Honors	4

CHEM 213	Organic Chemistry II OR	4
CHEM 213H	Organic Chemistry II - Honors	4

ECONOMICS (ECON)

ECON 208	Business and Economic Statistics	4
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GEOGRAPHY (GEOG)

GEOG 110	Physical Geography	3
GEOG 111	Physical Geography Laboratory OR	1
GEOG 111H	Physical Geography Laboratory - Honors	1
GEOG 114	Weather and Climate	4

GEOLOGY (GEOL)

GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
GEOL 112	Historical Geology	4
GEOL 122	Environmental Geology	3
GEOL 250	Geology of California	3
GEOL 251	Geology of National Parks and Monuments	3

MATHEMATICS (MATH)

MATH 102	College Algebra	4
MATH 103	Plane Trigonometry	4
MATH 108	Introduction to Probability and Statistics	4
MATH 115	Ideas of Mathematics	3
MATH 151	Precalculus	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
MATH 252	Multivariable Calculus	5
MATH 265	Linear Algebra	4
MATH 266	Ordinary Differential Equations	4

OCEANOGRAPHY (OCEAN)		
OCEAN 101	Elements of Oceanography	3
OCEAN 111	Elements of Oceanography Laboratory	1
PHYSICAL SCIENCE (PS)		
PS 101	Introduction to Physical Science	3
PHYSICS (PHYSIC)		
PHYSIC 101	Introductory Physics	4
PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5
PHYSIC 200	Physics I	6
PHYSIC 201	Physics II	6
PSYCHOLOGY (PSYCH)		
PSYCH 105	Statistics for the Behavioral Sciences	4
COMPLETED FALL 2009 OR LATER:		
PSYCH 141	Introduction to Biological Psychology	3

B. HUMANITIES AND FINE ARTS

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

AMERICAN SIGN LANGUAGE (ASL)		
ASL 109	American Sign Language I	4
ASL 110	American Sign Language II	4
ASL 111	American Sign Language III	4
ASL 112	American Sign Language IV	4
ANTHROPOLOGY (ANTHRO)		
ANTHRO 108	North American Indians	3
ANTHRO 109	Visual Culture and Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ARABIC (ARAB)		
ARAB 101	College Arabic I	5
ARAB 102	College Arabic II	5
ARCHITECTURE (ARCH)		
ARCH 145	History of Architecture: Early Design through Gothic OR	3
ARCH 145H	History of Architecture: Early Design through Gothic - Honors	3
ARCH 146	History of Architecture: Renaissance through Modern OR	3
ARCH 146H	Architecture History: Renaissance to Modern - Honors	3
ART (ART)		
ART 100	Art History: The Stone Age to the Middle Ages	3
ART 102	Art History: Renaissance to Present OR	3
ART 102H	Art History: Renaissance to Present - Honors	3
ART 103	Art Appreciation	3
ART 105	History of Modern Art	3
ART 107	Art History: Africa, Asia, the Americas, and Oceania	3
ART 108	Art of Mexico and Mesoamerica	3
ART 120	Two-Dimensional Design	3

ART 124A	Beginning Drawing	3
ART 126A	Beginning Painting	3
ART 132A	Beginning Life Drawing	3
ART 145	Fundamentals of Graphic Design	3
ART 148	Beginning Computer Graphic Design	3
ART 161	Digital Photography	3
ART 175A	Beginning Sculpture	3
ART 180	Beginning 3D Computer Animation	3
ART 212A	Beginning Ceramics	3
ART 240A	Beginning Glassblowing	3
ART 270A	Beginning Design in Glass	3
DANCE (DANCE)		
DANCE 200	Dance History and Appreciation	3
ENGLISH (ENGL)		
ENGL 151	Freshman Composition and Literature	3
ENGL 153	Literature and Film	3
ENGL 155	Children's Literature	3
ENGL 161	Women Writers	3
ENGL 163	Chicano Literature	3
ENGL 165	African-American Literature	3
ENGL 175	The Literature and Religion of the Bible	3
ENGL 232	Creative Writing	3
ENGL 270	English Literature: Middle Ages to 18th Century	3
ENGL 271	English Literature: 18th Century to Present	3
ENGL 275	Shakespeare	3
ENGL 280	World Literature: To 17th Century	3
ENGL 281	World Literature: 17th Century to Present	3
FRENCH (FRENCH)		
FRENCH 101	College French I	5
FRENCH 102	College French II	5
HISTORY (HIST)		
HIST 100	United States History to 1877 OR	3
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present OR	3
HIST 101H	United States History: 1865 to Present - Honors	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
HIST 176	Comparative History of Genocide and War Crimes	3

MUSIC (MUS)		
MUS 100	Music Appreciation	3
MUS 101	Music Theory I: Fundamentals	3
MUS 101L	Musicianship I	1
MUS 102	Music Theory II: Scales and Modes	3
MUS 102L	Musicianship II	1
MUS 104	History of Rock and Roll	3
MUS 105	American Popular Music	3
MUS 106	History of Jazz	3
MUS 107	Music of the World	3
MUS 117A	Elementary Acoustic Guitar	1
MUS 121	Music History and Literature - Middle Ages to Baroque OR	3
MUS 121H	Music History and Literature - Middle Ages to Baroque - Honors	3
MUS 122	Music History and Literature - Classic to Contemporary OR	3
MUS 122H	Music History and Literature - Classic to Contemporary - Honors	3
MUS 123	Electronic Music I	3
MUS 124	Electronic Music II	3
MUS 130	Elementary Voice	3
MUS 131	Intermediate Voice	3
MUS 133	Elementary Piano	3
MUS 134A	Intermediate Piano	3
MUS 135	Advanced Piano	3
MUS 141X2	Applied Music I	0.5
MUS 150X4	Mixed Chorus	1
MUS 152X4	Chamber Singers	2
MUS 153x4	Chamber Chorale	2
MUS 154X4	College Singers	2
MUS 156X4	Concert Choir	2
MUS 158X4	Gospel Choir	1
MUS 159x4	Theatrical Music Workshop	2
MUS 201	Music Theory III: Basic Harmony	3
MUS 202	Music Theory IV: Harmony	3
MUS 201L	Musicianship III	1
MUS 202L	Musicianship IV	1
MUS 210	Conducting	3
MUS 241x2	Applied Music II	0.5
PHILOSOPHY (PHIL)		
PHIL 101	Introduction to Philosophy OR	3
PHIL 101H	Introduction to Philosophy - Honors	3
PHIL 105	Introduction to Ethics	3
PHIL 112	Philosophy in Literature	3
PHIL 180	Death and Dying	3
PHYSICAL SCIENCE (PS)		
PS 112	Introduction to the Development of Modern Science	3
RADIO/TELEVISION/FILM (RTVF)		
RTVF 101	Introduction to Cinema	3
RTVF 132	Lighting and Cinematography	3
RTVF 134	Acting and Directing for Television and Film	3

RELIGIOUS STUDIES (RELIG)		
RELIG 100	Introduction to Religious Studies OR	3
RELIG 100H	Introduction to Religious Studies-Honors	3
RELIG 101	Introduction to World Religions	3
RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 150	Introduction to Mythology	3
RELIG 175	The Literature and Religion of the Bible	3
RELIG 176	Jesus and His Interpreters	3
RELIG 180	Death and Dying	3
SPANISH (SPAN)		
SPAN 101	College Spanish I OR	5
SPAN 101H	College Spanish I - Honors	5
SPAN 102	College Spanish II OR	5
SPAN 102H	College Spanish II - Honors	5
SPAN 103	College Spanish III OR	4
SPAN 103H	College Spanish III - Honors	4
SPAN 104	College Spanish IV	4
SPAN 157	Spanish for Heritage Speakers I	4
SPAN 158	Spanish for Heritage Speakers II	4
THEATRE ARTS (THART)		
THART 100	Introduction to the Theatre	3
THART 105	Script Analysis	3
THART 114x4	Rehearsal and Performance	4
THART 120	Acting Fundamentals I	3
THART 121	Acting Fundamentals II	3
THART 131	Sound for Stage and Screen	3
THART 132	Lighting Design Fundamentals	3
THART 135	Directing Fundamentals	3
THART 136	Introduction to Theatre Design	3
THART 139	Fundamentals of Costume Design	3
THART 147	Theatre Movement	3
THART 160x4	Technical Theatre in Production	3
THART 165	Stage Makeup	3
THART 166	Improvational Acting	3



C. SOCIAL AND BEHAVIORAL SCIENCES

This degree is also offered as a Zero Textbook Cost Degree, see page 25 for more information.

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

ANTHROPOLOGY (ANTHRO)

ANTHRO 100	Introduction to Archaeology	3
ANTHRO 102	Cultural Anthropology OR	3
ANTHRO 102H	Cultural Anthropology - Honors	3

ANTHRO 106	Biological Anthropology OR	3
ANTHRO 106H	Biological Anthropology - Honors	3
ANTHRO 108	North American Indians	3
ANTHRO 109	Visual Culture and Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ANTHRO 125	Language and Culture	3

CHILD DEVELOPMENT (CD)

CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3
CD 108	Early Childhood Development	3
CD 126	Child, Family, and the Community	3

COMMUNICATION STUDIES (COMMST)

COMMST 135	Mass Media and Society	3
COMMST 174	Intercultural Communication	3
COMMST 176	Gender Differences in Communication	3

ECONOMICS (ECON)

ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics OR	3
ECON 200H	Principles of Macroeconomics - Honors	3

ECON 201	Principles of Microeconomics OR	3
ECON 201H	Principles of Microeconomics - Honors	3

GEOGRAPHY (GEOG)

GEOG 102	Cultural Geography	3
GEOG 106	Geographic Perspectives on the Environment	3
GEOG 118	California Geography	3
GEOG 120	World Regional Geography	3

HISTORY (HIST)

HIST 100	United States History to 1877 OR	3
HIST 100H	United States History to 1877 - Honors	3

HIST 101	United States History: 1865 to Present OR	3
HIST 101H	United States History: 1865 to Present - Honors	3

HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3

HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
HIST 176	Comparative History of Genocide and War Crimes	3

PHILOSOPHY (PHIL)

PHIL 180	Death and Dying	3
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POLITICAL SCIENCE (POLIT)

POLIT 100	American Politics	3
POLIT 110	Introduction to Political Theory OR	3
POLIT 110H	Introduction to Political Theory Honors	3
POLIT 140	Introduction to Comparative Politics	3
POLIT 141	Introduction to World Politics OR	3
POLIT 141H	Introduction to World Politics - Honors	3

PSYCHOLOGY (PSYCH)

PSYCH 100	General Psychology OR	3
PSYCH 100H	General Psychology - Honors	3
PSYCH 102	Personal and Social Adjustment	3
PSYCH 110	Abnormal Psychology	3
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3
PSYCH 118	Human Sexual Behavior	3
PSYCH 201	Research Methods for the Behavioral Sciences	4

RADIO/TELEVISION/FILM (RTVF)

RTVF 100	Introduction to Electronic Media	3
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RELIGIOUS STUDIES (RELIG)

RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 180	Death and Dying	3

SOCIOLOGY (SOC)

SOC 100	Introduction to Sociology OR	3
SOC 100H	Introduction to Sociology - Honors	3

SOC 110	Social Problems OR	3
SOC 110H	Social Problems - Honors	3
SOC 120	Health and Social Justice	3
SOC 130	Family Sociology	3
SOC 135	Introduction to Crime	3
SOC 141	Race and Ethnic Relations	3
SOC 145	Sociology of Gender	3
SOC 150	Aging and the Life Course	3

TOTAL UNITS		60
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LIBRARY TECHNOLOGY

Academic Success and Learning Services Division

DIVISION OFFICE: Physical Science (PS) 127

FACULTY CHAIR: Celia Huston, Ph.D.

Library skills are fundamental to student success, especially in today's information-laden society. The Library Technology Department offers one course (LIB 110) which is designed to teach students how to access both print and on-line information sources more efficiently and effectively. The remaining Library Technology courses are part of an associate of arts degree or a certificate program designed for students who are interested in working as paraprofessionals in the library field. Taken alone, each course provides entry-level exposure to a particular library department or function. Presently employed library workers can also take courses to increase their level and variety of training in the library field. Courses for the program are rotated over a two-semester sequence.

DEGREE

LIBRARY TECHNOLOGY ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Library Technology, students must complete 21 units from the following list of courses plus the general breadth requirements for the Associate Degree (minimum 60 units).

REQUIRED COURSES:		UNITS
LIB 062	Care and Repair of Library Materials	1
LIB 063 *	Survey of Literature for Library Technicians	2
LIB 064	Introduction to Library Services	3
LIB 065	Public Services	3
LIB 066	Acquisitions	3
LIB 067	Cataloging and Classification	3
LIB 070	Library Technology and Media Services	4
LIB 110	Information Literacy and Research	2
TOTAL UNITS		21

* or any other college-level literature course

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.

LIBRARY 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. This certificate is designed to prepare students for entry-level employment in a library, assisting librarians to acquire, prepare, and organize material, and/or assisting users in finding information. In some cases, such as in small branch or school libraries, library technicians may perform any or all of these tasks on their own.

REQUIRED COURSES:		UNITS
CIT 010 *	Beginning Keyboarding	0 - 3
ENGL 055	Children's Literature OR	3
ENGL 155 **	Children's Literature OR	3
LIB 063	Survey of Literature for Library Technicians	2
LIB 062	Care and Repair of Library Materials	1
LIB 064	Introduction to Library Services	3
LIB 065	Public Services	3
LIB 066	Acquisitions	3
LIB 067	Cataloging and Classification	3
LIB 070	Library Technology and Media Services	4
LIB 098 ***	Library Technology Work Experience	1 - 4
LIB 110	Information Literacy and Research	2
TOTAL UNITS		22 - 29

*or demonstrated ability to type 30 wpm for five minutes

**or any other college-level literature course

***This requirement may be waived if the student has been employed in a library for at least one year at full-time (or equivalent)

This is a Gainful Employment Program

COURSES

LIB 062	1 UNIT
CARE AND REPAIR OF LIBRARY MATERIALS	
LECTURE:	9 contact hour per semester and
LABORATORY:	27 contact hours per semester
PREREQUISITE:	None
This course provides the basic, hands-on techniques used in the binding, repair, and care of printed library materials. Associate Degree Applicable	
LIB 063	2 UNITS
SURVEY OF LITERATURE FOR LIBRARY TECHNICIANS	
LECTURE:	36 contact hour per semester
PREREQUISITE/ COREQUISITE:	LIB 064
DEPARTMENTAL	ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
ADVISORY:	101H*
This entry-level survey of literature and literary genres is designed to provide the library technician with a foundation to work effectively with library patrons of all ages and reading interests. Students will become familiar with diverse works of prose, poetry, drama, and fiction in relation to library collections and reader's advisory. Associate Degree Applicable	
LIB 064	3 UNITS
INTRODUCTION TO LIBRARY SERVICES	
LECTURE:	54 contact hours per semester
PREREQUISITE:	None
This course is an introduction to the philosophy of library services; the history and types of libraries; the relationship of a library to the community it serves; the organizational structure of libraries; the role of the Library Technician; and the development of a positive workplace attitude. Associate Degree Applicable	

LIB 065 3 UNITS

PUBLIC SERVICES

LECTURE: 54 contact hour per semester
PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and LIB 064.
COREQUISITE: LIB 064

This course is an introduction to the public services provided by the modern library. Topics include circulation systems and practices; library classification and catalogs; customer service; reference resources and services; government information resources; information literacy instruction; archives and special collections; library programming; censorship; and security issues in libraries. *Associate Degree Applicable*

LIB 066 3 UNITS

ACQUISITIONS

LECTURE: 54 contact hours per semester
PREREQUISITE/ ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
COREQUISITE: 101H*

This course is an introduction to acquisitions practices in the modern library. Topics include needs assessment; collection management; selection of print and online resources; acquisitions processes; weeding/deselection of materials; ethics; preservation; legal and safety issues in libraries; and intellectual freedom. *Associate Degree Applicable*

LIB 067 3 UNITS

CATALOGING AND CLASSIFICATION

LECTURE: 54 contact hours per semester
PREREQUISITE/ COREQUISITE: LIB 064.

This course is an introduction to descriptive and subject cataloging, classification of materials using the Dewey Decimal and Library of Congress systems, preparation of MARC computer database records, and use of electronic bibliographic utilities. *Associate Degree Applicable*

LIB 070 4 UNITS

LIBRARY TECHNOLOGY AND MEDIA SERVICES

LECTURE: 72 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and LIB 064
ADVISORY: 101H*

This class is an introduction to the application and integration of computer systems and media in libraries. Students will be exposed to a variety of computer applications, including online public access catalogs and automated circulation systems. This course provides an overview of a wide variety of media services within a library setting ranging from traditional formats of film and video to the more recent technologies, and social media. In addition, students are introduced to emerging technology and media that could be used in libraries. *Associate Degree Applicable*

LIB 098 1-4 UNITS

LIBRARY TECHNOLOGY WORK EXPERIENCE

WORK EXPERIENCE: 18 - 72 contact hours per semester
PREREQUISITE: None

This course involves supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. *Associate Degree Applicable*

LIB 110 2 UNITS

INFORMATION LITERACY AND RESEARCH

LECTURE: 36 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
ADVISORY: 101H*

This is an introductory course covering the skills needed to effectively access library and online information sources, to critically evaluate the information retrieved, and to practice ethical behavior in regard to information technology.

Applicable to Associate Degree Course credit transfers to CSU and UC

MACHINIST TECHNOLOGY

Applied Technology, Transportation, and Culinary Arts Division

DIVISION OFFICE: Technical (T) 108

FACULTY CHAIR: Joshua Milligan, A.S.

The Machine Technology program offers a broad training that prepares individuals for entry-level employment in the machining industry. Through a combination of classroom study and assigned lab activities, students develop trade skills and become familiar with production methods and standards common to the industry. Within the lab setting, emphasis is on the practical application of skills. Students will learn to operate a variety of conventional machine tools and computer numerical control (CNC) machines, interpret industrial drawings/blueprints, and use precision measuring and inspection instruments. Good math, problem-solving, and computer skills are important.

DEGREES

**COMPUTER NUMERICAL CONTROL – CAD & CAM
ASSOCIATE OF SCIENCE DEGREE**

To graduate with a specialization in Computer Numerical Control: CAD/CAM, students must complete the following required courses for the certificate plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:		UNITS
MACH 021	Machine Shop I	4
MACH 022	Machine Shop II	4
MACH 090	Mechanical Print Reading, Geometric Dimensioning and Tolerancing	3
MACH 120	Machine Shop Theory	2
MACH 123	Machine Shop III	4
MACH 124	Machine Shop IV	4
REQUIRED SPECIALIZED COURSES:		
MACH 070	Computer Numerical Control Machining I	3
MACH 071	Computer Numerical Control Machining II	3
MACH 072	Computer Aided Design and Manufacturing I	3
MACH 073	Computer Aided Design and Manufacturing II	3
MACH 074	Set-up and Operation of CNC Machines	3
MACH 129	Manufacturing Processes	3
TOTAL UNITS		39

MACHINIST STANDARD ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:		UNITS
MACH 021	Machine Shop I	4
MACH 022	Machine Shop II	4
MACH 090	Mechanical Print Reading, Geometric Dimensioning and Tolerancing	3
MACH 120	Machine Shop Theory	2
MACH 123	Machine Shop III	4
MACH 124	Machine Shop IV	4
REQUIRED SPECIALIZED COURSES:		
MACH 070	Computer Numerical Control Machining I	3
MACH 129	Manufacturing Processes	3
TOTAL UNITS		27

TOOL & DIE ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES:		UNITS
MACH 021	Machine Shop I	4
MACH 022	Machine Shop II	4
MACH 090	Mechanical Print Reading, Geometric Dimensioning and Tolerancing	3
MACH 120	Machine Shop Theory	2
MACH 123	Machine Shop III	4
MACH 124	Machine Shop IV	4
REQUIRED SPECIALIZED COURSES:		
MACH 061	Jig and Fixture Machining	4
MACH 129	Manufacturing Processes	3
MACH 160	Tool and Die	4
TOTAL UNITS		32

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.

BASIC MACHINE OPERATOR CERTIFICATE

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

REQUIRED COURSES:		UNITS
MACH 021	Machine Shop I	4
MACH 075	Introduction to Computer Aided Design/SolidWorks	3
MACH 090	Mechanical Print Reading, Geometric Dimensioning and Tolerancing	3
MACH 120	Machine Shop Theory	2
TOTAL UNITS		12

BASIC OPERATION COMPUTERIZED NUMERICAL CONTROL (CNC) CERTIFICATE

This certificate is designed to provide entry-level skills to operate a Computer Numerical Control (CNC) lathe or milling type machine tool.

REQUIRED COURSES:		UNITS
MACH 021	Machine Shop I	4
MACH 070	Computer Numerical Control Machining I	3
MACH 074	Set-Up and Operation of CNC Machines	3
MACH 075	Introduction to Computer-Aided Design/SolidWorks	3
MACH 090	Mechanical Print Reading, Geometric Dimensioning and Tolerancing	3
TOTAL UNITS:		16

COMPUTER NUMERICAL CONTROL – CAD & CAM CERTIFICATE

Students working for certificates must have a basic knowledge of arithmetic, reading, and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for entry-level employment as production machinists working with complex Computer Numerical Control (CNC) cutting machines.

REQUIRED COURSES:		UNITS
MACH 021	Machine Shop I	4
MACH 022	Machine Shop II	4
MACH 090	Mechanical Print Reading, Geometric Dimensioning and Tolerancing	3
MACH 120	Machine Shop Theory	2
MACH 123	Machine Shop III	4
MACH 124	Machine Shop IV	4
TECALC 087	Technical Calculations	4
REQUIRED SPECIALIZED COURSES:		
MACH 070	Computer Numerical Control Machining I	3
MACH 071	Computer Numerical Control Machining II	3
MACH 072	Computer Aided Design and Manufacturing I	3
MACH 073	Computer Aided Design and Manufacturing II	3
MACH 074	Set-up and Operation of CNC Machines	3
MACH 129	Manufacturing Processes	3
TOTAL UNITS		43

This is a Gainful Employment Program

MACHINIST STANDARD CERTIFICATE

This certificate is designed to prepare students for entry-level employment in manufacturing producing precision metal parts using machine tools such as lathes, milling machines, and spindles, or in the maintenance and manufacture of new parts for existing machinery.

REQUIRED COURSES:		UNITS
MACH 021	Machine Shop I	4
MACH 022	Machine Shop II	4
MACH 090	Mechanical Print Reading, Geometric Dimensioning and Tolerancing	3
MACH 120	Machine Shop Theory	2
MACH 123	Machine Shop III	4
MACH 124	Machine Shop IV	4
TECALC 087	Technical Calculations	4
REQUIRED SPECIALIZED COURSES:		
MACH 070	Computer Numerical Control Machining I	3
MACH 129	Manufacturing Processes	3
TOTAL UNITS		31

This is a Gainful Employment Program

MACHINE TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for entry-level employment in manufacturing using machine tools such as lathes, milling machines, and spindles to produce precision metal parts.

REQUIRED COURSES:		UNITS
MACH 021	Machine Shop I	4
MACH 022	Machine Shop II	4
MACH 090	Mechanical Print Reading, Geometric Dimensioning and Tolerancing	3
MACH 120	Machine Shop Theory	2
MACH 123	Machine Shop III	4
MACH 124	Machine Shop IV	4
TECALC 087	Technical Calculations	4
TOTAL UNITS		25

This is a Gainful Employment Program

TOOL & DIE CERTIFICATE

This certificate is designed to prepare students for entry-level employment in producing tools, dies, and special guiding and holding devices that enable machines to manufacture a variety of products used daily - from clothing to furniture to heavy equipment and parts for aircraft.

REQUIRED COURSES:		UNITS
MACH 021	Machine Shop I	4
MACH 022	Machine Shop II	4
MACH 090	Mechanical Print Reading, Geometric Dimensioning and Tolerancing	3
MACH 120	Machine Shop Theory	2
MACH 123	Machine Shop III	4
MACH 124	Machine Shop IV	4
TECALC 087	Technical Calculations	4
REQUIRED SPECIALIZED COURSES:		
MACH 061	Jig and Fixture Machining	4
MACH 129	Manufacturing Processes	3
MACH 160	Tool and Die	4
TOTAL UNITS		36

This is a Gainful Employment Program

COURSES

MACH 021 4 UNITS

MACHINE SHOP I

LECTURE: 36 contact hours per semester and
LABORATORY: 108 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

MACH 120, MACH 090, and MACH 075

This course includes machine shop practices, with an emphasis on Occupational Safety and Health Act (OSHA), basic shop mathematics, measurements, and the correct use of the basic machine tools, mills, lathes, saws, drill presses, and introduction to National Institute for Metalworking Skills (NIMS) Standards Level I, Bench and Layout. *Associate Degree Applicable*

MACH 022 4 UNITS

MACHINE SHOP II

LECTURE: 36 contact hours per semester and
LABORATORY: 108 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY: MACH 021

This course includes machine shop practices for students with a machining background. Emphasis is placed on mathematical speeds and feed formulas, boring processes on mills and lathes, tool grinding, National Institute for Metalworking Skills (NIMS) Standards. At the completion of this course, students will have completed certain NIMS certification competencies. *Associate Degree Applicable*

MACH 061 4 UNITS

JIG AND FIXTURE MACHINING

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES: MACH 090 and MACH 123

This course includes the study of jig and fixture applications for conventional and computerized numerical machining processes along with the skills and standards applied to the National Metal Working Skills (NIMS) standards. *Associate Degree Applicable*

MACH 070 3 UNITS

COMPUTER NUMERICAL CONTROL MACHINING I

LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES: TECALC 087 and MACH 090

This is a beginning Computer Numerical Control (CNC) programming course, which includes programming concepts, Cartesian coordinate systems, geometric principles, and hands on programming using a HAAS machining simulator. *Associate Degree Applicable*

MACH 071 3 UNITS

COMPUTER NUMERICAL CONTROL MACHINING II

LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester

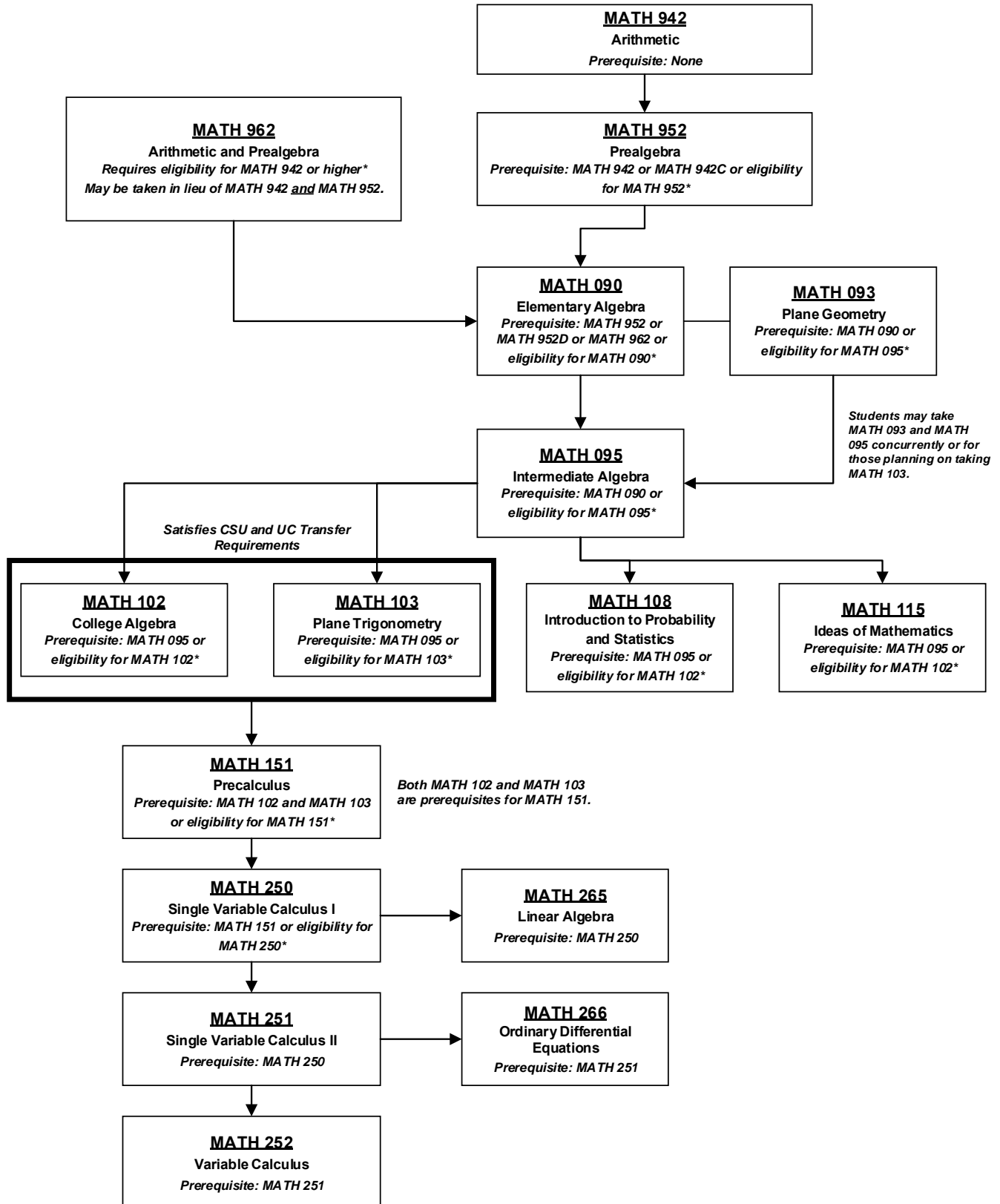
PREREQUISITE: MACH 070

This is an intermediate Computer Numerical Control (CNC) programming course, which includes programming concepts, hands on programming using CNC software and downloading programs to the mill and turning center. *Associate Degree Applicable*

MACH 072	3 UNITS	MACH 123	4 UNITS
COMPUTER AIDED DESIGN AND MANUFACTURING I LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None This course includes the study and use of Mastercam X software with emphasis on drawing 2-D models, construction and part design basics related to 2-D models, and part programming for Computer Numerical Control (CNC) lathes and mills. Associate Degree Applicable		MACHINE SHOP III LECTURE: 36 contact hours per semester and LABORATORY: 108 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: MACH 022. This course includes machine shop practices for those with intermediate machining and mathematics backgrounds. Emphasis is placed on manufacturing of tools and surface grinding. At the completion of the course, students may qualify for National Institute for Metalworking Skills (NIMS) certification competencies in turning between centers and turning chucking skills. Associate Degree Applicable	Course Credit transfers to CSU
MACH 073	3 UNITS	MACH 124	4 UNITS
COMPUTER AIDED DESIGN AND MANUFACTURING II LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: MACH 072 This course includes the study and use of Mastercam X, mill, and solids software to generate tool paths, program codes, tooling information, and part coordinate information. Associate Degree Applicable		MACHINE SHOP IV LECTURE: 36 contact hours per semester and LABORATORY: 108 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: MACH 123 This course includes machine shop practices for students with advanced machining background. Emphasis is placed on advanced math applications, special tool grinding, part indexing, carbide usage and application, and tool manufacturing. At the completion of the course, students should have completed the National Institute for Metalworking Skills (NIMS) certification competency tests in Manual Milling and Grinding Skills I. Associate Degree Applicable	Course Credit transfers to CSU
MACH 074	3 UNITS	MACH 129	3 UNITS
SET-UP AND OPERATION OF CNC MACHINES LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None This course is the study of 2-D tool paths, machine control programming, part fixtures, tool applications, inspection equipment, and management of data required to operate Computer Numerical Control (CNC) machines. Associate Degree Applicable		MANUFACTURING PROCESSES LECTURE: 54 contact hours per semester PREREQUISITE: None This course covers the following manufacturing processes: thread terminology, machining speeds and feeds, basic heat-treating, tool selection and processes for turning, milling and drilling, and basic machine design. Associate Degree Applicable	Course Credit transfers to CSU
MACH 075	3 UNITS	MACH 160	4 UNITS
INTRODUCTION TO COMPUTER AIDED DESIGN/SOLIDWORKS LECTURE: 18 contact hours per semester and LABORATORY: 108 contact hours per semester. PREREQUISITE: None This course is an introduction to Computer Aided Design/SolidWorks (CAD) with emphasis on industry standards in preparation for certification in SolidWorks Associates (CSWA) Exam. Students will be introduced to 2-D drafting practices and techniques as well as 3-D solid modeling, using SolidWorks and its application in design and rapid prototyping. Associate Degree Applicable		TOOL AND DIE LECTURE: 54 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORIES: MACH 075 and MACH 120 and MACH 123 This course includes the study and design of advanced tool and die making processes; die cutting and forming; power presses dies for stamping and forming metal parts; and standards as outlined in the National Institute for Metalworking Skills (NIMS) standards. Associate Degree Applicable	Course Credit transfers to CSU
MACH 090	3 UNITS		
MECHANICAL PRINT READING, GEOMETRIC DIMENSIONING AND TOLERANCING LECTURE: 54 contact hours per semester PREREQUISITE: None This course is a study in print interpretation with an emphasis on terminology. It also includes precision metrology and concepts related to mechanical drawing standards, geometric dimensioning and tolerancing language of the American Society of Mechanical Engineers (ASME) Y14.5M-1994, and how these apply to the mechanical print inspection processes. Associate Degree Applicable			
MACH 120	2 UNITS		
MACHINE SHOP THEORY LECTURE: 36 contact hours per semester PREREQUISITE: None The basic cutting concepts of machine tools are described and applied with cutting tools emphasizing safe work practices and rules related to machine tool operations. Emphasis will be on the fundamentals of bench work and layout related to the National Institute for Metalworking Skills (NIMS) Standards. Associate Degree Applicable	Course Credit transfers to CSU		

SEQUENCE OF MATHEMATICS COURSES AT SBVC

Students may follow this sequence of courses to develop proficiency in mathematics Or 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.



MATHEMATICS

Mathematics, Business and Computer Technology Division

DIVISION OFFICE: Business (B) 127

FACULTY CHAIR: Vicente Alvarez, Ph.D.

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.

DEGREE**MATHEMATICS ASSOCIATE OF SCIENCE
TRANSFER DEGREE (AS-T)**

In completing the Associate in Science in Mathematics for Transfer, students will learn to integrate mathematical concepts and principles to other science disciplines, develop a worldview that incorporates the role of mathematics in modern society, and solve work-related problems by employing mathematical concepts to formulate and solve representative mathematical models. To earn this AS-T degree, students must meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
2. **Obtainment of a minimum grade point average of 2.0. A "P" (Pass) grade is not an acceptable grade for courses in the major.**

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

REQUIRED CORE COURSES:		UNITS
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
MATH 252	Multivariable Calculus	5
CHOOSE TWO COURSES: (BASED ON TRANSFER CSU)		
CS 190	Programming in C++	4
MATH 265	Linear Algebra	4
MATH 266	Ordinary Differential Equations	4
MAJOR TOTAL:		21
CSU GE-Breadth or IGETC for CSU Requirements:		39-42
TOTAL UNITS:		60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

NONCREDIT COURSES

MATH 601	NONCREDIT
INDEPENDENT LAB FOR FUNDAMENTAL MATHEMATICAL SKILLS	
LABORATORY:	90 - 180 contact hours per semester
PREREQUISITE:	None

This class is offered as a study or review of the fundamental concepts of arithmetic and prealgebra. The course reviews topics of mathematical properties, including the fundamental operations of whole numbers, integers, fractions, decimals, ratios, proportions, and percent. Topics also include exponential notation, linear equations in one variable, algebraic word problems, variables, polynomials, and the appropriate operation rules for rational numbers, whole numbers and integers.

Not applicable to the Associate Degree

COURSES

MATH 942	3 UNITS
ARITHMETIC	
LECTURE:	54 contact hours per semester
PREREQUISITE:	None
This course is a basic skills course in arithmetic including the fundamental operations of whole numbers, fractions, decimals, ratios, proportions, and percents.	
<i>Not applicable to the Associate Degree</i>	

MATH 952	4 UNITS
PREALGEBRA	
LECTURE:	72 contact hours per semester
PREREQUISITE:	MATH 942 or MATH 942C or eligibility for MATH 952*
This course is an introduction to mathematical properties; exponential notation; linear equations in one variable; algebraic word problems; variables; polynomials; and the appropriate operation rules for rational numbers, whole numbers and integers; an emphasis on speaking, listening, reading, and writing in communicable mathematics terminology.	
<i>Not applicable to the Associate Degree</i>	

MATH 962	5 UNITS
ARITHMETIC AND PREALGEBRA	
LECTURE:	90 contact hours per semester
PREREQUISITE:	None
This course is an introduction to mathematical properties, including the fundamental operations of whole numbers, integers, fractions, decimals, ratios, proportions, and percent. Topics also include exponential notation, linear equations in one variable, algebraic word problems, variables, polynomials, and the appropriate operation rules for rational numbers, whole numbers and integers. <i>Not Applicable to Associate Degree</i>	

MATH 090	4 UNITS
ELEMENTARY ALGEBRA	
LECTURE:	72 contact hours per semester
PREREQUISITE:	MATH 952 or MATH 952D or MATH 962 or eligibility for MATH 090*
This course includes the basic concepts typically introduced in high school algebra, including operations on polynomials, exponents, solving linear and quadratic equations, linear inequalities, word problems, factoring, rational expressions, and graphing linear equations. <i>Associate Degree Applicable</i>	

MATH 093	4 UNITS
PLANE GEOMETRY	
LECTURE:	72 contact hours per semester
PREREQUISITE:	MATH 090 or eligibility for MATH 095*
This course provides a review of high school geometry, including mathematical logic, geometric constructions, congruences, similarities, and other properties of basic closed plane figures. <i>Associate Degree Applicable</i>	

MATH 095	4 UNITS	MATH 222	1-3 UNITS
INTERMEDIATE ALGEBRA		INDEPENDENT STUDY IN MATHEMATICS	
LECTURE: 72 contact hours per semester		INDEPENDENT STUDY: 18 - 54 contact hours per semester	
PREREQUISITE: MATH 090 or eligibility for MATH 095*		PREREQUISITE: MATH 095 or eligibility for MATH 102*	
This course includes finding solutions to quadratic equations and inequalities, rational exponents and radicals, solving linear systems of equations and inequalities, functions, and application problems. Associate Degree Applicable		Students with previous course work in mathematics may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of mathematics. Prior to registration, a written contract must be jointly prepared by the instructor and the student.	
MATH 102	4 UNITS	Associate Degree Applicable	Course credit transfers to CSU
COLLEGE ALGEBRA		Limited transfer to UC; credit determined after transfer to UC	
LECTURE: 72 contact hours per semester			
PREREQUISITE: MATH 095 or eligibility for MATH 102*			
This course is designed for students with a strong foundation in algebra. It includes the study of polynomial rational functions and inequalities, exponential and logarithmic functions, conics, systems of nonlinear equations and inequalities, and an introduction to sequences, series, and the Binomial Theorem.			
Associate Degree Applicable	Course credit transfers to CSU and *UC		
C-ID: MATH 150 and MATH 151			
MATH 103	4 UNITS	MATH 250	4 UNITS
PLANE TRIGONOMETRY		SINGLE VARIABLE CALCULUS I	
LECTURE: 72 contact hours per semester		LECTURE: 72 contact hours per semester	
PREREQUISITE: MATH 095 or eligibility for MATH 103*		PREREQUISITE: MATH 151 or eligibility for MATH 250*	
This course provides a study of trigonometric functions, identities, trigonometric equations, periodicity, graphs of trigonometric functions, inverse trigonometric functions, solving right triangles, solving triangles using the Law of Cosines and Law of Sines, polar coordinates, and an introduction to vectors.		This is a first course in calculus, including limits, continuity, derivatives of algebraic and transcendental functions, applications of derivatives, antiderivatives, the Fundamental Theorem of Calculus, definite integrals and their applications.	
Associate Degree Applicable	Course credit transfers to CSU	Associate Degree Applicable	Course credit transfers to CSU and UC
MATH 108	4 UNITS	MATH 251	4 UNITS
INTRODUCTION TO PROBABILITY AND STATISTICS		SINGLE VARIABLE CALCULUS II	
LECTURE: 72 contact hours per semester		LECTURE: 72 contact hours per semester	
PREREQUISITE: MATH 095 or eligibility for MATH 102*		PREREQUISITE: MATH 250	
This course is an introduction to probability, descriptive and inferential statistics, with applications to the natural sciences, life science, health science, education, business, economics, and the behavioral sciences.		This second course in calculus provides further application of definite integrals, differentiation and integration of transcendental functions, techniques of integration, L'Hopital's rule and improper integrals, infinite sequences and series, Taylor and power series, polar and parametric equations.	
Associate Degree Applicable	Course credit transfers to CSU and *UC	Associate Degree Applicable	Course credit transfers to CSU and UC
C-ID: MATH 110		C-ID: MATH 221	
MATH 115	3 UNITS	MATH 252	5 UNITS
IDEAS OF MATHEMATICS		MULTIVARIABLE CALCULUS	
LECTURE: 54 contact hours per semester		LECTURE: 90 contact hours per semester	
PREREQUISITE: MATH 095 or eligibility for MATH 102*		PREREQUISITE: MATH 251	
This course includes sets, propositional logic, inductive reasoning and applications, mathematical patterns, counting methods, and finite probability spaces.		This third course in calculus includes vectors, lines, and simple surfaces in three-dimensional space, some linear algebra topics, vector-valued functions, partial derivatives, multiple integrals, line integrals and Green's Theorem, surface integrals and the theorems of Gauss and Stokes.	
Associate Degree Applicable	Course credit transfers to CSU and UC	Associate Degree Applicable	Course credit transfers to CSU and UC
MATH 151	4 UNITS	C-ID: MATH 230	
PRECALCULUS		MATH 265	4 UNITS
LECTURE: 72 contact hours per semester		LINEAR ALGEBRA	
PREREQUISITES: MATH 102 and MATH 103 or eligibility for MATH 151*		LECTURE: 72 contact hours per semester	
This course provides foundational skills to facilitate success in calculus. Topics include polynomials and rational functions, exponential and logarithmic functions, systems of nonlinear equations and inequalities, parametric and polar equations, trigonometric functions, and limits.		PREREQUISITE: MATH 250	
Associate Degree Applicable	Course credit transfers to CSU and *UC	This course provides an introduction to linear algebra that complements advanced courses in calculus. Topics include systems of linear equations, matrix operations, determinants, vectors and vector spaces, eigenvalues and eigenvectors, and linear transformations.	
		Associate Degree Applicable	Course credit transfers to CSU and UC
		C-ID: MATH 250	C-ID: MATH 910S = (MATH 265 + 266)
		MATH 266	4 UNITS
		ORDINARY DIFFERENTIAL EQUATIONS	
		LECTURE: 72 contact hours per semester	
		PREREQUISITE: MATH 251	
		DEPARTMENTAL ADVISORY: MATH 252	
		The course is an introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including, series solutions, and singular points, Laplace transforms and linear systems.	
		Associate Degree Applicable	Course credit transfers to CSU and UC
		C-ID: MATH 240	C-ID: MATH 910S = (MATH 265 + 266)



MUSIC

Arts and Humanities Division
DIVISION OFFICE: North Hall (NH) 223
FACULTY CHAIR: Madeleine Scully, M.M.

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.

DEGREES

MUSIC ASSOCIATE OF ARTS TRANSFER DEGREE (AA-T)

The Associate of Arts for Transfer (AA-T) in Music develops a well-rounded musician. Students who pursue this degree will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree provides students with transfer preparation and pre-professional training. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

To earn a music AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a baccalaureate institution and major in Music should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED CORE COURSES: (16 UNITS)		UNITS
MUS 101	Music Theory I: Fundamentals	3
MUS 101L	Musicianship I	1
MUS 102	Music Theory II: Scales and Modes	3
MUS 102L	Musicianship II	1
MUS 201	Music Theory III: Basic Harmony	3
MUS 201L	Musicianship III	1
MUS 202	Music Theory IV: Harmony	3
MUS 202L	Musicianship IV	1
APPLIED MUSIC: (2 UNITS)		
MUS 141X2	Applied Music I AND	0.5
MUS 241x2	Applied Music II	0.5
LARGE ENSEMBLE: (4 Units selected from the following)		
MUS 150X4	Mixed Chorus	1
MUS 152X4	Chamber Singers	2
MUS 153x4	Chamber Chorale	2
MUS 154X4	College Singers	2
MUS 156X4	Concert Choir	2
MUS 158X4	Gospel Choir	1
MUS 162x4	Wind Ensemble	1
MUS 166x4	Concert Band	1
MAJOR TOTAL:		22
CSU GE-Breadth or IGETC for CSU requirements:		37-39
Total units that may be double-counted for CUSGE or IGETC:		6
CSU ELECTIVES (as needed to reach 60 transferable units):		5-7
TOTAL UNITS		60

MUSIC ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES: (19 UNITS)		UNITS
MUS 101	Music Theory I: Fundamentals	3
MUS 101L	Musicianship I	1
MUS 102	Music Theory II: Scales and Modes	3
MUS 102L	Musicianship II	1
MUS 201	Music Theory III: Basic Harmony	3
MUS 201L	Musicianship III	1
MUS 202	Music Theory IV: Harmony	3
MUS 202L	Musicianship IV	1
APPLIED MUSIC: (2 UNITS)		
MUS 141X2	Applied Music I AND	0.5
MUS 241x2	Applied Music II	0.5
ENSEMBLE COURSES: (4 UNITS SELECTED FROM THE FOLLOWING)		
MUS 150X4	Mixed Chorus	1
MUS 152X4	Chamber Singers	2
MUS 154X4	College Singers	2
MUS 156X4	Concert Choir	2
MUS 158X4	Gospel Choir	1
MUS 162x4	Wind Ensemble	1
MUS 166x4	Concert Band	1

RECOMMENDED COURSES:		
MUS 100	Music Appreciation	3
MUS 121	Music History and Literature - Middle Ages to Baroque OR	3
MUS 121H	Music History and Literature - Middle Ages to Baroque - Honors	3
MUS 122	Music History and Literature - Classic to Contemporary OR	3
MUS 122H	Music History and Literature - Classic to Contemporary - Honors	3
MUS 123	Electronic Music I	3
MUS 124	Electronic Music II	3
MUS 133	Elementary Piano	3
TOTAL UNITS		25

COURSES

MUS 100	3 UNITS
MUSIC APPRECIATION	
LECTURE: 54 contact hours per semester	
PREREQUISITE: None	
DEPARTMENTAL ADVISORY:	
ENGL 015 or eligibility or ENGL 101 or ENGL 101H*	
This course introduces students to music in western civilization and methods of music listening. Included in this course are guidelines for thoughtful music selection, basic musical forms, cross-cultural studies in music, music periods and styles, a discussion of patrons and audiences, careful consideration of the role of women in creating music, history of art music, popular music, world music, and jazz.	
Associate Degree Applicable Course credit transfers to CSU and UC	
C-ID: MUS 100	
MUS 101	3 UNITS
MUSIC THEORY I: FUNDAMENTALS	
LECTURE: 54 contact hours per semester	
PREREQUISITE: None	
COREQUISITE: MUS 101L	
DEPARTMENTAL ADVISORY:	
ENGL 015 or eligibility for ENGL 101 or ENGL 101H*	
This course studies music terminology, elements of music (pitch, duration, intensity, and timbre), rhythmic analysis, major scales and their key signatures, chromatic scales, intervals, and solfeggio syllables. It is a course designed for the beginning student with a moderate interest in the structure of music. It is also designed for the music major and as such serves as the first in a four-part series of music theory courses.	
Associate Degree Applicable Course credit transfers to CSU and UC	
C-ID: MUS 120	
MUS 101L	1 UNIT
MUSICIANSHIP I	
LABORATORY: 54 contact hours per semester	
PREREQUISITE: None	
COREQUISITE: MUS 101	
Specifically, this course applies the materials studied in Music Theory I through sight-singing (using solfeggio syllables), keyboard skills (the playing of scales and identification of pitches on the keyboard), recognition and performance of intervals, and some ear-training (melodic dictation). This course is the companion course to MUS 101.	
Associate Degree Applicable Course credit transfers to CSU and UC	
C-ID: MUS 125	

MUS 102	3 UNITS
MUSIC THEORY II: SCALES AND MODES	
LECTURE: 54 contact hours per semester	
PREREQUISITES: MUS 101 and MUS 101L	
COREQUISITE: MUS 102L	
This course is a foundational discussion of analytical and compositional techniques through a progressive study of the following: four-part chorale composition (in diatonic harmony) including secondary dominants and other applied chordal structures; basic introduction into contrapuntal writing (two part only), voice leading, additional non-harmonic tones and modulation to relative, parallel and distant keys. It is the second in a four-part series of music theory courses designed for the music major.	
Associate Degree Applicable Course credit transfers to CSU and UC	
C-ID: MUS 130	
MUS 102L	1 UNIT
MUSICIANSHIP II	
LABORATORY: 54 contact hours per semester	
PREREQUISITES: MUS 101 and MUS 101L	
COREQUISITE: MUS 102	
DEPARTMENTAL ADVISORY: MUS 134A	
This course continues to focus on the study of musicianship through its components. It explores dictation skills (the notation of aural impressions), the continued use of solfeggio syllables to discern pitches within a tonal framework, keyboard fundamentals, and is designed to elevate the student's level of dictation and musical analysis. It is the companion course to MUS 102.	
Associate Degree Applicable Course credit transfers to CSU and UC	
C-ID: MUS 135	
MUS 104	3 UNITS
HISTORY OF ROCK AND ROLL	
LECTURE: 54 contact hours per semester	
PREREQUISITE: None	
DEPARTMENTAL ADVISORY:	
ENGL 015 or eligibility for ENGL 101 or ENGL 101H*	
This course is a chronological survey of rock music styles. Included in the course is a study of the origins and the development of Rock and Roll. The major performing artists, composers, lyricists, promoters and arrangers are all studied. A major aspect of the course is the emphasis on how Rock and Roll has impacted Western culture.	
Associate Degree Applicable Course credit transfers to CSU and UC	
MUS 105	3 UNITS
AMERICAN POPULAR MUSIC	
LECTURE: 54 contact hours per semester	
PREREQUISITE: None	
DEPARTMENTAL ADVISORY:	
ENGL 015 or eligibility for ENGL 101 or ENGL 101H*	
This course traces the social history of America through a study of the eras of popular American music. By examining the various styles, the outstanding musicians and the leading composers exemplary of those styles, this class illustrates how the historical era impacts the music and how the music reflects the historical era. The course begins with a discussion of popular music examining the popular songs of the colonies and the schools of singing that developed. The discussion continues through the music of the Civil War and tracks popular music across the great westward expansion. It concludes with studies of Gospel, Blues, Jazz and ultimately Rock and Roll.	
Associate Degree Applicable Course credit transfers to CSU and UC	

MUS 106 3 UNITS

HISTORY OF JAZZ

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a chronological survey of Jazz forms, styles, and movements. Included in the course is a study of the origins and the development of Jazz. The major performing artists, composers, lyricists and arrangers are all studied. An emphasis is placed on the impact of Jazz on Rock and Roll and Pop Music. Another emphasis is placed on the impact of Classical Music on Jazz as well as the impact that Jazz has had in recent years on Classical Music.

Associate Degree Applicable

Course credit transfers to CSU and UC

MUS 107 3 UNITS

MUSIC OF THE WORLD

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a survey of traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Saharan Africa. The course includes live and filmed performances and introduces students to the instrumental and vocal techniques, musical structures and performance contexts within selected cultures of these areas. The impact of western influences on these cultures and their music is also discussed in this course.

Associate Degree Applicable

Course credit transfers to CSU and UC

MUS 117A 1 UNIT

ELEMENTARY ACOUSTIC GUITAR

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of basic guitar emphasizing stringing, tuning and fingering. Students must provide their own acoustic guitar.

Associate Degree Applicable

Course credit transfers to CSU and UC

MUS 117B 1 UNIT

INTERMEDIATE ACOUSTIC GUITAR

LABORATORY: 54 contact hours per semester

PREREQUISITE: MUS 117A

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of intermediate guitar emphasizing stringing, tuning and fingering. The development of playing techniques and notation will also be studied. Students must provide their own acoustic guitar.

Associate Degree Applicable

Course credit transfers to CSU and UC

MUS 117C 1 UNIT

INTERMEDIATE/ADVANCED ACOUSTIC GUITAR

LABORATORY: 54 contact hours per semester

PREREQUISITE: MUS 117B

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of intermediate/advanced guitar emphasizing stringing, tuning and more complex fingering. The development of playing techniques, notation, reading guitar music and the playing of melodies will also be studied. Students must provide their own acoustic guitar.

Associate Degree Applicable

Course credit transfers to CSU and UC

MUS 117D 1 UNIT

ADVANCED ACOUSTIC GUITAR

LABORATORY: 54 contact hours per semester

PREREQUISITE: MUS 117C

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a study of advanced guitar with an emphasis on stringing, tuning and complex fingering. The development of playing techniques, notation, reading guitar music, playing melodies, chord construction, and accompaniment will also be studied. Students must provide their own acoustic guitar.

Associate Degree Applicable

Course credit transfers to CSU and UC



MUS 121 3 UNITS

MUSIC HISTORY AND LITERATURE –

MIDDLE AGES TO BAROQUE

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides an overview of the historical development of music from the Middle Ages through the Baroque Period. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events.

Associate Degree Applicable

Course credit transfers to CSU and UC

MUS 121H 3 UNITS

MUSIC HISTORY AND LITERATURE –

MIDDLE AGES TO BAROQUE - HONORS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides an overview of the historical development of music from the Middle Ages through the Baroque Period. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU and UC

MUS 122 3 UNITS

MUSIC HISTORY AND LITERATURE –

CLASSIC TO CONTEMPORARY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides an overview of the historical development of music from Classicism to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events.

Associate Degree Applicable

Course credit transfers to CSU and UC

MUS 122H 3 UNITS MUSIC HISTORY AND LITERATURE – CLASSIC TO CONTEMPORARY – HONORS LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* <p>This course provides an overview of the historical development of music from Classicism to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.</p> <p>Associate Degree Applicable Course credit transfers to CSU and UC</p>	MUS 133 3 UNITS ELEMENTARY PIANO LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and concurrent enrollment in MUS 101. <p>This course teaches practical keyboard facility that is applicable for the piano, organ, and electronic keyboard. It emphasizes sight reading, elementary improvisation, harmonization of folk and pop melodies, and leads to performance of simple piano selections.</p> <p>Associate Degree Applicable Course credit transfers to CSU and UC</p>
MUS 123 3 UNITS ELECTRONIC MUSIC I LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* <p>This course is an introduction to computer-based music recording using MIDI and digital audio. Course topics include MIDI sequencing software, notation software, basic digital audio, microphones, interfaces, and other hardware used in recording studios.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>	MUS 134A 3 UNITS INTERMEDIATE PIANO LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: MUS 133 DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* <p>This course focuses on the improvement of keyboard facility and sight reading abilities, utilizing improvisation and harmonization skills through simplified arrangements. This course will be useful for those desiring to strengthen keyboard skills.</p> <p>Associate Degree Applicable Course credit transfers to CSU and UC</p>
MUS 124 3 UNITS ELECTRONIC MUSIC II LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: MUS 123 DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* <p>This course will cover advanced uses of sequencing software, notation software, digital audio, microphones, interfaces, and other hardware used in recording studios.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>	MUS 134B 3 UNITS INTERMEDIATE/ADVANCED PIANO LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: MUS 134A DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* <p>This course focuses on the improvement of keyboard facility and sight-reading abilities, works on improvisation and harmonization skills, and directs the performance of complex piano selections. The course focus is on original compositions rather than simplified arrangements.</p> <p>Associate Degree Applicable Course credit transfers to CSU and UC</p>
MUS 130 3 UNITS ELEMENTARY VOICE LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* <p>This course is an introduction and progressive study of vocal techniques including muscular aspects and sound of producing properties of the vocal mechanism with emphasis on singing and vocal projection used in speech, drama, and standard vocal literature.</p> <p>Associate Degree Applicable Course credit transfers to CSU and UC</p>	MUS 135 3 UNITS ADVANCED PIANO LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITES: MUS 134A, MUS 102, MUS 102L or an audition with the instructor. DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* <p>This course focuses on the improvement of keyboard facility and sight-reading abilities. It advances improvisation and harmonization skills. It is primarily concerned with more advanced complex piano works by the master composers: Chopin, Beethoven, Mozart, Brahms and others.</p> <p>Associate Degree Applicable Course credit transfers to CSU and UC</p>
MUS 131 3 UNITS INTERMEDIATE VOICE LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: MUS 130 DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* <p>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.</p> <p>Associate Degree Applicable Course credit transfers to CSU and UC</p>	MUS 141x2 0.5 UNIT APPLIED MUSIC I LABORATORY: 27 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* <p>Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. An audition with the director is mandatory for participation in this course. Public performances are mandatory.</p> <p>Associate Degree Applicable Course credit transfers to CSU and UC C-ID: MUS 160</p>

MUS 150x4 1 UNIT MIXED CHORUS LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course develops foundational techniques in such aspects of choral music as breathing, posture, tone production, enunciation and musicianship. This ensemble focuses on choral music from a variety of stylistic periods including classical, spiritual, folk and musical theatre. Neither experience nor an audition is necessary. This course may be taken four times. Associate Degree Applicable Course credit transfers to CSU and UC C-ID: MUS 180	MUS 158x4 1 UNIT GOSPEL CHOIR LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* Repertoire in the course focuses on the African-American gospel traditions. Historical analysis of the spirituals, as well as vocal and performing techniques are emphasized. An audition with the director is mandatory. This course may be taken four times. Associate Degree Applicable Course credit transfers to CSU and UC C-ID: MUS 180
MUS 152x4 2 UNITS CHAMBER SINGERS LABORATORY: 108 contact hours per semester PREREQUISITES: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* In this course, students will study and perform a wide variety of outstanding music literature from all periods suitable to a chamber group, including classical genres and contemporary art music as well as musical theater and opera excerpts. An audition with the director is mandatory. This course may be taken four times. Associate Degree Applicable Course credit transfers to CSU and UC C-ID: MUS 180	MUS 159x4 2 UNITS THEATRICAL MUSIC WORKSHOP LABORATORY: 108 contact hours per semester PREREQUISITE: MUS 130 or MUS 152x4 or MUS 154x4 or MUS 156x4. In this course, students study the art of stage movement as it is paired with acoustical song (singing without amplification). Repertoire for this class consists of Opera, Oratorio, Operetta and Operatics excerpts. Students study characterization and stage movement in both principal and chorus parts. Students participate in costuming, makeup and stagecraft. Students are strongly advised to have some classical vocal training prior to enrollment in this course. This course may be taken four times. Associate Degree Applicable Course credit transfers to CSU and UC C-ID: MUS 180
MUS 153x4 2 UNITS CHAMBER CHORALE LABORATORY: 108 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This is a small (20) ensemble of singers, each with considerable solo and choral classical music experience. Students will train as both classical vocal soloists and choral musicians. Students will study intonation, sectional balance and choral blending. Repertoire will be entirely classical in nature, in multiple languages and composed specifically with a small intimate sound in mind. An audition with the director is mandatory. This course may be taken four times. Associate Degree Applicable Course credit transfers to CSU and UC C-ID: MUS 180	MUS 162x4 1 UNIT WIND ENSEMBLE LECTURE: 9 contact hours per semester and LABORATORY: 27 contact hours per semester PREREQUISITE: None. DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course is for the study, rehearsal, and public performance of musical literature, with an emphasis on the development of skills needed to perform within an ensemble and be emulated by future teachers. This group is the premier classical instrumental ensemble featuring wind, brass, and percussion instruments. An audition with the director is mandatory for participation in this ensemble. Public performances are mandatory. Associate Degree Applicable Course credit transfers to CSU and UC C-ID: MUS 180
MUS 154x4 2 UNITS COLLEGE SINGERS LABORATORY: 108 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* In this course, students will study and perform a wide variety of outstanding music literature from all periods suitable to a large sized choral ensemble, including music from the Renaissance, Baroque, and Romantic eras. Neither experience nor an audition is necessary. This course may be taken four times. Associate Degree Applicable Course credit transfers to CSU and UC C-ID: MUS 180	MUS 166x4 1 UNIT CONCERT BAND LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course is for the study, rehearsal, and public performance of musical literature, with an emphasis on the development of skills needed to both perform within an ensemble, and be emulated by future teachers. This group features wind, brass, and percussion instruments; and will rehearse and perform standard band literature. An audition with the director is mandatory for participation in this ensemble. Associate Degree Applicable Course credit transfers to CSU
MUS 156x4 2 UNITS CONCERT CHOIR LABORATORY: 108 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* In the course, students will study and perform a wide variety of outstanding music literature from all periods suitable to a medium to large size chorale, including music of a classical nature from the Renaissance Period to the Twentieth Century. Neither experience nor an audition is necessary. This course may be taken four times. Associate Degree Applicable Course credit transfers to CSU and UC C-ID: MUS 180	

MUS 201 3 UNITS MUSIC THEORY III: BASIC HARMONY LECTURE: 54 contact hours per semester PREREQUISITES: MUS 102 and MUS 102L COREQUISITE: MUS 201L This course represents a complete study of the diatonic harmonies from the 17th, 18th and 19th centuries. It includes a review of triad formations and the principles of voice-leading. Included in the course is a review study of seventh chords, secondary dominants, non-harmonic tones, realization of figured bass lines and rudimentary formal analysis. It also includes an introduction of augmented-sixth chords, secondary/applied chords, modulation to more remote keys, Neapolitan sixth chords and some chromatic harmony. An important part of this class is the analysis of chorales by J.S. Bach. This course is the third of a four-part series of theory courses and is primarily designed for the music major. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i> <i>C-ID: MUS 140</i>	MUS 202L 1 UNIT MUSICIANSHIP IV LABORATORY: 54 contact hours per semester PREREQUISITES: MUS 201 and MUS 201L COREQUISITE: MUS 202 This course emphasizes further development of skills in sight singing by the singing of modal melodies, melodies with non-diatonic tones and melodies containing larger intervals. The course includes dictation of melodies with non-diatonic tones as well as modal melodies. Further, dictation of secondary dominants, augmented and Neapolitan sixth chords and modulations to distantly related keys are included. Rhythmic dictation with changing meters and mini and maxi triplets are studied. This course is the companion course to MUS 202. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i> <i>C-ID: MUS 155</i>
MUS 201L 1 UNIT MUSICIANSHIP III LABORATORY: 54 contact hours per semester PREREQUISITES: MUS 102 and MUS 102L COREQUISITE: MUS 201 This course emphasizes the further development of skills in sight-singing melodies of simple and compound meter, sight singing of multiple part compositions in both major and minor modes, phrases with an anacrusis and intervals beyond the third. The course includes the study of modulating melodies, two-part melodic dictation, the dictation of triads (in all positions) as well as diatonic seventh chords and simple chord progressions. The course will include the study of all existent triads from the major and minor scales and all church modes as they are performed at the keyboard. It is the companion course to MUS 201. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i> <i>C-ID: MUS 145</i>	MUS 210 3 UNITS CONDUCTING LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITES: MUS 102 or MUS 102L This course is an introduction to basic conducting techniques including the practice of basic beat patterns, score reading, and rehearsal techniques. It offers an opportunity to learn and apply the techniques needed for group direction and leadership. Also included are sessions in problem solving and decision-making with regard to tempo, dynamics, instrumentation, blend, balance, rhythmic and pitch accuracy. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
MUS 202 3 UNITS MUSIC THEORY IV: HARMONY LECTURE: 54 contact hours per semester PREREQUISITES: MUS 201 and MUS 201L COREQUISITE: MUS 202L The course is a conclusive study of diatonic harmonies, including further work with secondary dominant chord structures, and figured bass line realizations. It also includes an extensive study of ninth chords: complete, incomplete, and dominant ninth. A study of Neapolitan and augmented sixth chords, 9th, 11th, 13th chords as well as a study of 20th century techniques and Impressionism will be undertaken. The class will conclude its study of Bach chorales and other brief forms. This course is the fourth in a four-part series of theory courses designed for the music major and incorporates the concepts from MUS 201. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i> <i>C-ID: MUS 150</i>	MUS 222 1-3 UNITS INDEPENDENT STUDY IN MUSIC INDEPENDENT STUDY: 18 - 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* Students with previous course work in music may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of music. Prior to registration, a written contract must be prepared. See instructor for details. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i> <i>Limited transfer to UC; credit determined after transfer to UC</i>
	MUS 241x2 0.5 UNIT APPLIED MUSIC II LABORATORY: 27 contact hours per semester PREREQUISITE: MUS 141x2 DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i> <i>C-ID: MUS 160</i>

PREREQUISITES FOR THE NURSING PROGRAM

Students must have completed high school or equivalent (transcripts, diploma, G.E.D., or the California State High School Proficiency Exam, or a college degree). The courses listed below must be completed with a grade of a C or higher with a minimum of a 2.75 GPA.

REQUIRED GE COURSES:

ENGL 101 or ENGL 101H

Freshman Composition
Prerequisite: ENGL 015 or eligibility for
ENGL 101 or ENGL 101H*

COMMST 100 or COMMST 100H

Elements of Public Speaking
Prerequisite: ENGL 015 or eligibility for
ENGL 101 or ENGL 101H*

OR

COMMST 111

Interpersonal Communication
Prerequisite: ENGL 015 or eligibility for
ENGL 101 or ENGL 101H*

MATH 095

Intermediate Algebra
Prerequisite: MATH 090 or eligibility for
MATH 095*

PSYCH 100 or PSYCH 100H

General Psychology
Prerequisite: None

SOC 100 or SOC 100H

Introduction to Sociology
Prerequisite: None for SOC 100
Prerequisite for SOC 100H: ENGL 015 or
eligibility for ENGL 101 or ENGL 101H*

OR

ANTHRO 102

Cultural Anthropology
Prerequisite: None

REQUIRED SCIENCE COURSES:

CHEM 101

Introductory Chemistry
Prerequisite: ENGL 914 or eligibility for
ENGL 015* and MATH 090 or eligibility for
MATH 095*

OR

CHEM 105

Introduction to General, Organic
and Biochemistry
Prerequisite: ENGL 914 or eligibility for
ENGL 015* and MATH 090 or eligibility for
MATH 095*

AND

OPTION 1:

BIOL 250

Human Anatomy and Physiology I
Prerequisite: ENGL 015 or eligibility for
ENGL 101 or ENGL 101H*

AND

BIOL 251

Human Anatomy and Physiology II
Prerequisite: BIOL 250 and CHEM 101 or
CHEM 105

OR

OPTION 2:

BIOL 260

Human Anatomy
Prerequisite: ENGL 015 or eligibility for
ENGL 101 or ENGL 101H* and MATH 090

AND

BIOL 261

Human Physiology
Prerequisite: BIOL 260 and CHEM 101 or
CHEM 105

AND

BIOL 270

Microbiology
Prerequisite: BIOL 205 or CHEM 101

Additional Graduation Requirements:

Students applying to the Nursing Program must complete all GENERAL ED courses (except Category IV) required for an AS degree PRIOR to being accepted into the Nursing Program.



NURSING

Science Division

DIVISION OFFICE: Health and Life Science (HLS) 101
FACULTY CHAIR: Sana Massad, M.S.N.

DEGREE

NURSING ASSOCIATE OF SCIENCE DEGREE

This degree program is designed to prepare students to become Registered Nurses who provide nursing care to assist patients in attaining their maximum level of wellness. Graduates are eligible to take the national licensing examination. The program is accredited by the California State Board of Registered Nursing and the Accreditation Commission for Education in Nursing (ACEN)

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

PREREQUISITES FOR THE NURSING PROGRAM

- A. High school completion or equivalent (transcript, diploma, G.E.D. or the California State High School Proficiency Exam, or college degree)
- B. Freshman Composition, ENGL 101 with a grade of C or higher
- C. Intermediate Algebra, MATH 095 or higher level with a grade of C or higher
- D. Science courses listed below must be completed with a grade of C or higher and a minimum G.P.A. of 2.75 in the four courses:
 1. Human Anatomy and Physiology, BIOL 250 & 251 or BIOL 260 & 261
 2. Microbiology, BIOL 270
 3. General Psychology, PSYCH 100 or PSYCH 100H
- E. Elements of Public Speaking, COMMST 100 or 100H or Interpersonal Communication, COMMST 111 with a grade of C or higher
- F. Introduction to Sociology, SOC 100 or 100H or Cultural Anthropology, ANTHRO 102 with a grade of C or higher.

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

ADDITIONAL GRADUATION REQUIREMENTS

Students applying to the nursing program must complete all GENERAL ED courses (except Category IV) required for an A.S. degree prior to being accepted into the nursing program.

APPLICATION TO THE NURSING PROGRAM

Applications to the nursing program may only be submitted when all program prerequisites have been completed. New admission to the program is competitively based on a points system. Applications must be received or postmarked only during September 1 – October 1 (spring semester) or January 2 – February 2 (fall semester). Applications are available online during the application filing periods by February 1 for entry in the fall semester or by September 1 for entry in the spring semester. Incomplete applications will not be accepted.

Entrance to the nursing program is limited to students who have completed all prerequisites and degree required classes, have taken the HESI exam, have applied, and been accepted into the nursing program.

The HESI Exam is by invitation only. Please refrain from registering and/or paying for a HESI Exam until you are notified by the nursing department.

Submit the following to the Health Science Division Office, HLS 101:

- A. Application form - available in the Health Science Division or online.
- B. Official college transcripts from all colleges or universities attended except for SBVC or Crafton Hills College. Transcripts must be issued within the last 6 months and document that the program prerequisites have been completed. If transcripts are from a foreign country, they must be evaluated for equivalency - see Admission Clerk.
- C. High School completion document.
- D. Social security card – copy made by Nursing office.

ACCEPTANCE PROCEDURE

Beginning Spring 2013, approximately 30-40 students will be accepted into NUR 102 each Fall and Spring. Applicants who meet all program prerequisites will be considered for acceptance. Applications will then be ranked according to points determined by the admission criteria. Students not accepted into the program **will need to reapply each semester. Students may no longer "defer"** to a later semester when accepted into the program. Applicants will be notified in writing of their application status.

LVN to RN PROGRAM

Effective December 2, 2014, LVN bridge students will no longer be placed or admitted via a waitlist. The waitlist will be frozen and students on the current waitlist prior to December 2, 2014 will be admitted to the program.

Applications submitted after December 2, 2014 will be admitted via the same point system that Generic ADN students are admitted. Students will be required to adhere to all of the same regulations set forth by the current generic point system. Students will be required to have all prerequisites completed prior to submitting an application. Please note that the application periods will be the same as the AND application (January 2 – February 2 and September 1 – October 1).

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

- A. LVN TO RN DEGREE OPTION:
1. **Prerequisites:** Same as the RN program, plus one year full-time work experience as an LVN, and California LVN license.
 2. By the end of the program, complete Support Courses and SBVC general education breadth requirements for the Associate of Science Degree.
 3. **Required courses:** Complete each of the following courses with a grade of C or higher: NURS 108, 109 (includes challenge exams to determine eligibility to enter the following courses NURS 200, 202, 210, 211, 212, and 217).
 4. All prerequisites must be completed by date of admission. Submit to the Health Science Division Office, HLS 101: LVN to RN application, official transcript of vocational nursing program and all colleges attended except SBVC and Crafton Hills College, document verifying high school completion, copy of LVN license, and resume summarizing work experience as an LVN (employer, type of patient care unit, month/year starting and ending dates).
- B. A 30-unit completion option is available to Licensed Vocational Nurses per the California BRN code of Regulations 1429. However, it is important to note that LVNs choosing to take the 30-unit option can never be qualified as graduates of the SBVC ADN program and will permanently be referred to as having attained a Nursing Non-Degree/Non-Graduate Status. This option is recognized only in the state of California.

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

REQUIRED NURSING COURSES:		UNITS
NURS 100	Introduction to the Associate Degree Nursing Program	1
NURS 102	Fundamentals of Nursing	4.5
NURS 104	Medical-Surgical Nursing I	5
NURS 108	Pharmacology for Nurses	1
NURS 110	Medical-Surgical Nursing II	5.5
NURS 112	Maternity Nursing	5
NURS 200	Medical-Surgical Nursing III	5.5
NURS 202	Pediatric Nursing	4.75
NURS 210	Nursing Care of Critically Ill	2.5
NURS 211	Medical-Surgical Nursing IV	3.75
NURS 212	Psychiatric Nursing	2.75
NURS 217	Advanced Ethical and Legal Aspects of Nursing	1
TOTAL UNITS:		42.25

COURSES

NURS 100	1 UNIT
INTRODUCTION TO THE ASSOCIATE DEGREE NURSING PROGRAM	
LECTURE: 18 contact hours per semester	
PREREQUISITE: None	
COREQUISITE: NURS 102	
This introductory course focuses on the core concepts of the nursing curriculum: conceptual framework, anxiety/stress, defense mechanisms, crisis interventions and nursing ethics. It includes student learning responsibilities and strategies for success in the nursing program. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.	
Associate Degree Applicable Course credit transfers to CSU	

NURS 101	2 UNITS
APPLICATION OF CRITICAL THINKING TO FIRST LEVEL NURSING PRACTICE	
LECTURE: 18 contact hours per semester and	
LABORATORY: 54 contact hours per semester	
PREREQUISITE: None	
COREQUISITES: NURS 102 and NURS 104 or NURS 109	
This course is designed to facilitate development of critical thinking and the application of first level medical-surgical nursing theory. Included is the analysis of clinical situations, practice of selected first level nursing skills, basic mathematical nursing problems, learning techniques, and use of the nursing process. Graded on a 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	4.5 UNITS
FUNDAMENTALS OF NURSING	
LECTURE: 45 contact hours per semester and	
LABORATORY: 108 contact hours per semester	
PREREQUISITE: None	
COREQUISITE: NURS 100	
This fundamentals of nursing course is an introduction to the nursing care of adult and older adult clients with basic alterations in the physiologic variable. Includes fundamental nursing concepts/skills and beginning application of the nursing process to assist clients attain or maintain their optimum level of wellness. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.	
Associate Degree Applicable Course credit transfers to CSU	

NURS 103	1 UNIT
APPLICATION OF CRITICAL THINKING TO SECOND LEVEL NURSING PRACTICE	
LECTURE: 9 contact hour per semester and	
LABORATORY: 27 contact hours per semester	
PREREQUISITE: None	
COREQUISITES: NURS 110 or NURS 112	
This course is designed to facilitate development of critical thinking and the application of second level medical-surgical and maternity nursing theory. Included is the analysis of clinical situations, practice of selected second level nursing skills, mathematical nursing problems, and use of the nursing process. Graded on a PASS/NO PASS basis only. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.	
Associate Degree Applicable Course credit transfers to CSU	

NURS 104	5 UNITS
MEDICAL-SURGICAL NURSING I	
LECTURE: 49.5 contact hours per semester and	
LABORATORY: 121.5 contact hours per semester	
PREREQUISITE: NURS 102	
COREQUISITE: NURS 108	
A first level medical-surgical nursing course that focuses on the physiological, sociocultural, and developmental variables as they relate to selected alterations in integumentary, immunological, metabolism, reproduction and musculoskeletal subsystems. Application of the nursing process is used to assist clients to attain and maintain their optimum level of wellness. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.	
Associate Degree Applicable Course credit transfers to CSU	

<p>NURS 108 1 UNIT</p> <p>PHARMACOLOGY FOR NURSES</p> <p>LECTURE: 18 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>COREQUISITE: NURS 104 or NURS 109</p> <p>This course covers the fundamental principles of pharmacology that govern the action of drugs on the human body. There is an overview of major drug classifications and use in relation to the physiological and developmental variables. The clinical use of drug therapy will be approached as a method of assisting clients to maintain their optimum level of wellness. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>	<p>NURS 200 5.5 UNITS</p> <p>MEDICAL-SURGICAL NURSING III</p> <p>LECTURE: 58.5 contact hours per semester and</p> <p>LABORATORY: 121.5 contact hours per semester</p> <p>PREREQUISITES: NURS 100 or NURS 109 and NURS 108, NURS 110 and NURS 112.</p> <p>This third level medical-surgical nursing course focuses on the physiological, psychological, sociocultural and developmental variables as they relate to specific alterations in urinary elimination, circulation, metabolism, immunological and hematological subsystems. Application of the nursing process is used to assist clients to attain and maintain their optimum level of wellness. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>
<p>NURS 109 2 UNITS</p> <p>VOCATIONAL TO PROFESSIONAL NURSE TRANSITION</p> <p>LECTURE: 27 contact hours per semester and</p> <p>LABORATORY: 27 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>COREQUISITE: NURS 108</p> <p>This course prepares Licensed Vocational Nurses to transition into the Registered Nursing program. Includes role transition content, nursing process, standards of practice, and critical thinking in nursing. In the degree option challenge examinations covering first and second semester medical-surgical and maternity nursing content will determine eligibility for placement in the program. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE A CURRENT CALIFORNIA LVN LICENSE AND HAVE BEEN ACCEPTED INTO THE LVN TO RN NURSING PROGRAM.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>	<p>NURS 201 1 UNIT</p> <p>APPLICATION OF CRITICAL THINKING TO THIRD LEVEL NURSING PRACTICE</p> <p>LECTURE: 9 contact hour per semester and</p> <p>LABORATORY: 27 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>COREQUISITE: NURS 200 or NURS 202</p> <p>This course is designed to facilitate development of critical thinking and the application of third level medical-surgical and pediatric nursing theory. Includes analysis of clinical situations, practice of third level skills, mathematical nursing problems, and use of the nursing process. Graded on PASS/NO PASS basis only. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>
<p>NURS 110 5.5 UNITS</p> <p>MEDICAL-SURGICAL NURSING II</p> <p>LECTURE: 58.5 contact hours per semester and</p> <p>LABORATORY: 121.5 contact hours per semester</p> <p>PREREQUISITE: NURS 104</p> <p>This second level medical-surgical nursing course focuses on the physiological, psychological, sociocultural, and developmental variables as they relate to selected alterations in oxygenation, digestion/bowel elimination, metabolism, and cerebral/peripheral innervation. Application of the nursing process is used to assist clients to attain and maintain their optimum level of wellness. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>	<p>NURS 202 4.75 UNITS</p> <p>PEDIATRIC NURSING</p> <p>LECTURE: 49.5 contact hours per semester and</p> <p>LABORATORY: 108 contact hours per semester</p> <p>PREREQUISITES: NURS 100 or NURS 109 and NURS 108, NURS 110 and NURS 112.</p> <p>This course focuses on a family-centered approach to the nursing care of infants and children. The nursing process is used to assess pediatric clients with commonly occurring alterations in the physiological, psychological, sociocultural and developmental variables to assist them attain or maintain their optimum level of wellness. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>
<p>NURS 112 5 UNITS</p> <p>MATERNITY NURSING</p> <p>LECTURE: 49.5 contact hours per semester and</p> <p>LABORATORY: 121.5 contact hours per semester</p> <p>PREREQUISITE: NURS 104</p> <p>Maternity nursing focuses on the physiological, psychological, sociocultural and developmental variables of the childbearing family. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>	<p>NURS 203 1 UNIT</p> <p>APPLICATION OF CRITICAL THINKING TO FOURTH LEVEL NURSING PRACTICE</p> <p>LECTURE: 9 contact hour per semester and</p> <p>LABORATORY: 27 contact hours per semester</p> <p>PREREQUISITE: None</p> <p>COREQUISITES: NURS 210 and NURS 212</p> <p>This course is designed to facilitate development of critical thinking and the application of fourth level medical-surgical, psychiatric and critical care nursing theory. Includes analysis of complex clinical situations, NCLEX style test taking practice, complex mathematical nursing problems and use of the nursing process. Graded on PASS/NO PASS basis only. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.</p> <p>Associate Degree Applicable Course credit transfers to CSU</p>

NURS 210 2.5 UNITS**NURSING CARE OF THE CRITICALLY ILL****LECTURE:** 27 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITES:** NURS 200 and NURS 202.

This course is an advanced medical-surgical nursing course with a focus on the application of the nursing process to critically ill adult patients with single or multiple subsystem failure. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

*Associate Degree Applicable**Course credit transfers to CSU***NURS 211 3.75 UNITS****MEDICAL-SURGICAL NURSING IV****PREREQUISITES:** NURS 210 and NURS 212.**LECTURE:** 18 contact hours per semester and**LABORATORY:** 148.5 contact hours per semester

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

*Associate Degree Applicable**Course credit transfers to CSU***NURS 212 2.75 UNITS****PSYCHIATRIC NURSING****LECTURE:** 27 contact hours per semester and**LABORATORY:** 67.5 contact hours per semester**PREREQUISITES:** NURS 200 and NURS 202

This is an introduction to psychiatric nursing with a focus on neurobiological theory, suicide, substance abuse, and crisis interventions. Application of the nursing process is used to assist clients with major alterations in the psychological variable to attain and maintain an optimum level of wellness. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

*Associate Degree Applicable**Course credit transfers to CSU***NURS 217 1 UNIT****ADVANCED ETHICAL AND LEGAL ASPECTS OF NURSING****LECTURE:** 18 contact hours per semester**PREREQUISITES:** NURS 200 and NURS 202

This course explores ethical, legal and professional aspects of nursing practice. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

*Associate Degree Applicable**Course credit transfers to CSU***OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)**

Applied Technology, Transportation, and Culinary Arts Division

DIVISION OFFICE: Technical (T) 108

FACULTY CHAIR: Tarif (Terry) Halabi, M.S.E.E.

COURSES**OSHA 010 1 UNIT****FEDERAL OSHA ENTRY-LEVEL:****CONSTRUCTION INDUSTRY SAFETY****LECTURE:** 9 contact hours per semester and**LABORATORY:** 27 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL** Federal OSHA requires each student be 18**ADVISORY:** years of age in order to qualify for an OSHA card.

This course provides entry-level construction workers with information about rights, employer responsibilities, how to identify, abate, avoid and prevent job-related hazards on work sites. It also covers construction safety and health hazards that may be encountered on jobs and emphasizes hazard identification and control to prevent illness, injury, or death. Completers may qualify for the Federal OSHA, minimum 10-hour, Construction card. *Associate Degree Applicable*

OSHA 015 1 UNIT**FEDERAL OSHA ENTRY-LEVEL: GENERAL INDUSTRY SAFETY****LECTURE:** 9 contact hours per semester and**LABORATORY:** 27 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL** Federal OSHA requires each student be 18**ADVISORY:** years of age in order to qualify for an OSHA card.

This course provides entry-level general industry workers with basic information about rights, employer responsibilities, how to identify, abate, avoid and prevent job-related hazards on a job site. Emphasizes hazard identification, avoidance, control and prevention of illness, injury, or death. Completers may qualify for the Federal OSHA minimum 10-hour card.

*Associate Degree Applicable***OSHA 030 2 UNITS****FEDERAL OSHA OUTREACH:****CONSTRUCTION INDUSTRY SAFETY****LECTURE:** 18 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL** Federal OSHA requires each student be 18**ADVISORY:** years of age in order to qualify for an OSHA card.

This course provides training required by the Occupational Safety and Health Administration (OSHA) for the Federal Outreach Construction Industry, minimum 30-Hour training card. Lessons emphasize hazard identification, avoidance, control and prevention of illness, injury, or death. *Associate Degree Applicable*

OSHA 035 2 UNITS**FEDERAL OSHA OUTREACH: GENERAL INDUSTRY SAFETY****LECTURE:** 18 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL** Federal OSHA requires each student be 18**ADVISORY:** years of age in order to qualify for an OSHA card.

This course provides outreach training and gives general industry workers information about rights, employer responsibilities, how to identify, abate, avoid and prevent job-related hazards on a job site. Lessons will emphasize hazard identification, avoidance, control and prevention of illness, injury, or death. Successful completion may qualify students for the Federal OSHA minimum 30-hour General Industry card. *Associate Degree Applicable*

OCEANOGRAPHY

Science Division

DIVISION OFFICE: Physical Science (PS) 148

FACULTY CHAIR: Todd Heibel, Ph.D.

Oceanography courses introduce 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

OCEAN 101

3 UNITS

ELEMENTS OF OCEANOGRAPHY

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 914 or placement in ENGL 015* and
MATH 942 or placement in MATH 952*

This course explores the geological processes that created the ocean basins, chemistry of seawater, physical motions of the oceans, and the interrelationships of biological communities with their physical environments. Geospatial analysis of world oceans, including Geographic Information Systems (GIS) and remote sensing, is an integral component of this course. It is recommended that transfer students also enroll in the companion OCEAN 111, Elements of Oceanography Laboratory. Associate Degree Applicable Course credit transfers to CSU and UC

OCEAN 111

1 UNIT

ELEMENTS OF OCEANOGRAPHY LABORATORY

LABORATORY: 54 contact hours per semester

PREREQUISITE/ COREQUISITE: OCEAN 101

This hands-on course introduces students to techniques of oceanography, including bathymetry, charts, and methods of studying the physical ocean environment. This course is recommended for students concurrently enrolled in OCEAN 101 or who have successfully completed the course within the last three years.

Associate Degree Applicable

Course credit transfers to CSU and UC



PREREQUISITES FOR THE PHARMACY TECHNOLOGY PROGRAM

MATH 090

Elementary Algebra

*Prerequisite: MATH 952 or MATH 952D or MATH 962 or eligibility for MATH 090**

AND

BIOL 155

Introductory Anatomy and Physiology

Prerequisite: None

OR

BIOL 250

Human Anatomy and Physiology I

*Prerequisite: ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

AND

BIOL 251

Human Anatomy and Physiology II

Prerequisite: BIOL 250 and CHEM 101 or CHEM 105

OR

BIOL 260

Human Anatomy

Prerequisite: ENGL 015 or eligibility for ENGL 101 or ENGL 101H and MATH 090*

AND

BIOL 261

Human Physiology

Prerequisite: BIOL 260 and CHEM 101 or CHEM 105

PHARMACY TECHNOLOGY

Science Division

DIVISION OFFICE: Health and Life Science (HLS) 101

FACULTY CHAIR: Tatiana Vasquez, M.S.

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

Effective fall 2013, several changes have been made in regard to the prerequisites, course numbering and course sequencing for the Pharmacy Technology program. Please see the information following regarding these changes.

SPECIAL ADVISORY NOTES FOR CONTINUING PHARMACY TECHNOLOGY STUDENTS:

For students who have already begun the Pharmacy Technology program prior to fall 2013, please review the following notes:

- Students who have completed PHT 020 with grade of C or higher and still need to complete the remaining first semester Pharmacy Technology courses, it is required that the newly enforced prerequisites are met.
- Students who have completed all of the first semester Pharmacy Technology courses with grades of C or higher will be permitted to register for the second semester of the Pharmacy Technology courses without having to complete the newly enforced prerequisites (effective fall 2013). Students will need to complete a Prerequisite/Corequisite Challenge prior to the enrollment in second semester courses.
- Students who have previously completed PHT 020 and PHT 030 with grades of C or higher but have not completed PHT 031 (Pharmacy Calculations) with grade of C or higher will now need to meet the math prerequisite for the new Pharmacy Calculation course. Students who have completed the first semester Pharmacy Technology courses with grades of C or higher but have not completed the second semester of Pharmacy Technology coursework with grades of C or higher are recommended but not required to take the newly enforced prerequisites.
- Please note that catalog rights have no bearing on newly enforced prerequisites.

SPECIAL ADVISORY NOTES FOR NEW PHARMACY TECHNOLOGY STUDENTS:

For students who are enrolling in the Pharmacy Technology courses for the first time as of fall 2013, please review the following notes:

- The successful completion of BIOL 155, or BIOL 250 AND 251, or BIOL 260 AND 261 with grades of C or higher is a prerequisite for the following entry level Pharmacy Technology courses: PHT 062 (Pharmacology) and PHT 060 (Pharmacy Systems I) [formerly called Introduction to Pharmacy Technology].
- The successful completion of Math 090 or higher with a grade of C or higher is a prerequisite for PHT 064 (Pharmacy Calculations) and PHT 060 (Pharmacy Systems I).

DEGREE

PHARMACY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

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

REQUIRED COURSES: UNITS

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

PHT 060	Pharmacy Systems I	3
PHT 062	Pharmacology I	3
PHT 064	Pharmacy Calculations	3
PHT 070	Pharmacy Systems II	3
PHT 071	Pharmacology II	3
PHT 072	Pharmacy Clinical Experience	5
PHT 074	Pharmacy Seminar	2

CHOOSE ONE OF THE FOLLOWING:

BIOL 155	Introductory Anatomy and Physiology OR	4
BIOL 250	Human Anatomy and Physiology I AND	4
BIOL 251	Human Anatomy and Physiology II OR	4

BIOL 260	Human Anatomy AND	4
BIOL 261	Human Physiology	4

TOTAL UNITS	26 - 30
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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.

PHARMACY TECHNOLOGY CERTIFICATE

This certificate is designed to prepare the student for entry-level employment as a pharmacy technician, assisting pharmacists to provide medication and other healthcare products to patients; receiving and verifying written prescriptions, requests for prescription refills from patients, or electronic prescriptions sent from doctors' offices; retrieving, counting, pouring, weighing, measuring, and sometimes mixing medications; and preparing containers and labels for medications. Technicians may also establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications. Students working for certificates must have a basic knowledge of elementary algebra, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES: UNITS

Complete the following courses with a grade of C or better:

ENGL 015	Preparation for College Writing or eligibility for ENGL 101 or ENGL 101H*	0 - 4
MATH 090	Elementary Algebra or eligibility for MATH 095*	0 - 4
PHT 060	Pharmacy Systems I	3
PHT 062	Pharmacology I	3
PHT 064	Pharmacy Calculations	3
PHT 070	Pharmacy Systems II	3
PHT 071	Pharmacology II	3
PHT 072	Pharmacy Clinical Experience	5
PHT 074	Pharmacy Seminar	2

CHOOSE ONE OF THE FOLLOWING:

BIOL 155	Introductory Anatomy and Physiology OR	4
BIOL 250	Human Anatomy and Physiology I AND	4
BIOL 251	Human Anatomy and Physiology II OR	4

BIOL 260	Human Anatomy AND	4
BIOL 261	Human Physiology	4

TOTAL UNITS	26 - 38
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This is a Gainful Employment Program

COURSES

PHT 060 3 UNITS

PHARMACY SYSTEMS I

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITES: BIOL 155 or BIOL 250 and BIOL 251 or BIOL 260 and BIOL 261.

This class introduces the student to the field of pharmacy, its history, environment, and processes. It emphasizes outpatient/community service pharmacy settings in issues of prescription processing, pharmacy business management, federal laws/regulation, protocol procedures, and pharmacy references/associations for assistance. *Associate Degree Applicable*

PHT 062 3 UNITS

PHARMACOLOGY I

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITES: BIOL 155 or BIOL 250 and BIOL 251 or BIOL 260 and BIOL 261.

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course introduces the basic pharmacology principles of pharmacokinetics and pharmacodynamics as it applies the therapeutic uses of medications being administered to the human body systems. The student will identify the medication's classifications, emphasizing basic indications, drug dosages, dosage forms, routes of administration, side effects, special directions of use, and drug interactions with other medications, foods, and/or nutrient supplements. *Associate Degree Applicable*

PHT 063 3 UNITS

PHARMACOLOGY FOR PRE-HEALTH CARE PROFESSIONALS

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITES: BIOL 155 or BIOL 250 and BIOL 251 or BIOL 260 and BIOL 261.

This is an introductory pharmacology course for the pre-health care student. Topics include the therapeutic uses of medications as they are administered to the body systems and their classifications. The medication's basic indications, drug dosages, dosage forms, routes of administration, side effects, special directions of use, and drug interactions will be distinguished. Emphasis will be placed on the biological mechanisms of the medication's interactions in the physiology of the human body. *Associate Degree Applicable*

PHT 064 3 UNITS

PHARMACY CALCULATIONS

LECTURE: 54 contact hours per semester

PREREQUISITE: MATH 090 or eligibility for MATH 095*

In this course students apply mathematical skills to the calculation of medication dosages, intravenous solutions, and pharmacy operations. *Associate Degree Applicable*

PHT 070 3 UNITS

PHARMACY SYSTEMS II

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: PHT 060

COREQUISITES: PHT 062 and PHT 064

This course covers the application of advanced preparation, distribution and methods for dispensing medications within a institutional pharmacy setting. It emphasizes advanced concepts of medication order processing, non-sterile compounding, sterile compounding, pharmacy business management, data management, pharmacy safety, and pharmacy error prevention under the supervision of a pharmacist. *Associate Degree Applicable*

PHT 071**3 UNITS****PHARMACOLOGY II****LECTURE:** 36 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** PHT 060, PHT 062 and PHT 064.

This course continues to apply the therapeutic uses of administered medications into the human anatomy and physiology by a drug's pharmacokinetics and pharmacodynamics. Emphasis is placed on but not limited to a medication's brand/generic name, mechanisms of action, dosage forms, routes of administration, directions of use, standard dosage schedules, indications, basic side effects, adverse effects, contraindications, precautions, drug interactions, and any special black box warnings. Added topics to the course includes medication adjustments for special populations and use of common antidotes for medications. (Formerly PHT 067) *Associate Degree Applicable*

PHT 072**3 UNITS****PHARMACY CLINICAL EXPERIENCE****LABORATORY:** 270 contact hours per semester**PREREQUISITES:** PHT 060 and PHT 062 and PHT 064

In this course, students study the application of prescription processing, inventory management and dispensing of medications in a pharmacy under the direct supervision of a pharmacist. It emphasizes use of a pharmacy database, customer service, communication and professional ethics. Students will complete a minimum of 240 experiential hours in a minimum of one-site locations. *Associate Degree Applicable*

PHT 074**2 UNITS****PHARMACY SEMINAR****LECTURE:** 36 contact hour per semester**PREREQUISITES:** PHT 060 and PHT 062 and PHT 064

This course reviews the duties of a pharmacy technician in the out-patient/community and the in-patient/institutional setting in the areas of pharmacy management/administration, pharmacy federal laws/regulation, and pharmacology.

Associate Degree Applicable**PHILOSOPHY/RELIGIOUS STUDIES**Social Sciences, Human Development
and Physical Education Division**DIVISION OFFICE:** North Hall (NH) 345**FACULTY CHAIR:** Leonard López, J.D.

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? 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 challenging and exciting endeavor can help us make sense of the events taking place in the world around us.

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

DEGREE**PHILOSOPHY ASSOCIATE OF ARTS
TRANSFER DEGREE (AA-T)**

The Associate of Arts for Transfer (AA-T) in Philosophy provides students with invaluable skills transferable to most vocations through the Student Transfer Achievement Reform Act (SB 1440). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. Whatever the vocational goal, students benefit from completing this AA-T in Philosophy. Nearly everyone is concerned with the kinds of questions and experiences studied in philosophy. This field of study is 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 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. The AA-T in Philosophy requires 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 should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system.

Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a baccalaureate institution and major in Philosophy should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED CORE COURSES:		UNITS
PHIL 103	Introduction to Logic: Argument and Evidence	3
PHIL 101	Introduction to Philosophy OR	3
PHIL 101H	Introduction to Philosophy - Honors	3

LIST A: ONE COURSE (3 UNITS)

PHIL 102	Critical Thinking and Writing	3
PHIL 105	Introduction to Ethics	3

**LIST B: TWO COURSES (6 UNITS MINIMUM)
OR ANY COURSE NOT USED FROM LIST A**

ENGL 102	Intermediate Composition and Critical Thinking OR	4
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
RELIG 101	Introduction to World Religions	3

LIST C: ONE COURSE (3 UNITS)

OR ANY COURSE NOT SELECTED FROM LIST A OR LIST B

PHIL 112	Philosophy in Literature	3
PHIL 180	Death and Dying	3
RELIG 100	Introduction to Religious Studies OR	3
RELIG 100H	Introduction to Religious Studies-Honors	3
RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 150	Introduction to Mythology	3
RELIG 175	The Literature and Religion of the Bible	3
RELIG 176	Jesus and His Interpreters	3
RELIG 180	Death and Dying	3

MAJOR TOTAL: 19

Total units that may be double-counted: 6-12

CSU GE-Breadth or IGETC for CSU requirements: 39-42

CSU electives (as needed to reach 60 transferrable units): 5-14

TOTAL UNITS 60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

COURSES

PHIL 101 3 UNITS

INTRODUCTION TO PHILOSOPHY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

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

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: PHIL 100

PHIL 101H 3 UNITS

INTRODUCTION TO PHILOSOPHY – HONORS

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

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

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: PHIL 100

PHIL 102 3 UNITS

CRITICAL THINKING AND WRITING

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 101 or ENGL 101H

This course is an introduction to critical thinking focusing on argument and evidence and the ability to write coherent argumentative essays. Topics include recognition of the structures of reasoning in natural language, the evaluation of such reasoning (including informal fallacies), the uses and abuses of language, and an investigation of the rhetorical devices common in our culture. Students practice critical thinking by writing substantive arguments and essays.

Associate Degree Applicable

Course credit transfers to CSU and UC

PHIL 103 3 UNITS

INTRODUCTION TO LOGIC: ARGUMENT AND EVIDENCE

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

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

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: PHIL 110

PHIL 105 3 UNITS

INTRODUCTION TO ETHICS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

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

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: PHIL 120

PHIL 112 **3 UNITS**
PHILOSOPHY IN LITERATURE
LECTURE: 54 contact hours per semester
PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
 This course addresses ethical and metaphysical themes as presented in literature from the classical to the modern period. Philosophical problems such as freedom and determinism, the nature of virtue, the meaning of death, and the individual's relationship to the state and the structure of reality are explored through the encounter with novels, plays, short stories, and film.
 Associate Degree Applicable Course credit transfers to CSU and UC

PHIL 180 **3 UNITS**
DEATH AND DYING
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
 This course is a study of dying, death, and bereavement. Medical, ethical, legal, philosophical, and religious considerations will be explored. (This course is also offered as RELIG 180).
 Associate Degree Applicable Course credit transfers to CSU and UC

RELIG 100 **3 UNITS**
INTRODUCTION TO RELIGIOUS STUDIES
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 015 or eligible for ENGL 101 or ENGL 101H*
 This course is an introductory study of religion, with emphasis on religious experience, the origins and function of religion, and the various modes of religious expression. Necessarily broad in scope, this course will draw on Eastern, Western, ancient, and modern religious phenomena to help students understand various religious components, such as myth, ritual, scripture, art, doctrine, and mysticism.
 Associate Degree Applicable Course credit transfers to CSU and UC

RELIG 100H **3 UNITS**
INTRODUCTION TO RELIGIOUS STUDIES - HONORS
LECTURE: 54 contact hours per semester
PREREQUISITE: ENGL 015 or eligible for ENGL 101 or ENGL 101H*
 This course is an introductory study of religion, with emphasis on religious experience, the origins and function of religion, and the various modes of religious expression. Necessarily broad in scope, this course will draw on Eastern, Western, ancient, and modern religious phenomena to help students understand various religious components, such as myth, ritual, scripture, art, doctrine, and mysticism. This course is intended for students in the Honors Program but is open to all students who desire more challenging coursework.
 Associate Degree Applicable Course credit transfers to CSU and UC

RELIG 101 **3 UNITS**
INTRODUCTION TO WORLD RELIGIONS
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 015 or eligible for ENGL 101 or ENGL 101H*
 This course is an introduction to the major religious traditions of the world with an emphasis on the beliefs, practices, and histories of Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, and Taoism.
 Associate Degree Applicable Course credit transfers to CSU and UC

RELIG 110 **3 UNITS**
MAGIC, WITCHCRAFT, AND RELIGION
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 015 or eligible for ENGL 101 or ENGL 101H*
 This course is a comparative study of spiritual and religious practices, past and present, including magic, witchcraft, shamanism, and totemism. It entails study of syncretism, change, and the role of spiritual and religious practice in society. (This course is also offered as ANTHRO 110).
 Associate Degree Applicable Course credit transfers to CSU and UC

RELIG 135 **3 UNITS**
RELIGION IN AMERICA
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 015 or eligible for ENGL 101 or ENGL 101H*
 This course is an introduction to the diverse expression of religion in the United States. Although limited by the history and geography of one country, the course necessarily draws from religions around the globe to help students understand how religion has grown and developed in the U.S. So, this course deals with a wide variety of expressions of religion, including the Puritans, slave religion, the religious reform movements, the Catholic, Protestant, Jewish, and Muslim communities, the African American religious experience, Eastern religions in America, and contemporary syncretistic religious movements.
 Associate Degree Applicable Course credit transfers to CSU and UC

RELIG 150 **3 UNITS**
INTRODUCTION TO MYTHOLOGY
LECTURE: 54 contact hours per semester
PREREQUISITE: None
DEPARTMENTAL ADVISORY: ENGL 015 or eligible for ENGL 101 or ENGL 101H*
 This course is an introduction to myth and its function in culture through an examination of creation stories, end-of-the world stories, hero stories, and trickster stories. Although focusing on the narrative expression of religion, this course necessarily draws from many traditions, including Native American, Greek, Roman, European, Islamic, Chinese, Hindu, and Japanese traditions of myth. In addition, this class will examine modern American myths.
 Associate Degree Applicable Course credit transfers to CSU and UC

RELIG 175 **3 UNITS**
THE LITERATURE AND RELIGION OF THE BIBLE
LECTURE: 54 contact hours per semester
PREREQUISITE: ENGL 101 or ENGL 101H
 This course covers 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 **3 UNITS**
JESUS AND HIS INTERPRETERS
LECTURE: 54 contact hours per semester
PREREQUISITE: ENGL 015 or eligible for ENGL 101 or ENGL 101H*
 This course is a study of images and interpretations of Jesus with three principle divisions: Jesus and the gospels or biblical tradition; Jesus and the historians, including the quest of historians and theologians for the Jesus of history; and Jesus and the arts (Jesus in art, music, film, and the literary arts, such as novels, poems, and plays.)
 Associate Degree Applicable Course credit transfers to CSU and UC

RELIG 180**3 UNITS****DEATH AND DYING****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:**

ENGL 015 or eligible for ENGL 101 or ENGL 101H*

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

Associate Degree Applicable

Course credit transfers to CSU and UC

PHYSICAL SCIENCE

Science Division

DIVISION OFFICE: Physical Science (PS) 148**FACULTY CHAIR:** Sheri Lillard, Ph.D.**COURSES****PS 101****3 UNITS****INTRODUCTION TO PHYSICAL SCIENCE****LECTURE:** 54 contact hours per semester**PREREQUISITE:** MATH 952 or eligibility for MATH 090* and ENGL 914 or eligibility for ENGL 015*

This course introduces students to the contribution of chemistry, physics, astronomy, geology and oceanography in understanding the basic principles of physical science in our everyday life.

Associate Degree Applicable

Course credit transfers to CSU and *UC

PS 112**3 UNITS****INTRODUCTION TO THE DEVELOPMENT OF MODERN SCIENCE****LECTURE:** 54 contact hours per semester**PREREQUISITE:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

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

Associate Degree Applicable

Course credit transfers to CSU and UC

PHYSICS

Science Division

DIVISION OFFICE: Physical Science (PS) 148**FACULTY CHAIR:** Michael Lysak, Ph.D.

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

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

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

DEGREES**PHYSICS ASSOCIATE OF SCIENCE
TRANSFER DEGREE (AS-T)**

The Associate of Science for Transfer (AS-T) in Physics provides students with a deep understanding of the world around them through the Student Transfer Achievement Reform Act (SB 1440). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree provides students with transfer preparation and pre-professional training. The AS-T in Physics explores with finding and using the rules that govern everything—from the smallest pieces of the atom to the various collections of atoms—molecules, balls, planets, stars, and more—that compose the myriad contents of the universe. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

Completion of CSU GE-Breadth or IGETC for CSU is required in addition to the major requirements listed below.

To earn this AS-T degree, students must complete the following Associate Degree for Transfer requirements:

- Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- Obtainment of a minimum grade point average of 2.0. A "P" (Pass) grade is not an acceptable grade for courses in the major.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU. Students planning to transfer to a baccalaureate institution and major in Physics should consult with a counselor regarding the transfer process and lower division requirements.

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

RECOMMENDED COURSES:

CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5
CHEM 151	General Chemistry II OR	5
CHEM 151H	General Chemistry II - Honors	5
CS 190	Programming in C++	4
MATH 265	Linear Algebra	4
MATH 266	Ordinary Differential Equations	4
PHYSIC 210	Modern Physics	4

MAJOR TOTAL:	25
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Total Units that may be double counted:	7
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CSU GE-Breadth or IGETC for CSU requirements:	39-42
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CSU electives (as needed to reach 60 transferable units):	0-3
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TOTAL UNITS:	60
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See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

PHYSICS ASSOCIATE OF SCIENCE DEGREE

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

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

CHEM 150	General Chemistry I OR	5
CHEM 150H	General Chemistry I - Honors	5

CHEM 151	General Chemistry II OR	5
CHEM 151H	General Chemistry II - Honors	5

TOTAL UNITS	29
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COURSES**PHYSIC 101 4 UNITS****INTRODUCTORY PHYSICS**

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: MATH 090 or eligibility for MATH 095 or higher*

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This is an introductory algebra based physics course. Emphasis is placed on developing an understanding of motion, forces, energy, momentum, waves, light, electricity, magnetism, and concepts of modern physics.

Associate Degree Applicable Course credit transfers to CSU and *UC

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

LECTURE: 54 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE: PHYSIC 101 and MATH 103 or eligibility for MATH 151 or higher* and ENGL 015 or eligibility for ENGL 101 or ENGL 101H or higher*

This is the first course in a two-semester physics sequence designed primarily for students in biology, pharmacology, pre-medicine, physical therapy, and allied health programs. 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
 C-ID: PHYS 105

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

LECTURE: 54 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE: PHYSIC 150A

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

Associate Degree Applicable Course credit transfers to CSU and *UC
 C-ID: PHYS 110

PHYSIC 200 6 UNITS**PHYSICS I**

LECTURE: 72 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITES: PHYSIC 101 and ENGL 015 or eligibility for ENGL 101 or ENGL 101H or higher* and MATH 250 or

COREQUISITE: MATH 250

This is 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
 C-ID: PHYS 205 and PHYS 200S = (PHYSIC 200 + PHYSIC 201)

PHYSIC 201 6 UNITS**PHYSICS II**

LECTURE: 72 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITES: PHYSIC 200 and MATH 251 or
COREQUISITE: MATH 251

This is 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
 C-ID: PHYS 210 and PHYS 200S = (PHYSIC 200 + PHYSIC 201)

PHYSIC 210 4 UNITS**MODERN PHYSICS**

LECTURE: 54 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: PHYSIC 201 or PHYSIC 150B and MATH 251

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

Associate Degree Applicable Course credit transfers to CSU and *UC

PHYSIC 222 1-3 UNITS**INDEPENDENT STUDY IN PHYSICS**

INDEPENDENT STUDY: 18-54 contact hours per semester
PREREQUISITES: PHYSIC 101

DEPARTMENTAL ADVISORY: ENGL 101 or ENGL 101H*

Students with previous course work in Physics may do assigned projects involving research and analysis of selected topics. The independent study is for students who are interested in furthering their knowledge of Physics. Prior to registration, a written contract must be prepared jointly by the instructor and the student.

Associate Degree Applicable Course credit transfers to CSU and UC
 Limited transfer to UC; credit determined after transfer to UC



POLICE SCIENCE

(also see *CRIMINAL JUSTICE*)

Social Sciences, Human Development
and Physical Education Division

DIVISION OFFICE: North Hall (NH) 139

DIVISION DEAN: Dr. Wallace Johnson, Ed.D

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 Basic Law Enforcement Academy is presented in both an intensive and extended format for students interested in becoming peace officers.

The state screening requirements for admission into the Basic Law Enforcement Academy are: A person must have a physical examination, Department of Justice/Federal Bureau of Investigation fingerprint check and clearance, a valid California driver's license with no restrictions (one exception is corrective lenses), and never have been convicted of a felony. Police Science classes are certified by the California Commission on Peace Officer Standards and Training.

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.

BASIC PEACE OFFICER 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 §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 52 weeks). 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
POLICE 002 Basic Law Enforcement Academy	24.5
POLICE 100 Criminal Law	3
POLICE 101 Procedure and Evidence	3
POLICE 102 Community Policing	3
POLICE 103 Introduction to Criminal Investigation	3
TOTAL UNITS	36.5

This is a Gainful Employment Program

COURSES

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

POLICE 002 24.5 UNITS

BASIC LAW ENFORCEMENT ACADEMY

LECTURE: 312 contact hours per semester and

LABORATORY: 392 contact hours per semester

COREQUISITES: POLICE 100, POLICE 101, POLICE 102 and POLICE 103

DEPARTMENTAL ADVISORY: READ 015, ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process and MATH 952.

Basic training for new law enforcement officers. This course covers but is not limited to leadership, professionalism and ethics, criminal justice system, juvenile law, patrol procedures, domestic violence, traffic enforcement, lifetime fitness, defensive tactics, first aid and CPR, and firearms. 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 050 0.5 UNIT

BICYCLE PATROL

LECTURE: 8 contact hours per semester and

LABORATORY: 24 contact hours per semester

PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This course is designed to give students basic knowledge of the use of the bicycle police patrol and to improve their bicycle riding skills. The course covers physical fitness, nutrition, bicycle-handling skills, range training with bicycle, bicycle maintenance and bicycle rides on and off road.

Not Applicable to Associate Degree

POLICE 051 1 UNIT

BICYCLE PATROL - INSTRUCTOR

LECTURE: 16 contact hours per semester and

LABORATORY: 24 contact hours per semester

PREREQUISITE: POLICE 050

Students will learn how to apply the fundamentals of police bicycle patrol for the purpose of training other bicycle patrol officers. The course covers physical fitness, nutrition, bicycle maintenance, instructor development, facilitation skills, and bicycle handling skills. Not Applicable to Associate Degree

POLICE 060 1.5 UNITS

TRAFFIC COLLISION INVESTIGATION - BASIC

LECTURE: 32 contact hours per semester and

LABORATORY: 8 contact hours per semester

PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This course offers a 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. Not Applicable to Associate Degree

POLICE 061 1.5 UNITS

TRAFFIC COLLISION INVESTIGATION - INTERMEDIATE

LECTURE: 32 contact hours per semester and

LABORATORY: 8 contact hours per semester

PREREQUISITE: POLICE 060

This course is designed for experienced traffic collision investigators. Emphasis is on the applications of mathematics and physics to collision analysis, skidmark analysis, scene documentation and evaluation. Not Applicable to Associate Degree

POLICE 062 4 UNITS

TRAFFIC COLLISION INVESTIGATION - ADVANCED

LECTURE: 72 contact hours per semester and
LABORATORY: 8 contact hours per semester
PREREQUISITE: POLICE 060

This course is designed for experienced traffic collision investigators. Emphasis is on the applications of basic mathematics and physics to collision analysis, scene documentation and evaluation. *Not Applicable to Associate Degree*

POLICE 063 4 UNITS

TRAFFIC COLLISION INVESTIGATION - RECONSTRUCTION

LECTURE: 72 contact hours per semester and
LABORATORY: 8 contact hours per semester
PREREQUISITE: POLICE 062

This course will investigate and describe various relationships in physics as they relate to traffic collision reconstruction. This course covers auto-pedestrian, bicycle collisions, articulated vehicles, reconstruction methodology, motion analysis, velocity reconstruction and step-by-step reconstruction process. *Not Applicable to Associate Degree*

POLICE 064 1 UNIT

**TRAFFIC COLLISION INVESTIGATION –
 MOTOR VEHICLE INSPECTION**

LECTURE: 16 contact hours per semester and
LABORATORY: 24 contact hours per semester
PREREQUISITE: POLICE 060

This course is designed to enhance the investigative techniques of a traffic collision investigation. It will show students how to conduct a complete inspection of a motor vehicle from bumper to bumper in order to determine if any of the vehicle systems caused or contributed to the outcome of the collision. *Not Applicable to Associate Degree*

POLICE 065 1 UNIT

DRIVING UNDER THE INFLUENCE (DUI)

LECTURE: 24 contact hours per semester and
LABORATORY: 8 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This course is designed to provide a student with a better understanding of driving under the influence (DUI) laws. The student will receive information on DUI laws, report writing, courtroom testimony, field sobriety tests and alcohol correlation studies. *Not Applicable to Associate Degree*

POLICE 070 0.5 UNIT

FIREARMS

LECTURE: 10 contact hours per semester and
LABORATORY: 14 contact hours per semester
PREREQUISITE: None

This course satisfies the Commission of Peace Officer Standards and Training (POST) firearms certification for PC 832. Additionally, this course exceeds the State of California firearms safe handling and use certification required from any person purchasing a firearm in California. 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. *Not Applicable to Associate Degree*

POLICE 071 1.5 UNITS

ARREST AND CONTROL

LECTURE: 30 contact hours per semester and
LABORATORY: 10 contact hours per semester
PREREQUISITE: None

This course provides the student with the knowledge and skills necessary to qualify for limited peace officer powers as required by Penal Code Section 832. The course will emphasize laws of arrest, search and seizure, evidence, and the investigative process. This course meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. *Not Applicable to Associate Degree*

POLICE 072 1 UNIT

CRISIS INTERVENTION AND NEGOTIATION

LECTURE: 24 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This course is designed to provide the student with a better understanding of crisis intervention and appropriate response. The student will receive information on the mental health systems, psychotic disorders, mood disorders, personality disorders, post-traumatic disorder, Alzheimer, and developmental disorders. *Not Applicable to Associate Degree*

POLICE 073 2 UNITS

CHILD ABUSE INVESTIGATION

LECTURE: 40 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This course is designed to provide the student with an overview of the child abuse investigative process. It will focus on child abuse law, psychological factors of the offender, interviewing techniques and responsibilities of the child abuse investigator. *Not Applicable to Associate Degree*

POLICE 074 1 UNIT

GANG AWARENESS

LECTURE: 24 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This course is designed to provide the student with a better understanding of various gangs in the community. Topics will include: the history of gangs, gang dynamics, gang prosecution and officer safety considerations. *Not Applicable to Associate Degree*

POLICE 075 5 UNITS

SPECIAL WEAPONS AND TACTICS (SWAT)

LECTURE: 80 contact hours per semester and
LABORATORY: 40 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

LIMITATION ON ENROLLMENT: Students must be selected by their respective law enforcement agency and pass Special Weapons and Tactics Team departmental qualifications prior to registration.

This course is designed for new members of special weapons and tactics teams. It will cover concepts of planning, tactical operations, approach, entry, and search techniques, as well as the use of chemical agents, and weapons. *Not Applicable to Associate Degree*

POLICE 076 3.5 UNITS

HOMICIDE INVESTIGATION

LECTURE: 64 contact hours per semester and
LABORATORY: 16 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This advanced course will train investigators in the highly specialized field of homicide investigation. It will cover the legal aspects of death investigation, homicide crime scene procedures, autopsy, psychological profiling, criminal psychology, laboratory work, gunshots, asphyxia, drowning, burning, cutting, stabbing, and interviewing techniques.

Not Applicable to Associate Degree

POLICE 077 3.5 UNITS

CRIME SCENE INVESTIGATION

LECTURE: 64 contact hours per semester and
LABORATORY: 16 contact hours per semester
PREREQUISITE: None
LIMITATION ON ENROLLMENT: Students must be employed in a sworn or civilian position with a law enforcement agency performing duties related to crime scene investigation or be employed as a law enforcement officer.

This course reviews principles of evidence collection. Course topics will include crime scene examination, recording, gathering trace evidence, collecting and packaging of biological evidence and the use of camera in crime scene investigation.

Not Applicable to Associate Degree

POLICE 078 1.5 UNITS

CRIME SCENE AND FORENSIC PHOTOGRAPHY

LECTURE: 24 contact hours per semester and
LABORATORY: 16 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

LIMITATION ON ENROLLMENT: Students must be employed in a sworn or civilian position with a law enforcement agency performing duties related to crime scene investigation or be employed as a law enforcement officer.

This course provides students with an introduction to forensic photography of crime scene investigation. It examines the methods utilized in crime scene forensic photography including daylight/nighttime photography, impression photography, close-up photography, and video photography.

Not Applicable to Associate Degree

POLICE 079 1.5 UNITS

BLOOD STAIN PATTERN ANALYSIS

LECTURE: 24 contact hours per semester and
LABORATORY: 16 contact hours per semester
PREREQUISITE: None
LIMITATION ON ENROLLMENT: Students must be employed in a sworn or civilian position with a law enforcement agency performing duties related to crime scene investigation or be employed as a law enforcement officer.

This course provides a basic and fundamental knowledge in the field of bloodstain pattern interpretation and illustrates the scientific principles and practical application of bloods stain patterns. *Not Applicable to Associate Degree*

POLICE 090 1.5 UNITS

FIELD TRAINING OFFICER

LECTURE: 32 contact hours per semester and
LABORATORY: 8 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This course is designed to provide the student with an understanding of the purpose of the field-training program. This course will focus on the fundamentals of basic training in patrol concepts and procedures. *Not Applicable to Associate Degree*

POLICE 091 1 UNIT

FIELD TRAINING OFFICER - UPDATE

LECTURE: 16 contact hours per semester and
LABORATORY: 8 contact hours per semester
PREREQUISITE: POLICE 090

This course is designed to provide current Field Training Officers with an update on the fundamentals of basic training in patrol concepts and procedures. Students will be updated on the current practices of evaluations, legal aspects, vehicle pursuits, weapons, building searches, prisoner restraints, and the use of force. *Not Applicable to Associate Degree*

POLICE 092 4 UNITS

POLICE SUPERVISION

LECTURE: 80 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This course covers police supervision techniques including problems of leadership and responsibilities, performance evaluation, instructional and disciplinary methods, motivation, and psychological aspects of supervision. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY COMPLETED PROGRAM PREREQUISITES. *Not Applicable to Associate Degree*

POLICE 093 2 UNITS

CIVILIAN SUPERVISION

LECTURE: 40 contact hours per semester
PREREQUISITE: None
LIMITATION ON ENROLLMENT: Students must be employed in a civilian position with a law enforcement agency performing duties of a first-line supervisor or be selected by their respective law enforcement agency.

In this course, students will learn supervisory techniques of non-sworn law enforcement employees including clerical, maintenance, janitorial and auto mechanics. The class includes problems of leadership and responsibilities, performance evaluation, instructional and disciplinary methods, motivation, and psychological aspects of supervision.

Not Applicable to Associate Degree

POLICE 094 1.5 UNITS

ACADEMY INSTRUCTOR CERTIFICATE PROGRAM (AICC)

LECTURE: 25 contact hours per semester and
LABORATORY: 15 contact hours per semester
PREREQUISITE: Completion of POLICE 002, 100, 101, 102, and 103 (POST Regular Basic Course) or CRMJUS 059, 060, and 061 (Modules I, II, and III).

This course is designed to provide instruction for Peace Officer Standards and Training (POST) academy instructors in adult learning principles including instructional planning skills, presentation and facilitation techniques.

Not Applicable to Associate Degree

POLICE 100 3 UNITS**CRIMINAL LAW****LECTURE:** 54 contact hours per semester**COREQUISITES:** POLICE 100, POLICE 101, POLICE 102 and POLICE 103**DEPARTMENTAL ADVISORY:** READ 015, ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952.

This course analyses property crimes, crimes against persons, crimes against children, child abuse reporting, sex crimes, crimes against the judicial system, weapons violations, relevant laws and court decisions and crimes against the public peace. 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. THIS COURSE IS LIMITED TO STUDENTS WHO HAVE SUCCESSFULLY MET STATE SCREENING REQUIREMENTS: POSSESSION OF A CALIFORNIA DRIVER'S LICENSE WITHOUT RESTRICTIONS, OTHER THAN REQUIRED EYEGLASSES OR CONTACT LENSES AND POSSESSION OF A CURRENT LETTER OF CLEARANCE ISSUED BY THE CALIFORNIA DEPARTMENT OF JUSTICE THAT CERTIFIES THE RIGHT TO BE IN POSSESSION OF A FIREARM.

Associate Degree Applicable

Course credit transfers to CSU

POLICE 101 3 UNITS**PROCEDURE AND EVIDENCE****LECTURE:** 54 contact hours per semester**COREQUISITES:** POLICE 002, POLICE 100, POLICE 102 and POLICE 103**DEPARTMENTAL ADVISORY:** READ 015, ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952.

This course will address a peace officer's authority, liability and responsibility to make a lawful arrest, and current search and seizure laws. It includes the origin, development, philosophy, and constitutional basis of evidence; rules and procedures governing admissibility and judicial 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 3 UNITS**COMMUNITY POLICING****LECTURE:** 54 contact hours per semester**COREREQUISITES:** POLICE 002, POLICE 100, POLICE 101, and POLICE 103**DEPARTMENTAL ADVISORY:** READ 015, ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 952.

This course addresses the origin, concepts and philosophy of community policing, and victim awareness and the development of positive relationships with the public. It includes cultural diversity and discrimination. 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 3 UNITS**INTRODUCTION TO CRIMINAL INVESTIGATION****LECTURE:** 54 contact hours per semester**COREREQUISITES:** POLICE 002, POLICE 100, POLICE 101, and POLICE 102**DEPARTMENTAL ADVISORY:** READ 015, ENGL 015 or eligibility for ENGL 101*

This course will address the examination of crime, evidence and police procedures in investigating crime. This includes documenting, recording and preserving evidence found at crime scenes. 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

POLITICAL SCIENCESocial Sciences, Human Development
and Physical Education Division**DIVISION OFFICE:** North Hall (NH) 345**FACULTY CHAIR:** Riase Jakpor, Ph.D.

The Political Science Department offers courses satisfying general education requirements for an Associate Degree and transfer requirements for the majors offered at colleges and universities. Our department offers courses to meet the California State University graduation requirement of U.S. Constitution and California State and local government, and may be certified for CSU GE-Breadth (POLIT 100). We also offer courses that provide service-learning opportunities for students seeking development of leadership skills through involvement in on-and off-campus community service (POLIT 138, 138 Honors, 139, and 139 Honors). For students interested in global affairs, we offer Comparative Politics (POLIT 140) and World Politics (POLIT 141 and 141 Honors). We offer POLIT 110 and POLIT 110 Honors for students interested in the development of Western political thought and philosophy. A major in Political Science provides useful preparation for students interested in careers in politics, government (including the foreign service, the military and intelligence); teaching; public administration; public relations; law enforcement; the legal professions, and related fields.

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.

DEGREE**POLITICAL SCIENCE ASSOCIATE OF ARTS
TRANSFER DEGREE (AA-T)**

Political Science is the academic discipline that investigates the institutions and processes by which human societies are ruled. Political scientists use the techniques of empirical research and historical analysis, along with normative consideration of the ends of political action, to explore the outcomes of various governmental arrangements and alternatives. The study of political science will prepare students for careers in law, politics, governmental service, social science teaching, and journalism, as well as for active participation in the political system of the United States.

To earn this AA-T degree, students must meet the following requirements:

1. Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:
 - A. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0. A "P" (Pass) grade is not an acceptable grade for courses in the major.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

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.

REQUIRED CORE COURSES:		UNITS
POLIT 100	American Politics	3
LIST A: (ANY 3 OF THE COURSES LISTED BELOW)		
POLIT 110	Introduction to Political Theory OR	3
POLIT 110H	Introduction to Political Theory - Honors	3
POLIT 140	Introduction to Comparative Politics	3
POLIT 141	Introduction to World Politics	3
ECON 208	Business and Economics Statistics OR	4
MATH 108	Introduction to Probability and Statistics OR	4
PSYCH 105	Statistics for the Behavioral Sciences	3
LIST B: (ANY 2 OF THE COURSES LISTED BELOW)		
ANTHRO 102	Cultural Anthropology	3
ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics OR	3
ECON 200H	Principles of Macroeconomics - Honors	3
ECON 201	Principles of Microeconomics OR	3
ECON 201H	Principles of Microeconomics - Honors	3
ENGL 102	Intermediate Composition and Critical Thinking OR	4
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
HIST 100	United States History to 1877	3
HIST 101	United States History: 1865 to Present	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
PHIL 101	Introduction to Philosophy OR	3
PHIL 101H	Introduction to Philosophy - Honors	3
POLIT 138	Service Learning: Student Leadership	3
POLIT 139	Service Learning: Community Leadership	3
PSYCH 100	General Psychology OR	3
PSYCH 100H	General Psychology - Honors	3
RELIG 100	Introduction to Religious Studies OR	3
RELIG 100H	Introduction to Religious Studies - Honors	3
SOC 100	Introduction to Sociology OR	3
SOC 100H	Introduction to Sociology - Honors	3
MAJOR TOTAL:		18-20
CSU GE-Breadth or IGETC for CSU requirements:		39-42
CSU electives (as needed to reach 60 transferrable units):		10-20
TOTAL UNITS:		60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

COURSES

POLIT 100 3 UNITS

AMERICAN POLITICS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and READ 015

This course is a basic introduction to American politics that is designed to meet requirements in United States and California constitution and government with primary emphasis on the American national government. Topics covered include the political philosophy of democracy and constitutionalism; the specific provisions of the United States Constitution and Bill of Rights; the operations of national political institutions including Congress, the President, and the Supreme Court; the role of political parties; and an overview of California government and politics.

Associate Degree Applicable Course credit transfers to CSU and UC C-ID (Course Identification Number): POLS 110

POLIT 110 3 UNITS

INTRODUCTION TO POLITICAL THEORY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a survey of Western political thought from classical times to the contemporary period. The course explores such controversial topics 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 in an era of globalization.

Associate Degree Applicable Course credit transfers to CSU and UC C-ID: POLS 120

POLIT 110H 3 UNITS

INTRODUCTION TO POLITICAL THEORY - HONORS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a survey of Western political thought from classical times to the contemporary period. The course utilizes selected primary texts to explore such controversial topics 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 in an era of globalization. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.

Associate Degree Applicable Course credit transfers to CSU and UC C-ID (Course Identification Number): POLS 120

POLIT 138 3 UNITS

SERVICE LEARNING: STUDENT LEADERSHIP

LECTURE: 18 contact hours per semester and

LABORATORY: 108 contact hours per semester

PREREQUISITE: None

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

This course is a service-learning course designed for the development of leadership skills through participation in student government or other campus activities. The topics covered include community college governance, collaborative problem solving, student issues, methods of effective advocacy, parliamentary procedures, relevant laws, and the challenges and opportunities of social diversity.

Associate Degree Applicable Course credit transfers to CSU

POLIT 138H 3 UNITS

SERVICE LEARNING: STUDENT LEADERSHIP - HONORS
 LECTURE: 18 contact hours per semester and
 LABORATORY: 108 contact hours per semester
 PREREQUISITE: None
 DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a service-learning course designed for the development of leadership skills through participation in student government or other campus activities. The topics covered include community college governance, collaborative problem solving, student issues, methods of effective advocacy, parliamentary procedures, relevant laws, and the challenges and opportunities of social diversity. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU

POLIT 139 3 UNITS

SERVICE LEARNING: COMMUNITY LEADERSHIP
 LECTURE: 18 contact hours per semester and
 LABORATORY: 108 contact hours per semester
 PREREQUISITE: None
 DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a service-learning course designed for the development of leadership skills through participation in community affairs on the federal, state, and local levels. The topics covered include street-level politics, coalition-building, direct and indirect lobbying, mass media communications, multicultural relations, legal requirements, and other aspects of civic involvement.

Associate Degree Applicable

Course credit transfers to CSU and UC

POLIT 139H 3 UNITS

SERVICE LEARNING: COMMUNITY LEADERSHIP - HONORS
 LECTURE: 18 contact hours per semester and
 LABORATORY: 108 contact hours per semester
 PREREQUISITE: None
 DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course is a service-learning course designed for the development of leadership skills through participation in community affairs on the federal, state, and local levels. The topics covered include street-level politics, coalition-building, direct and indirect lobbying, mass media communications, multicultural relations, legal requirements, and other aspects of civic involvement. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU and UC

POLIT 140 3 UNITS

INTRODUCTION TO COMPARATIVE POLITICS
 LECTURE: 54 contact hours per semester
 PREREQUISITE: None
 DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This introductory course compares different political systems to evaluate their similarities and dissimilarities with respect to their corresponding political institutions and processes. Themes covered include presidential versus parliamentary democratic governance; authoritarian versus democratic regimes; patterns of state involvement in the political economy; society and citizen participation through interests groups, political parties and elections.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: POLS 130

POLIT 141 3 UNITS

INTRODUCTION TO WORLD POLITICS
 LECTURE: 54 contact hours per semester
 PREREQUISITE: None
 DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

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

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: POLS 140

POLIT 141H 3 UNITS

INTRODUCTION TO WORLD POLITICS - HONORS
 LECTURE: 54 contact hours per semester
 PREREQUISITE: None
 DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This introductory course in world politics (international relations) surveys the principal actors, issues and processes involved in international relations. It includes paradigms and approaches in the study of world politics; foreign policy; issues of war and peace; international organizations; international law; globalization; international political economy, including global financial and trade institutions; human rights; and the global environment with respect to sustainable development. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: POLS 140

POLIT 222 1 UNIT

SPECIAL PROBLEMS IN POLITICAL SCIENCE I
 INDEPENDENT STUDY: 54 contact hours per semester
 PREREQUISITE: None

Special Problems in Political Science I Assigned readings, research, projects, intern assignments and conference for selected students who are interested in furthering their knowledge of Political Science on an independent study basis. Prior to registration, a contract must be prepared. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU and UC

Limited transfer to UC; credit determined after transfer to UC

POLIT 223 2 UNITS

SPECIAL PROBLEMS IN POLITICAL SCIENCE II
 INDEPENDENT STUDY: 108 contact hours per semester
 PREREQUISITE: None

Special Problems in Political Science II 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. Prior to registration, a contract must be prepared. See instructor for details.

Associate Degree Applicable

Course credit transfers to CSU and UC

Limited transfer to UC; credit determined after transfer to UC

PREREQUISITES FOR THE PSYCHIATRIC TECHNOLOGY PROGRAM

REQUIRED GE COURSES:

ENGL 101 or ENGL 101H

Freshman Composition

*Prerequisite: ENGL 015 or eligibility for
ENGL 101 or ENGL 101H**

READING PROFICIENCY:

READ 015

Preparation for College Reading

*Prerequisite: READ 950 or eligibility for
READ 015**

MATHEMATICS PROFICIENCY:

MATH 095

Intermediate Algebra

*Prerequisite: MATH 090 or eligibility for
MATH 095**

OR

Eligibility for MATH 102 or higher*

PSYCH 100 or PSYCH 100H

General Psychology

Prerequisite: None

AND

BIOL 155

Introductory Anatomy and Physiology

Prerequisite: None

PSYCHIATRIC TECHNOLOGY

Science Division

DIVISION OFFICE: Health and Life Science (HLS) 101

FACULTY CHAIR: Maria Valdez, M.S.N.

This degree program is designed to prepare students to become Psychiatric Technicians who provide quality care to assist patients in attaining their maximum level of wellness. Graduates are eligible to take the state licensing examination. The program is accredited by the California State Board of Vocational Nurses and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833.

Students are admitted in the Fall and Spring semesters. Students must complete program prerequisites, support courses, required courses, and apply and be accepted to the program. To enroll in the program, students must pass a Livescan background check and meet the health requirements. California law allows for denial of the PT license based on any conviction or legal action related to PT practice. For further information:

http://www.bvnpt.ca.gov/licensees/fingerprint_faq.shtml

PREREQUISITES FOR THE PSYCHIATRIC TECHNOLOGY PROGRAM:

- A. High school completion (official transcript or Diploma or G.E.D., AA Degree, BS Degree, or foreign graduate that has been evaluated by AERC (American Educational Research Corporation), or IERF (International Education Research Foundation), or World Education Services.
- B. Reading Proficiency: complete READ 015 with a grade of C or higher, or eligibility for READ 100 or higher as determined by assessment test, or previous college degree.
- C. Mathematics Proficiency: complete MATH 095 or higher with a grade of C or higher or eligibility for MATH 102 or higher as determined by SBVC assessment process, or previous college degree.
- D. Complete the following courses with a grade of C or higher:
 1. Anatomy and Physiology, BIOL 155
 2. Freshman Composition ENGL 101 or ENGL 101H
 3. General Psychology, PSYCH 100 or PSYCH 100H.
- E. Students have an option to enroll in PSYCH 110, PSYCH 111 or PSYCH 112 if PSYCH 100 or 100H was completed more than 5 years ago.
- F. BIOL 155 and PSYCH 100 must be completed within 5 years of starting the program. Foreign transcripts must be evaluated for equivalency by an approved agency. See program Director/Department Chair.

APPLICATION TO THE PSYCHIATRIC TECHNICIAN:

Applications to the Psychiatric Technician program may only be submitted when all program prerequisites have been completed. Applications must be received or postmarked by February 1 for entry in the Fall semester or by September 1 for entry in the Spring semester. Incomplete applications will not be accepted. Late applications will only be considered if space is available. Submit the following to the Health Science Division Office, HLS 101:

- A. Application form - available in the Health Science Division or on-line.
- B. Official college transcripts from all colleges or universities attended except for SBVC or Crafton Hills College. Transcripts must be issued within the last 6 months and document that the program prerequisites have been completed. If transcripts are from a foreign country, they must be evaluated for equivalency - see Admission Clerk.
- C. High School completion document.

ACCEPTANCE PROCEDURE:

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

DEGREE

PSYCHIATRIC TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Psychiatric Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree will exceed the minimum total of 60 units. All Psychiatric Technology courses (PSYTCH 084, 085, and 086) must be completed within a five-year period.

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

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.

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. This certificate is designed to prepare students for employment as a Psychiatric Technician, providing care and participating in the treatment of mentally and developmentally disabled clients. Learning activities are conducted on the college campus and a variety of community agencies. The curriculum prepares students to take the California Psychiatric Technician license examination. The Psychiatric Technology program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians. Students must complete program prerequisites, apply and be accepted into the Psychiatric Technology program. To enroll in the program, students must pass a background check and meet health requirements. The California Board of Vocational Nursing and Psychiatric Technicians may deny a license based on any conviction or action substantially related to Psychiatric Technician practice.

To earn a certificate in Psychiatric Technology, complete each of the following courses with a grade of C or higher.

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

This is a Gainful Employment Program



COURSES

PSYTCH 084 17 UNITS

INTRODUCTION TO PSYCHIATRIC TECHNOLOGY

LECTURE: 180 contact hours per semester and

LABORATORY: 378 contact hours per semester

PREREQUISITE: None

This course is an introduction to psychiatric technology emphasizing basic therapeutic communication, pharmacology, growth and development, developmental disabilities, behavior modification, nutrition, and nursing care, including application of basic nursing skills to the care of clients with developmental disabilities. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE PSYCHIATRIC TECHNOLOGY PROGRAM.

Associate Degree Applicable

PSYTCH 085 12 UNITS

PSYCHIATRIC TECHNOLOGY: NURSING SCIENCE

LECTURE: 126 contact hours per semester and

LABORATORY: 270 contact hours per semester

PREREQUISITE: PSYTCH 084

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

Associate Degree Applicable

PSYTCH 086 17 UNITS

INTRODUCTION TO PSYCHIATRIC TECHNOLOGY: BEHAVIORAL SCIENCE

LECTURE: 180 contact hours per semester and

LABORATORY: 378 contact hours per semester

PREREQUISITE: PSYTCH 084

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

Associate Degree Applicable

PSYCHOLOGY

Social Sciences, Human Development
and Physical Education Division
DIVISION OFFICE: North Hall (NH) 345
FACULTY CHAIR: Sandra Moore, Ph.D.

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.

DEGREE

PSYCHOLOGY ASSOCIATE OR ARTS TRANSFER DEGREE (AA-T)

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. The Psychology Associate in Arts Degree for Transfer (Psychology AA-T degree) provides students with an education in the core aspects of Psychology, which include research methods, statistics, biological influences on behavior and mental processes, and major theoretical perspectives in the discipline. The Psychology AA-T degree prepares students for transfer to CSU campuses that offer bachelor's degrees in psychology.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC), which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

It is also highly recommended that students complete ENGL 101/101H or the equivalent before taking any Psychology courses beyond Psychology 100/100H.

REQUIRED CORE COURSES: UNITS

PSYCH 100	General Psychology OR	3
PSYCH 100H	General Psychology - Honors	3

PSYCH 105	Statistics for the Behavioral Sciences OR	4
MATH 108	Introduction to Probability and Statistics	4
PSYCH 201	Research Methods for the Behavioral Sciences	4

LIST A: SELECT ONE FROM THE FOLLOWING COURSES (3-4 UNITS)

PSYCH 141	Introduction to Biological Psychology	3
BIOL 100	General Biology	4

LIST B: SELECT ONE FROM THE FOLLOWING COURSES (3-4 UNITS) OR ANY COURSE FROM LIST A NOT ALREADY USED

CD 105	Child Growth and Development	3
CD 105H	Child Growth and Development-Honors	3
ENGL 102	Intermediate Composition and Critical Thinking	4
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3
SOC 100	Introduction to Sociology	3
SOC 100H	Introduction to Sociology - Honors	3

LIST C: SELECT ONE FROM THE FOLLOWING COURSES (3 UNITS) OR ANY COURSE FROM LIST A OR B NOT ALREADY USED

PSYCH 102	Personal and Social Adjustment	3
PSYCH 110	Abnormal Psychology	3
PSYCH 118	Human Sexual Behavior	3

MAJOR TOTAL:	20-22
CSU GE-Breadth or IGETC requirements:	37-39
CSU Electives (as needed to reach 60 transferable units):	0-2
TOTAL UNITS	60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

COURSES

PSYCH 100 3 UNITS

GENERAL PSYCHOLOGY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course surveys the nature and scope of psychology as a science. The content focuses on the exploration of psychological theories, concepts, methods, and research findings in psychology. Topics include psychology research design, biological bases of behavior, perception, consciousness, cognition, learning, development, memory, personality, psychological disorders and therapeutic approaches, emotion, motivation, social psychology, and applied psychology.

Associate Degree General Education

Course credit transfers to CSU and UC

C-ID: PSY 110

PSYCH 100H 3 UNITS

GENERAL PSYCHOLOGY – HONORS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course surveys the nature and scope of psychology as a science. The content focuses on the exploration of psychological theories, concepts, methods, and research findings in psychology. Topics include psychology research design, biological bases of behavior, perception, consciousness, cognition, learning, development, memory, personality, psychological disorders and therapeutic approaches, emotion, motivation, social psychology, and applied psychology. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: PSY 110

PSYCH 102 3 UNITS

PERSONAL AND SOCIAL ADJUSTMENT

LECTURE: 54 contact hours per semester

PREREQUISITE: PSYCH 100 or PSYCH 100H

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course provides students with an applied focus on how psychology is used in everyday life and is related to other social sciences. This course examines a variety of psychological and theoretical perspectives and how these ideas are applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. A broad understanding of how scientists, clinicians, and practitioners study and apply psychology is emphasized.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: PSY 115

PSYCH 105 4 UNITS

STATISTICS FOR THE BEHAVIORAL SCIENCES

LECTURE: 72 contact hours per semester

PREREQUISITE: MATH 095

DEPARTMENTAL ADVISORY: PSYCH 100 or PSYCH 100H

This class focuses on statistics as applied to the social sciences and includes such topics as measurement, frequency distributions, measures of central tendency, measures of variability, the normal distribution curve, correlation, sampling, statistical inference, hypothesis testing and an introduction to analysis of variance.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: SOCI 125 C-ID: MATH 110

PSYCH 110 3 UNITS

ABNORMAL PSYCHOLOGY

LECTURE: 54 contact hours per semester

PREREQUISITE: PSYCH 100 or PSYCH 100H

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is an integrative survey of theory and research in abnormal behavior. The scientific study of psychopathology and atypical behaviors is explored. Abnormal behavior is investigated from a variety of perspectives including biological, psychological, and sociocultural approaches. Intervention and prevention strategies for psychological disorders are also introduced.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: PSY 120

PSYCH 111 3 UNITS

DEVELOPMENTAL PSYCHOLOGY: LIFESPAN

LECTURE: 54 contact hours per semester

PREREQUISITE: PSYCH 100 or PSYCH 100H

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is a survey of lifespan developmental psychology from conception through death, including biological and environmental influences. Theories and research on physical, cognitive, personality, and social development are examined, as well as attention to developmental disturbances and problems.

*Associate Degree Applicable Course credit transfers to CSU and *UC*
C-ID: PSY 180

PSYCH 112 3 UNITS

DEVELOPMENTAL PSYCHOLOGY:

CHILD AND ADOLESCENT PSYCHOLOGY

LECTURE: 54 contact hours per semester

PREREQUISITE: PSYCH 100 or PSYCH 100H

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

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

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

PSYCH 118 3 UNITS

HUMAN SEXUAL BEHAVIOR

LECTURE: 54 contact hours per semester

PREREQUISITE: PSYCH 100 or PSYCH 100H

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course provides an overview of the field of human sexuality through examining human sexuality from psychological, biological, sociocultural, and historical perspectives. Current sex norms and aspects of interpersonal and individual sexual adjustment will be explored. Students will be encouraged to develop an awareness of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: PSY 130

PSYCH 141 3 UNITS

INTRODUCTION TO BIOLOGICAL PSYCHOLOGY

LECTURE: 54 contact hours per semester

PREREQUISITE: PSYCH 100 or PSYCH 100H

DEPARTMENTAL ADVISORY:

*ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course will introduce the scientific study of the biological bases of behavior and the role of the scientific method in neuroscience. Topics will include basic neuroanatomy and neurophysiology, nervous system structure and functions, hormonal and neurochemical mechanisms, brain-behavior relationships underlying movement, sensation, perception, learning, memory, consciousness, emotion, regulatory processes, and psychological disorders. Historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes will be addressed in this course. Ethical standards for human and animal research will be discussed in the context of both invasive and non-invasive experimental research.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: PSY 150

PSYCH 201 4 UNITS

RESEARCH METHODS FOR THE BEHAVIORAL SCIENCES

LECTURE: 72 contact hours per semester

PREREQUISITE: PSYCH 100 or PSYCH 100H and MATH 108 or PSYCH 105.

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course focuses on various research methods primarily used in the social sciences including such topics as research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation and reporting of research data.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: PSY 200

RADIO, TELEVISION, AND, FILM (RTVF)

Arts and Humanities Division

DIVISION OFFICE: North Hall (NH) 223

FACULTY CHAIR: Leticia Hector, M.A.

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.

DEGREES

**FILM, TELEVISION, AND ELECTRONIC MEDIA
ASSOCIATE OF SCIENCE TRANSFER DEGREE (AS-T)**

The Radio/Television/Film department provides a comprehensive instructional program in radio and television broadcasting, digital film production, and digital audio and video production for use in broadcasting, cablecasting, multimedia, film production, and Internet applications.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

To earn a Film, Television, and Electronic Media AS-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a baccalaureate institution and major in Film, Television, and Electronic Media should consult with a counselor regarding the transfer process and lower division requirements.

**REQUIRED CORE COURSES:
SELECT TWO COURSES (6 UNITS)**

RTVF 100	Introduction to Electronic Media OR	3
COMMST 135	Mass Media and Society	3
RTVF 101	Introduction to Media Aesthetics and Cinematic Arts	3
RTVF 106	Media Writing	3

LIST A: SELECT ONE COURSE FROM EACH AREA (6 UNITS TOTAL)

AUDIO

RTVF 120	Introduction to Audio Production	3
RTVF 220	Radio Station Operations	3

VIDEO OR FILM PRODUCTION

RTVF 130	Introduction to Studio Production	3
RTVF 133	Video Field Production	3
RTVF 132	Lighting and Cinematography	3

LIST B: SELECT ONE COURSE NOT ALREADY SELECTED (3 UNITS)

RTVF 121	Digital Audio Post Production	3
RTVF 231	Advanced Video Production	3

LIST C: SELECT ONE COURSE NOT ALREADY SELECTED (3 UNITS)

RTVF 102	Announcing and Performing in Electronic Media	3
RTVF 104	Basic Writing for Broadcasting	3
RTVF 121	Digital Audio Post Production	3
RTVF 131	Digital Video Editing	3
RTVF 134	Acting and Directing for Television and Film	3
RTVF 221	Broadcast Station Management	3
RTVF 222	Independent Study in Radio/Television/Film	1 - 3
RTVF 230	Intermediate Studio Production	3
RTVF 231	Advanced Video Production	3
RTVF 232	News and Film-Style Digital Video Editing	3

MAJOR TOTAL: 18

CSU GE-BREADTH OR IGETC FOR CSU REQUIREMENTS: 37-39

TOTAL UNITS THAT MAY BE DOUBLE-COUNTED FOR CSU-GE OR IGETC: 6

CSU ELECTIVES 3-9

(AS NEEDED TO REACH 60 TRANSFERABLE UNITS):

TOTAL UNITS 60

RTVF ASSOCIATE OF ARTS DEGREE

To graduate with an associate of arts degree with a specialization in the general RTVF Concentration, students must:

1. Complete the following core course,
2. Complete the general RTVF Concentration, and
3. Complete the general education breadth requirements for the associate degree for a total of 60 units.

REQUIRED (CORE) COURSE: UNITS

RTVF 100	Introduction to Electronic Media OR	3
COMMST 135	Mass Media and Society	3

REQUIRED COURSES: RTVF CONCENTRATION

RTVF 120	Introduction to Audio Production	3
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REQUIRED COURSES: RTVF CONCENTRATION (CHOOSE 1 COURSE)

RTVF 104	Basic Writing for Broadcasting OR	3
RTVF 106	Media Writing	3

REQUIRED COURSES: RTVF CONCENTRATION (CHOOSE 1 COURSE)

RTVF 102	Announcing and Performing in Electronic Media OR	3
RTVF 134	Acting and Directing for Television and Film	3

SELECT 2 COURSES FROM THE FOLLOWING:		
RTVF 101	Introduction to Cinema	3
RTVF 130	Introduction to Studio Production	3
RTVF 131	Digital Video Editing	3
RTVF 132	Lighting and Cinematography	3
RTVF 240	Motion Picture Production	3
SELECT 1 COURSE FROM THE FOLLOWING:		
RTVF 220	Intermediate Radio Station Operations OR	3
RTVF 221	Radio Station Management	3
TOTAL UNITS:		21

RTVF (FILM) ASSOCIATE OF ARTS DEGREE

To graduate with an Associate of Arts degree with a specialization in the Film concentration, students must:

1. Complete the following core course,
2. Complete the Film concentration, and
3. Complete the general education breadth requirements for the associate degree for a total of 60 units.

REQUIRED (CORE) COURSE:		UNITS
RTVF 100	Introduction to Electronic Media OR	3
COMMST 135	Mass Media and Society	3
REQUIRED COURSES: FILM CONCENTRATION		
RTVF 101	Introduction to Cinema	3
RTVF 106	Media Writing	3
RTVF 131	Digital Video Editing	3
RTVF 240	Motion Picture Production	3
CHOOSE 2 COURSES FROM THE FOLLOWING:		
RTVF 132	Lighting and Cinematography	3
RTVF 133	Video Field Production	3
RTVF 134	Acting and Directing for Television and Film	3
TOTAL UNITS:		21

RTVF (RADIO) ASSOCIATE OF ARTS DEGREE

To graduate with an Associate of Arts degree with a specialization in the Radio concentration, students must:

1. Complete the following core courses,
2. Complete the Radio concentration, and
3. Complete the general breadth requirements for the Associate Degree for a total of 60 units.

REQUIRED (CORE) COURSE:		UNITS
RTVF 100	Introduction to Electronic Media OR	3
COMMST 135	Mass Media and Society	3
REQUIRED COURSES: RADIO CONCENTRATION		
RTVF 102	Announcing and Performing in Electronic Media	3
RTVF 104	Basic Writing for Broadcasting	3
RTVF 120	Introduction to Audio Production	3
RTVF 121	Digital Audio Post Production	3
RTVF 220	Intermediate Radio Station Operations	3
RTVF 221	Broadcast Station Management	3
TOTAL UNITS:		21

RTVF (TELEVISION) ASSOCIATE OF ARTS DEGREE

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

REQUIRED (CORE) COURSE:		UNITS
RTVF 100	Introduction to Electronic Media OR	3
COMMST 135	Mass Media and Society	3
REQUIRED COURSES: TELEVISION CONCENTRATION		
RTVF 130	Introduction to Studio Production	3
RTVF 131	Digital Video Editing	3
RTVF 133	Video Field Production	3
CHOOSE 1 COURSE FROM THE FOLLOWING:		
RTVF 104	Basic Writing for Broadcasting OR	3
RTVF 106	Media Writing	3
CHOOSE 1 COURSE FROM THE FOLLOWING:		
RTVF 132	Lighting and Cinematography OR	3
RTVF 230	Intermediate Studio Production	3
CHOOSE 1 COURSE FROM THE FOLLOWING:		
RTVF 134	Acting and Directing for Television and Film OR	3
RTVF 221	Broadcast Station Management OR	3
RTVF 231	Advanced Video Production	3
TOTAL UNITS:		21

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.

RTVF CERTIFICATE

To complete a RTVF certificate, students must complete the following courses for a total of 21 units. Students pursuing a certificate in RTVF explore opportunities in all areas of media production and are eligible for entry-level work in radio, television, film, or new media after completion of the certificate.

REQUIRED (CORE) COURSE:		UNITS
COMMST 135	Mass Media and Society OR	3
RTVF 100	Introduction to Electronic Media	3
REQUIRED RTVF CONCENTRATION COURSE:		
RTVF 120	Introduction to Audio Production	3
CHOOSE 1 COURSE FROM THE FOLLOWING:		
RTVF 104	Basic Writing for Broadcasting	3
RTVF 106	Media Writing	3
CHOOSE 1 COURSE FROM THE FOLLOWING:		
RTVF 102	Announcing and Performing in Electronic Media	3
RTVF 134	Acting and Directing for Television and Film	3
CHOOSE 2 COURSES FROM THE FOLLOWING:		
RTVF 101	Introduction to Cinema	3
RTVF 130	Introduction to Studio Production	3
RTVF 131	Digital Video Editing	3
RTVF 132	Lighting and Cinematography	3
RTVF 240	Motion Picture Production	3
CHOOSE 1 COURSE FROM THE FOLLOWING:		
RTVF 220	Intermediate Radio Station Operations	3
RTVF 221	Broadcast Station Management	3
RTVF 232	News and Film-Style Digital Video Editing	3
TOTAL UNITS		21

This is a Gainful Employment Program

RTVF (FILM) CERTIFICATE

To complete a Film certificate, students must complete the following courses for a total of 21 units. Students pursuing a certificate in film production explore opportunities in film and narrative television (e.g., dramatic series) and are eligible for entry-level work in television or film after completion of the certificate.

REQUIRED (CORE) COURSE:		UNITS
RTVF 100	Introduction to Electronic Media OR	3
COMMST 135	Mass Media and Society	3
REQUIRED FILM CONCENTRATION COURSES:		
RTVF 101	Introduction to Cinema	3
RTVF 106	Media Writing	3
RTVF 131	Digital Video Editing	3
RTVF 240	Motion Picture Production	3
CHOOSE TWO (2) FROM THE FOLLOWING:		
RTVF 132	Lighting and Cinematography OR	3
RTVF 134	Acting and Directing for Television and Film	3
RTVF 232	News and Film-Style Digital Video Editing	3
TOTAL UNITS:		21

This is a Gainful Employment Program

RTVF (RADIO) CERTIFICATE

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

REQUIRED (CORE) COURSES:		UNITS
RTVF 100	Introduction to Electronic Media OR	3
COMMST 135	Mass Media and Society	3
RADIO CONCENTRATION:		
RTVF 102	Announcing and Performing in Electronic Media	3
RTVF 104	Basic Writing for Broadcasting	3
RTVF 120	Introduction to Audio Production	3
RTVF 121	Digital Audio Post Production	3
RTVF 220	Intermediate Radio Station Operations	3
RTVF 221	Broadcast Station Management	3
TOTAL UNITS:		21

This is a Gainful Employment Program

RTVF (TELEVISION) CERTIFICATE

To complete a Television certificate, students must complete the following courses for a total of 21 units. Students pursuing a certificate in television production explore opportunities in live and produced video production, including broadcasting, cable, business, education, and new media and are eligible for entry level work in television or video production after completion of the certificate.

REQUIRED (CORE) COURSES:		UNITS
RTVF100	Introduction to Electronic Media OR	3
COMMST 135	Mass Media and Society	3
REQUIRED TELEVISION CONCENTRATION COURSES:		
RTVF130	Introduction to Studio Production	3
RTVF131	Digital Video Editing	3
RTVF133	Video Field Production	3
CHOOSE ONE (1) COURSE FROM THE FOLLOWING:		
RTVF104	Basic Writing for Broadcasting OR	3
RTVF106	Writing for Television & Film	3

CHOOSE ONE (1) COURSE FROM THE FOLLOWING:

RTVF 132	Lighting and Cinematography	3
RTVF 230	Intermediate Studio Production	3
CHOOSE ONE (1) COURSE FROM THE FOLLOWING:		
RTVF 221	Broadcast Station Management	3
RTVF 231	Advanced Video Production	3
RTVF 232	News and Film-Style Digital Video Editing	3
TOTAL UNITS		21

This is a Gainful Employment Program

COURSES

RTVF 100 3 UNITS

INTRODUCTION TO ELECTRONIC MEDIA

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course introduces the history, structure, function, economics, content, and evolution of radio, television, film, the internet, and new media, including traditional and mature formats. The social, political, regulatory, ethical, and occupational impact of electronic media are also studied.

Associate Degree Applicable

Course credit transfers to CSU and UC

RTVF 101 3 UNITS

INTRODUCTION TO MEDIA AESTHETICS AND CINEMATIC ARTS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL

ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course introduces the close analysis of film and television and examines the broad questions of form and content, aesthetics and meaning, and history and culture. The course also explores the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. The topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology and critical analysis.

Associate Degree Applicable

Course credit transfers to CSU and *UC

RTVF 102 3 UNITS ANNOUNCING AND PERFORMING IN ELECTRONIC MEDIA LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None This course will give instruction and practice in performing and announcing. Topics include interpretation of copy, news casting, music continuity, interviewing, and the operation of audio equipment while performing. Students will practice commercial material and improvisational announcing. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	RTVF 130 3 UNITS INTRODUCTION TO STUDIO PRODUCTION LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course introduces theory, terminology and operation of a multi-camera television studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
RTVF 104 3 UNITS BASIC WRITING FOR BROADCASTING LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 914 This course provides instruction and practice in writing and editing news for radio and television, including rewriting from the internet, news sources, and other documents. Topics include how to write for speaking, writing objectively, journalism ethics, and legal issues such as libel and right to privacy. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	RTVF 131 3 UNITS DIGITAL VIDEO EDITING LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course includes theory and practice in digital video editing techniques including exploring professional video editing programs; basic video and audio editing techniques; use of effects, titles, and graphics; capturing and importing; custom software settings; and exporting to the web, DVD, or other media. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
RTVF 106 3 UNITS MEDIA WRITING LECTURE: 54 contact hours per semester PREREQUISITE: ENGL 914 This is an introductory course in writing for the film and electronic media. The emphasis is on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. The course also includes a writing evaluation component as a significant part of the course requirement. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	RTVF 132 3 UNITS LIGHTING AND CINEMATOGRAPHY LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course provides an introduction to the theory, terminology, and process of motion picture production for film and television. Topics include basic cinematography including the operation, function and creative uses of production, basic scriptwriting, camera operation, shot composition, lighting, and basic sound recording. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>
RTVF 120 3 UNITS INTRODUCTION TO AUDIO PRODUCTION LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This course serves as an introduction to the theory and practice of audio production for radio, television, film and digital recording applications. Students will learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain hands on experience recording, editing, mixing and mastering audio. Upon completion, students will have basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	RTVF 133 3 UNITS VIDEO FIELD PRODUCTION LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This is an introductory course in the theory, terminology, and operation of video production. The topics include composition, camera operation, portable lighting, video recorder, audio control, and editing. The aesthetics and fundamentals of scripting, producing, and directing on location, as well as multimedia and postproduction are also reviewed. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>
RTVF 121 3 UNITS DIGITAL AUDIO POST PRODUCTION LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* This postproduction course provides specialized training in digital audio workstations and synchronization with the visual image for radio, television, film, and multimedia. Topics include the use of audio postproduction techniques and the skills necessary to compete in the entertainment, communications and multimedia industries. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU</i>	RTVF 134 3 UNITS ACTING AND DIRECTING FOR TELEVISION AND FILM LECTURE: 36 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE: None This course provides instruction and practice in acting and directing for television and film, including voice, poise, and character development. <i>Associate Degree Applicable</i> <i>Course credit transfers to CSU and UC</i>

RTVF 220 **3 UNITS**
RADIO STATION OPERATIONS
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: RTVF 120
DEPARTMENTAL ADVISORY: RTVF 121
 This course offers an emphasis on individual and group production of short and long-form radio projects. Projects include remote broadcasts, promotional spots, features, music programming, and news; as well as project development, management and implementation. All student projects will air on the student radio-station KJRP, with some selected projects also airing on our PBS station, KVCR.
Associate Degree Applicable *Course credit transfers to CSU*

RTVF 221 **3 UNITS**
BROADCAST STATION MANAGEMENT
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: RTVF 120 or RTVF 130 or RTVF 133
 This course deals with radio and television station management functions, models, and operations. Students will program and manage the student radio and television stations and produce remote broadcasts. Students gain experience in station management by serving as the program director, music director, production supervisor, and on-air announcers. Students will develop an understanding of the operation of radio and television stations, audience-rating methods, and their impact on programming design.
Associate Degree Applicable *Course credit transfers to CSU*

RTVF 222 **1-3 UNITS**
INDEPENDENT STUDY IN RADIO/TELEVISION/FILM
INDEPENDENT STUDY: 18 - 54 contact hours per semester
PREREQUISITE: None
 Students with previous course work in RTVF may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of RTVF. Prior to registration, a written contract must be prepared. See instructor for details.
Associate Degree Applicable *Course credit transfers to CSU*

RTVF 230 **3 UNITS**
INTERMEDIATE STUDIO PRODUCTION
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: RTVF 130
 This is the second level course in techniques of planning, producing, writing, and directing television programs; with an emphasis on polishing technical skills, creativity, and teamwork. Explores advanced video switching techniques, video recording and editing formats, program rundowns, timing, and advanced director's cues.
Associate Degree Applicable *Course credit transfers to CSU*

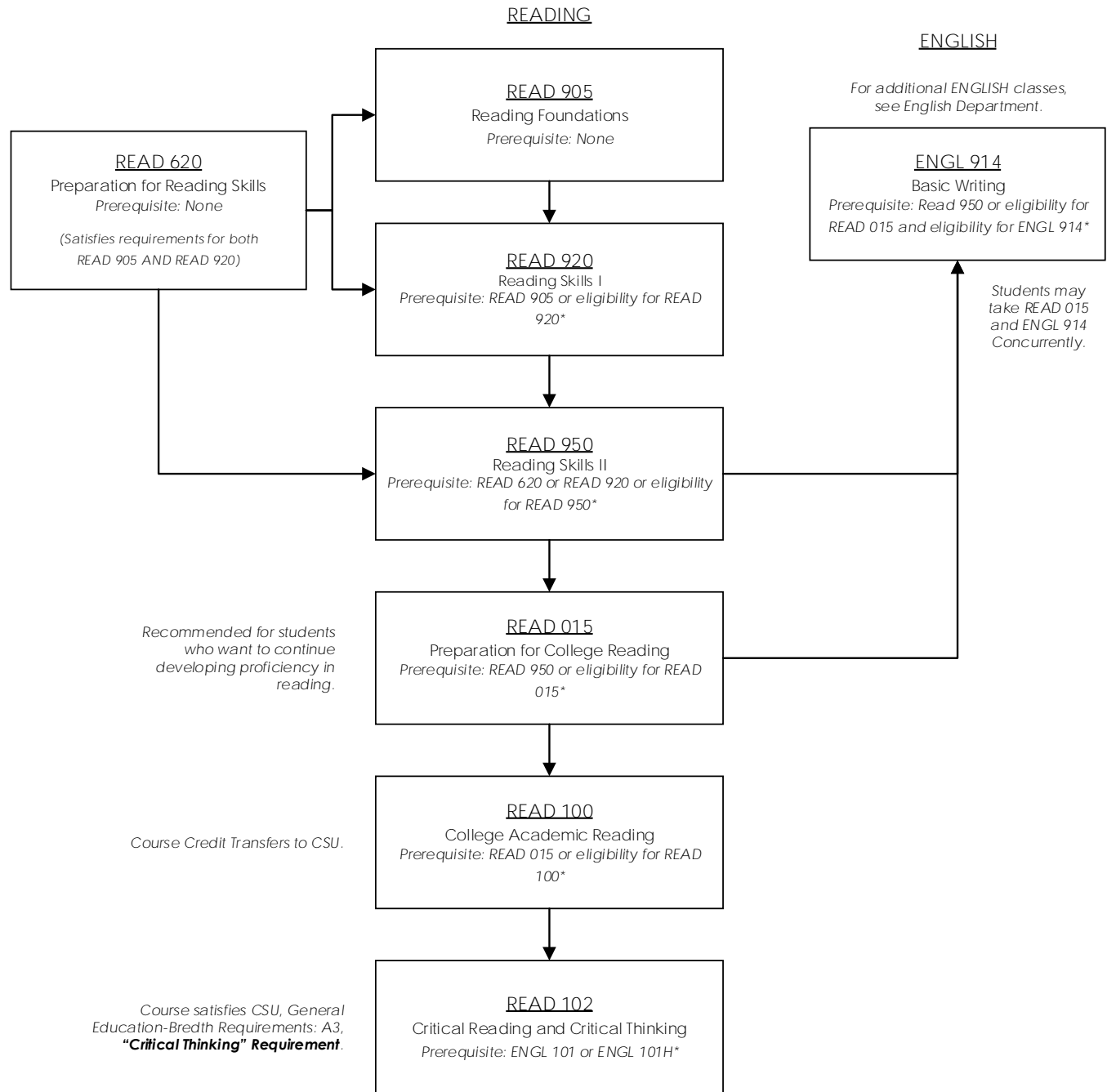
RTVF 231 **3 UNITS**
ADVANCED VIDEO PRODUCTION
LECTURE: 18 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITES: RTVF 131 and RTVF 230
 In this second-level course students plan, produce, write, shoot, and edit television programs using both studio production and single video camera and editing equipment. The course includes hands-on experience using remote video cameras, and linear and nonlinear editing equipment. Students will create their own video productions, individually and in teams.
Associate Degree Applicable *Course credit transfers to CSU*

RTVF 232 **3 UNITS**
NEWS AND FILM-STYLE DIGITAL VIDEO EDITING
LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: RTVF 131
 This intermediate level course provides students with the skills to edit news voice-overs, sound bites, packages and introductory techniques of film-style editing.
Associate Degree Applicable *Course credit transfers to CSU*

RTVF 240 **3 UNITS**
MOTION PICTURE PRODUCTION
LECTURE: 36 contact hour per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and RTVF 131 and RTVF 132 or RTVF 133.
 This course covers basic producing for motion pictures and television. It includes script development, preproduction planning, production concepts, and postproduction editing concepts.
Associate Degree Applicable *Course credit transfers to CSU*

SEQUENCE OF READING COURSES AT SBVC

Student placement within the sequence is dependent on the results of the SBVC assessment process. *Contact a counselor for details.*



READING AND STUDY SKILLS

Arts and Humanities Division
 DIVISION OFFICE: North Hall (NH) 223
 FACULTY CHAIR: Kimberly D. Jefferson, M.A.

The Reading and Study Skills Department offers both noncredit and credit courses in reading and study skills, designed to help students succeed in college. Entering students use their assessment scores to select the appropriate reading course. Courses in the basic reading skills series prepare students to satisfy one of the two options for fulfilling the reading competency requirement for the Associate Degree. In addition, the department offers college-level reading courses, which transfer to CSU: READ 100, College Academic Reading, and READ 102, Critical Reading as Critical Thinking.

NONCREDIT COURSE**READ 620 NONCREDIT****PREPARATION FOR READING SKILLS**

LECTURE: 54 contact hours per semester
 PREREQUISITE: None

This noncredit, self-paced course is designed for students requiring basic reading skills, including, but not limited to, beginning reading instruction, phonics, dictionary usage, vocabulary development, syllabication, context clues, and beginning comprehension skills. *Not applicable to Associate Degree*

COURSES**READ 905 4 UNITS****READING FOUNDATIONS**

LECTURE: 72 contact hours per semester
 PREREQUISITE: None

A reading foundations course which provides individualized beginning reading instruction, including reading readiness, phonics, word perception, dictionary usage, syllabication, context clues, spelling, verbal and written expressions, and beginning comprehension skills. *Not applicable to Associate Degree*

READ 920 4 UNITS**READING SKILLS I**

LECTURE: 54 contact hours per semester and
 LABORATORY: 54 contact hours per semester
 PREREQUISITE: READ 905 or eligibility for READ 920*

This course is a comprehensive, diagnostic-prescriptive program for students requiring basic reading skills, including instruction in phonics, vocabulary development, and literal and inferential comprehension skills. *Not applicable to Associate Degree*

READ 950 4 UNITS**READING SKILLS II**

LECTURE: 54 contact hours per semester and
 LABORATORY: 54 contact hours per semester
 PREREQUISITE: READ 620 or READ 920 or eligibility for READ 950*

This course is a basic skills reading course that prepares students for READ 015 and ENGL 914. It is designed to assist students in improving reading through an emphasis on word attack skills, vocabulary development, general comprehension skills, basic writing conventions, and study skills. *Not applicable to Associate Degree*

READ 015 4 UNITS**PREPARATION FOR COLLEGE READING**

LECTURE: 54 contact hours per semester.
 LABORATORY: 54 contact hours per semester
 PREREQUISITE: READ 950 or eligibility for READ 015*

This course is designed to foster general reading improvement with an emphasis on reading comprehension and vocabulary. The required laboratory practice assignments are based on diagnostic tests, which identify strengths and weaknesses on reading comprehension and vocabulary. *Associate Degree Applicable*

READ 100 3 UNITS**COLLEGE ACADEMIC READING**

LECTURE: 54 contact hours per semester
 PREREQUISITE: READ 015 or eligibility for READ 100*

This course is designed to improve analytical reading and critical thinking as required by academic textbooks and literature, including college-level vocabulary development, comprehension, relationship of language to thinking, drawing inferences, and evaluating evidence.

Associate Degree Applicable

Course credit transfers to CSU

READ 102 3 UNITS**CRITICAL READING AS CRITICAL THINKING**

LECTURE: 54 contact hours per semester
 PREREQUISITES: READ 100

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or 101H*

This course explores the relationship of critical reading and critical thinking with an emphasis on the development of critical thinking skills and the application in the interpretation, analysis, criticism, and advocacy of ideas encountered in academic reading.

Associate Degree Applicable

Course credit transfers to CSU

REAL ESTATE/ESCROW

Mathematics, Business and Computer Technology Division

DIVISION OFFICE: Business (B) 127

FACULTY CHAIR: Michael Assumma, M.B.A.

There are varieties of reasons why people study real estate. Some wish to become real estate agents, and some people study real estate to be better-informed consumers as they work with agents to buy or sell a personal residence. Still others study real estate as a way to acquire long-term investments that could generate rental income for their retirement years. Whatever the reason, this curriculum provides a strong basis for understanding the real estate market.

The Real Estate curriculum is designed to provide students with the preparation for pre-qualification for the real estate sales or brokers examinations.

DEGREES**ESCROW ASSOCIATE OF ARTS DEGREE**

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

REQUIRED COURSES:		UNITS
ESCROW 001	Escrow Procedures I	3
ESCROW 002	Escrow Procedures II	3
ESCROW 003	Escrow Procedures III	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 100	Real Estate Principles	3
REALST 078	Real Estate Economics OR	3
ECON 100	Introduction to Economics	3

RECOMMENDED COURSES FOR ESCROW CONCENTRATION:

ACCT 200	Financial Accounting	4
BUSAD 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 150	Business Math	3
CIT 010	Beginning Keyboarding	3
REALST 063	Real Estate Loan Processing Fundamentals	3

REALST 064	Governmental and Non-Conforming Loan Processing	3
REALST 066	Computerized Real Estate Loan Processing	3
REALST 072	Advanced Real Estate Finance	3
TOTAL UNITS:		24

REAL ESTATE ASSOCIATE OF ARTS DEGREE

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

REQUIRED COURSES:		UNITS
ESCROW 001	Escrow Procedures I	3
REALST 062	Real Estate Practice	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 076	Property Management	3
REALST 100	Real Estate Principles	3
REALST 078	Real Estate Economics OR	3
ECON 100	Introduction to Economics	3

RECOMMENDED COURSES FOR REAL ESTATE CONCENTRATION:

ACCT 200	Financial Accounting	4
BUSAD 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 050	Business Math	3
CIT 010	Beginning Keyboarding	3
REALST 063	Real Estate Loan Processing Fundamentals	3
REALST 064	Governmental and Non-Conforming Loan Processing	3
REALST 066	Computerized Real Estate Loan Processing	3
REALST 072	Advanced Real Estate Finance	3
TOTAL UNITS:		24

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.

ESCROW CERTIFICATE

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, financial institutions, and related firms.

REQUIRED COURSES:		UNITS
ESCROW 001	Escrow Procedures I	3
ESCROW 002	Escrow Procedures II	3
ESCROW 003	Escrow Procedures III	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 100	Real Estate Principles	3

SIX UNITS FROM THE LIST OF RECOMMENDED COURSES BELOW:

ACCT 200	Financial Accounting	4
BUSAD 110	Human Resource Management	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSCAL 050	Quantitative Methods in Business	3
CIT 010	Beginning Keyboarding	3
CIT 031	Business English	3

REALST 062	Real Estate Practice	3
REALST 068	Real Estate Appraisal: Residential	3
TOTAL UNITS:		24
<i>This is a Gainful Employment Program</i>		

REAL ESTATE CERTIFICATE

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, financial institutions, and related firms. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:		UNITS
REALST 062	Real Estate Practice	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 100	Real Estate Principles	3

3-4 UNITS FROM THE LIST OF RECOMMENDED COURSES BELOW:

ACCT 200	Financial Accounting	4
BUSAD 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 050	Business Math	3
ESCROW 001	Escrow Procedures I	3
REALST 063	Real Estate Loan Processing Fundamentals	3
REALST 072	Advanced Real Estate Finance	3
REALST 076	Property Management	3
REALST 078	Real Estate Economics OR	3
ECON 100	Introduction to Economics	3

TOTAL UNITS		18 - 19
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This is a Gainful Employment Program

COURSES

ESCROW 001 3 UNITS

ESCROW PROCEDURES I

LECTURE: 54 contact hours per semester

PREREQUISITE: None

This course covers methods and techniques of escrow procedures emphasizing the legal and ethical responsibilities of professionals engaged in escrow and real estate work.

Associate Degree Applicable

ESCROW 002 3 UNITS

ESCROW PROCEDURES II

LECTURE: 54 contact hours per semester

PREREQUISITE: ESCROW 001

This course is a study of complex types of escrows and solutions designed to increase the knowledge and efficiency of escrow personnel are explored. *Associate Degree Applicable*

ESCROW 003 3 UNITS

ESCROW PROCEDURES III

LECTURE: 54 contact hours per semester

PREREQUISITE: ESCROW 002

This course covers special types of escrows with emphasis on resolving difficult issues. *Associate Degree Applicable*

REALST 901 3 UNITS**REAL ESTATE PRE-LICENSE****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** REALST 100

This course is a review for the California Department of Real Estate salespersons license examination. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

*Not Applicable to the Associate Degree***REALST 902 3 UNITS****BROKER'S LICENSE REVIEW****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** REALST 100

This course prepares students to take the California Department of Real Estate broker's license examinations. Topics cover California real estate law, property ownership, legal procedures, contract law, appraising, financing and taxation, and real estate practice.

*Not Applicable to the Associate Degree***REALST 062 3 UNITS****REAL ESTATE PRACTICE****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None

This course includes the day-to-day operations in real estate, overview of brokerage procedures and the various roles of the employee. The successful completion of this course meets qualifications for sales person or broker licensing exam.

*Associate Degree Applicable***REALST 063 3 UNITS****REAL ESTATE LOAN PROCESSING FUNDAMENTALS****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** REALST 100

This course covers loan processing, specifically the mechanics of mortgage lending with emphasis on ethical practices.

*Associate Degree Applicable***REALST 064 3 UNITS****GOVERNMENTAL AND NON-CONFORMING LOAN PROCESSING****LECTURE:** 54 contact hours per semester**PREREQUISITE:** REALST 100**DEPARTMENTAL ADVISORY:** REALST 063

This course provides instruction in processing, conforming and non-conforming FHA and VA real estate mortgages. Students will learn about the requirements of the loan processing industry.

*Associate Degree Applicable***REALST 066 3 UNITS****COMPUTERIZED REAL ESTATE LOAN PROCESSING****LECTURE:** 54 contact hours per semester**PREREQUISITE:** REALST 100**DEPARTMENTAL ADVISORY:** REALST 063

This course is an introduction to real estate computerized loan processing software. This course is intended to assist beginning and current real estate professionals in developing an understanding of the application of computer technology in real estate. *Associate Degree Applicable*

REALST 068 3 UNITS**REAL ESTATE APPRAISAL: RESIDENTIAL****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** REALST 100

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

*Associate Degree Applicable***REALST 070 3 UNITS****REAL ESTATE FINANCE****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** REALST 100

This course addresses the analysis of real estate financing including lending policies and problems in financing transactions in residential, apartment, commercial and special purpose properties, emphasizing methods of financing. Successful completion of this course meets elective qualification for salesperson or broker licensing approval.

*Associate Degree Applicable***REALST 072 3 UNITS****ADVANCED REAL ESTATE FINANCE****LECTURE:** 54 contact hours per semester**PREREQUISITE:** REALST 100**DEPARTMENTAL ADVISORY:** REALST 070

This course is a study in finance principles (both residential and income producing properties), lending markets, economics and federal legislation taught with the real estate industry as its core.

*Associate Degree Applicable***REALST 074 3 UNITS****LEGAL ASPECTS OF REAL ESTATE****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** REALST 100

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

*Associate Degree Applicable***REALST 076 3 UNITS****PROPERTY MANAGEMENT****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** REALST 100

This course is a study of the history and role of the professional property manager. The topics covered include, leases, lease negotiations, tenant relations (both residential and commercial properties), liability issues, record keeping and thorough management operations. *Associate Degree Applicable*

REALST 078 3 UNITS**REAL ESTATE ECONOMICS****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** REALST 100

This course covers real estate economics as used to analyze national, regional, city and neighborhood trends in an effort to learn what has happened in the past to analyze future trends.

*Associate Degree Applicable***REALST 100 3 UNITS****REAL ESTATE PRINCIPLES****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORIES:**

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 942 or eligibility for a higher level math class*

This course includes the fundamentals of real estate including the basic laws and principles of California real estate. This includes the background and terminology necessary for advanced study of real estate. The successful completion of this course meets qualifications for sales person or broker licensing exam.

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

SOCIOLOGY

Social Sciences, Human Development
and Physical Education Division

DIVISION OFFICE: North Hall (NH) 345

FACULTY CHAIR: Romana Pires, M.A., M.S.

Sociology is a social science involving the study of societies. Through analyses of society, its institutions, groups, processes, and social lives of people, sociologists attempt to understand and predict social interactions and change. Sociology prepares students for further study for careers in social work and counseling, social services, probation, corrections, law enforcement, research, public policy, law, education and other fields, which require an understanding of social life. The sociology program includes basic introductory courses in sociology, social problems, institutions, and social inequality. 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.

DEGREE

**SOCIOLOGY ASSOCIATE OF ARTS
TRANSFER DEGREE (AA-T)**

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.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. To earn a Sociology this AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

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.

Completion of CSU GE-Breadth or IGETC for the UC or CSU is required in addition to the major requirements listed below.

REQUIRED CORE COURSES: (10 - 11 UNITS)		UNITS
SOC 100	Introduction to Sociology OR	3
SOC 100H	Introduction to Sociology - Honors	3
AND		
SOC 110	Social Problems OR	3
SOC 110H	Social Problems - Honors	3
AND		
PSYCH 105	Statistics for the Behavioral Sciences OR	4
ECON 208	Business and Economic Statistics OR	4
MATH 108	Introduction to Probability and Statistics	4

**LIST A: SELECT TWO COURSES (6 UNITS)
ANY REQUIRED CORE COURSE NOT ALREADY USED**

SOC 130	Family Sociology	3
SOC 135	Introduction to Crime	3
SOC 141	Race and Ethnic Relations	3
SOC 145	Sociology of Gender	3

**LIST B: SELECT ONE COURSE (3 UNITS MINIMUM):
ANY COURSE NOT USED FROM LIST A:**

ANTHRO 100	Introduction to Archaeology	3
ANTHRO 102	Cultural Anthropology OR	3
ANTHRO 102H	Cultural Anthropology - Honors	3

ANTHRO 106	Biological Anthropology OR	3
ANTHRO 106H	Biological Anthropology - Honors	3

ANTHRO 108	North American Indians	3
ANTHRO 109	Visual Culture and Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ANTHRO 125	Language and Culture	3

CD 105	Child Growth and Development OR	3
CD 105H	Child Growth and Development-Honors	3

COMMST 135	Mass Media and Society	3
COMMST 174	Intercultural Communication	3
COMMST 176	Gender Differences in Communication	3
ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics OR	3
ECON 200H	Principles of Macroeconomics - Honors	3

ECON 201	Principles of Microeconomics OR	3
ECON 201H	Principles of Microeconomics - Honors	3

ENGL 102	Intermediate Composition and Critical Thinking OR	4
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4

GEOG 102	Cultural Geography	3
GEOG 106	Geographic Perspectives on the Environment	3

GEOG 120	World Regional Geography	3
HIST 100	United States History to 1877 OR	3
HIST 100H	United States History to 1877 - Honors	3

HIST 101	United States History: 1865 to Present OR	3
HIST 101H	United States History: 1865 to Present - Honors	3

HIST 107	The United States and the North American Indians	3
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HIST 137	Racial and Ethnic Groups in United States History	3
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HIST 138	African-American History to 1877	3
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HIST 139	African-American History 1877 to Present	3
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HIST 140	Chicano History	3
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HIST 145	History of California	3
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HIST 150	Introduction to Latin American History	3
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HIST 170	World History to 1500	3
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HIST 171	World History Since 1500	3
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PHIL 102	Critical Thinking and Writing OR	3
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PHIL 103	Introduction to Logic: Argument and Evidence	3
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PHIL 180	Death and Dying	3
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POLIT 100	American Politics	3
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POLIT 110	Introduction to Political Theory OR	3
POLIT 110H	Introduction to Political Theory Honors	3
POLIT 140	Introduction to Comparative Politics	3
POLIT 141	Introduction to World Politics	3
PS 112	Introduction to the Development of Modern Science	3
PSYCH 100	General Psychology OR	3
PSYCH 100H	General Psychology - Honors	3
PSYCH 102	Personal and Social Adjustment	3
PSYCH 110	Abnormal Psychology	3
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3
PSYCH 118	Human Sexual Behavior	3
RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 180	Death and Dying	3
RTVF 100	Introduction to Electronic Media	3
SOC 120	Health and Social Justice	3
SOC 150	Aging and the Life Course	3

MAJOR TOTAL:	19-21
Total units that may be double-counted:	12
CSU GE-Breadth or IGETC for CSU requirements:	37-39
CSU electives (as needed to reach 60 transferable units):	3-16
TOTAL UNITS	60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

COURSES

SOC 100 3 UNITS

INTRODUCTION TO SOCIOLOGY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 962 or eligibility for MATH 090*

This course is an introductory study of the basic concepts, theoretical approaches, and methods of sociology. Included in this examination are the social influences on human behavior, social structure, culture, socialization and the self, group dynamics, social stratification, and global patterns, with an emphasis on social institutions.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: SOCI 110

SOC 100H 3 UNITS

INTRODUCTION TO SOCIOLOGY – HONORS

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

DEPARTMENTAL ADVISORY: MATH 962 or eligibility for MATH 090*

This course is an introductory study of the basic concepts, theoretical approaches, and methods of sociology. Included in this examination are the social influences on human behavior, social structure, culture, socialization and the self, group dynamics, social stratification, and global patterns, with an emphasis on social institutions. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: SOCI 110

SOC 110 3 UNITS

SOCIAL PROBLEMS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 962 or eligibility for MATH 090*

This course is an examination of contemporary social problems in the United States with an emphasis on social institutions and other areas such as crime, race, gender, substance abuse, and economic inequality.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: SOCI 115

SOC 110H 3 UNITS

SOCIAL PROBLEMS – HONORS

LECTURE: 54 contact hours per semester

PREREQUISITE: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

DEPARTMENTAL ADVISORY: MATH 962 or eligibility for MATH 090*

This course is an examination of contemporary social problems in the United States with an emphasis on social institutions and other areas such as crime, race, gender, substance abuse, and economic inequality. This course is intended for students in the Honors Program, but is open to all students who desire more challenging work.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: SOCI 115

SOC 120 3 UNITS

HEALTH AND SOCIAL JUSTICE

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 962 or eligibility for MATH 090*

This course is an examination of health and illness in society. There is an emphasis on the social inequalities that stem from unequal living conditions, and social stratification which impact disproportionate health outcomes, health epidemics, and policy development. Organization of the medical system, healthcare access, public health issues, and advocacy related trends and strategies will be studied.

Associate Degree Applicable Course credit transfers to CSU and UC

SOC 130 3 UNITS

FAMILY SOCIOLOGY

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 962 or eligibility for MATH 090*

This course is an examination of the family as a social institution. Topics include historical and contemporary trends, social stratification, intimacy and relationships, and social forces that influence the family.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: SOCI 130

SOC 135 3 UNITS

INTRODUCTION TO CRIME

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORIES:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 962 or eligibility for MATH 090*

This course is a sociological examination of crime and deviance in society with a focus on types of deviant and criminal behaviors and patterns in the United States. Topics include sociological theories, definition and measurement of crime, cultural values and norms related to deviance, social inequality, criminal justice system, and the methods used to control crime and deviance.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: SOCI 160

SOC 141**3 UNITS****RACE AND ETHNIC RELATIONS****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORIES:**

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 962 or eligibility for MATH 090*

This course is a sociological examination of racial and ethnic groups. Topics include historical, cultural, political, and economic practices and social institutions that support or challenge racism, and contemporary issues related to racial and ethnic inequalities, and relations in the United States with some focus on global trends.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: SOCI 150

SOC 145**3 UNITS****SOCIOLOGY OF GENDER****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORIES:**

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 962 or eligibility for MATH 090*

This course is an examination of the social construction of femininity and masculinity in the United States. Topics include historical, cultural, and societal forces that influence gender expectations and practices with an emphasis on social institutions and some focus on global contemporary trends.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: SOCI 140

SOC 150**3 UNITS****AGING AND THE LIFE COURSE****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORIES:**

ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and MATH 962 or eligibility for MATH 090*

This course is a sociological examination of aging and the life course with an emphasis on aging as a social process. Topics include demographic trends, historical, cultural, political, and economic forces that influence the experience of aging on individuals, families, communities and society.

Associate Degree Applicable

Course credit transfers to CSU and UC

SPANISH

Arts and Humanities Division

DIVISION OFFICE: North Hall (NH) 223**FACULTY CHAIR:** Davena Burns-Peters, BE and
Nori Sogomonian, Ed.D

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.

Students planning to transfer to a four-year institution and major in a modern language should consult with a counselor regarding the transfer process and lower division requirements. Positions for which four-year graduates in modern languages are qualified are teaching, business, foreign services, law enforcement, nursing, hospitality services, and secretarial services.

COURSES**SPAN 015****3 UNITS****CONVERSATIONAL SPANISH I****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None

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

SPAN 016**3 UNITS****CONVERSATIONAL SPANISH II****LECTURE:** 54 contact hours per semester**PREREQUISITE:** SPAN 015

In this course students will develop additional conversational skills, listening comprehension and the ability to speak the Spanish language. Associate Degree Applicable

SPAN 101**5 UNITS****COLLEGE SPANISH I****LECTURE:** 90 contact hours per semester**PREREQUISITE:** None

In this course, students will develop the ability to converse, read, and write in Spanish. The course includes the study of essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to the cultures of Spanish speaking countries. This course corresponds to the first two years of high school study.

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: SPAN 100

SPAN 101H**5 UNITS****COLLEGE SPANISH I - HONORS****LECTURE:** 90 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:**

ENGL 015 or eligibility for ENGL 101 and ENGL 101H*

In this course, students will develop the ability to converse, read, and write in Spanish. The course includes the study of essentials of pronunciation, vocabulary, idioms and grammatical structures along with an introduction to the cultures of Spanish speaking countries. This course corresponds to the first two years of high school study. This course is intended for students in the Honors Program, but it is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU and *UC

C-ID: SPAN 100

SPAN 102**5 UNITS****COLLEGE SPANISH II****LECTURE:** 90 contact hours per semester**PREREQUISITE:** SPAN 101 or SPAN 101H

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

Associate Degree Applicable

Course credit transfers to CSU and UC

C-ID: SPAN 110

SPAN 102H**5 UNITS****COLLEGE SPANISH II - HONORS****LECTURE:** 90 contact hours per semester**PREREQUISITE:** SPAN 101 or SPAN 101H

In this course students continue to develop conversational, reading and writing skills in Spanish with emphasis on past tense verbs, grammar, vocabulary expansion and the culture of Spanish speaking countries. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work.

Associate Degree Applicable

Course credit transfers to CSU and *UC

C-ID: SPAN 110

SPAN 103 4 UNITS**COLLEGE SPANISH III****LECTURE:** 72 contact hours per semester**PREREQUISITE:** SPAN 102 or SPAN 102H

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

Associate Degree Applicable Course credit transfers to CSU and *UC
C-ID: SPAN 200

SPAN 103H 4 UNITS**COLLEGE SPANISH III - HONORS****LECTURE:** 72 contact hours per semester**PREREQUISITE:** SPAN 102 or SPAN 102H

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

Associate Degree Applicable Course credit transfers to CSU and *UC
C-ID: SPAN 200

SPAN 104 4 UNITS**COLLEGE SPANISH IV****LECTURE:** 72 contact hours per semester**PREREQUISITE:** SPAN 103 or SPAN 103H or SPAN 158

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

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: SPAN 210

SPAN 157 4 UNITS**SPANISH FOR HERITAGE SPEAKERS I****LECTURE:** 72 contact hours per semester**PREREQUISITE:** SPAN 102 or SPAN 102H

This course is intended for students with native or near-native proficiency in spoken Spanish. Reading and writing standard literary Spanish is emphasized. Students will develop an increased understanding of academic vocabulary, grammar, orthography, and punctuation. Oral proficiency will also be strengthened. Analyzing and discussing topical, cultural and historically significant texts will allow students to increase cultural awareness of the Spanish-speaking world and to sharpen critical thinking skills. The course is conducted in Spanish.

Associate Degree Applicable Course credit transfers to CSU and *UC
C-ID: SPAN 220

SPAN 158 4 UNITS**SPANISH FOR HERITAGE SPEAKERS II****LECTURE:** 72 contact hours per semester**PREREQUISITE:** SPAN 157

This course is 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
C-ID: SPAN 230

STUDENT DEVELOPMENT

Counseling and Matriculation

DIVISION OFFICE: Administration/Student Services
(AD/SS) 103

FACULTY CHAIR: Ailsa Aguilar-Kitibutr, Psy.D.

The Student Development (SDEV) curriculum includes courses for students with disabilities, UC Puente Project, academic and career planning strategies, and information about academic strengths as well as support and success strategies. Courses are designed to help students succeed in college, develop good study habits, learn decision-making models and obtain in-depth information on the following - Associate and Associate-transfer degrees, certificates, transfer to universities, campus resources, and preparation for employment.

COURSES**SDEV 900 0.5 UNITS****ASSESSMENT OF LEARNING DISABILITIES****LECTURE:** 9 contact hours per semester**PREREQUISITE:** None

This course provides instruction in the history, general characteristics and legal definition of learning disabilities. Students' learning strengths and weaknesses and the determination of their eligibility for learning disability services will be determined through a comprehensive assessment. This course is designed for students with known or suspected learning disabilities. Graded on a pass/no pass basis only.

Not applicable to Associate Degree

SDEV 905 1 UNIT**SUPPORTIVE LEARNING IN MATHEMATICS****LABORATORY:** 54 contact hours per semester**PREREQUISITE:** None

This course provides specialized instruction and tutoring in basic math skills to individuals and small groups. This course is primarily designed for students who have been certified with disabilities through diagnostic testing; however, all students are welcome to enroll. Support strategies to minimize the effects of the disability in the academic setting are presented to maximize students' effectiveness. Graded on a pass/no pass basis only.

Not applicable to Associate Degree

SDEV 906 2 UNITS**SUPPORTIVE LEARNING IN READING****LABORATORY:** 108 contact hours per semester**PREREQUISITE:** None

This multi-sensory phonics course provides specialized instruction and tutoring in grading and spelling to individuals and small groups. Although this course is designed for students with disabilities as certified through diagnostic testing, all students are welcome to enroll. Support strategies to minimize the effects of the disability in the academic setting are presented to maximize students' effectiveness. Graded on a pass/no pass basis only.

Not applicable to Associate Degree

SDEV 015 1 UNIT**PUENTE: STRATEGIES FOR COLLEGE SUCCESS****LECTURE:** 18 contact hours per semester**PREREQUISITE:** None**COREQUISITE:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course helps students identify their academic strengths and limitations as a first step in long-term educational planning for transfer. In addition, students learn essential skills for creating success in college and in life. This course is paired with ENGL 015 Preparation for College Writing (Puente Project).

Associate Degree Applicable

SDEV 102**3 UNITS****PATHWAYS FOR COLLEGE & LIFE SUCCESS****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:***ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This introductory course is designed for students seeking direction in setting academic and life goals. A bio-psycho-social perspective will be used to highlight the person-environment dynamics crucial to a well-rounded preparation for academic and life success. Major topics will include evaluation of personal interests, abilities and values, educational planning, goal setting, and academic success strategies.

Associate Degree Applicable Course credit transfers to CSU and *UC

SDEV 103**3 UNITS****CAREER EXPLORATION AND LIFE PLANNING****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:***ENGL 015 or eligibility for ENGL 101 or ENGL 101H**

This course is an in-depth study in career and life planning designed for students seeking direction in setting life, academic and career goals. A holistic perspective will be used to highlight the person-environment dynamics crucial to well-rounded preparation for a fulfilling career and life-span developmental achievements. Topics will include major choices, interviewing skills, cover letter and resume writing, and labor market trends.

Associate Degree Applicable Course credit transfers to CSU and *UC

**THEATRE ARTS**

Arts and Humanities Division

DIVISION OFFICE: North Hall (NH) 223**FACULTY CHAIR:** Madeleine Scully, M.M.

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.

DEGREE**THEATRE ARTS****ASSOCIATE OF ARTS TRANSFER DEGREE (AA-T)**

The Associate of Arts for Transfer (AA-T) in Theatre Arts develops a well-rounded theatre artist through the Student Transfer Achievement Reform Act (SB 1440). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree provides students with transfer preparation and pre-professional training. The AA-T in Theatre Arts emphasizes the hands-on, collaborative experience of theatrical production, building students' skills in performance and technical theatre. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- Certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a baccalaureate institution and major in Theatre should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED CORE COURSES:		UNITS
THART 100	Introduction to the Theatre	3
THART 120	Acting Fundamentals I	3
THART 114x4	Rehearsal and Performance OR	4
THART 160x4	Technical Theatre in Production	3

LIST A: 9 UNITS (3 COURSES) NOT USED IN REQUIRED CORE:

THART 105	Script Analysis	3
THART 121	Acting Fundamentals II	3
THART 132	Lighting Design Fundamentals	3
THART 136	Introduction to Theatre Design	3
THART 139	Fundamentals of Costume Design	3
THART 165	Stage Makeup	3
THART 114x4	Rehearsal and Performance OR	4
THART 160x4	Technical Theatre in Production	3

MAJOR TOTAL:	18-19
Total units that may be double-counted:	3
CSU GE-Breadth or IGETC for CSU requirements:	39-42
CSU electives (as needed to reach 60 transferrable units):	5-8
TOTAL UNITS	60

See Section on Degree, Certificate, and Transfer Information for additional information on our Associate Degrees for Transfer.

COURSES

THART 100 3 UNITS

INTRODUCTION TO THE THEATRE

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles, and genres of theatre through play reading, discussion, films, and viewing and critiquing live theatre, including required attendance of theatre productions.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: THTR 111

THART 105 3 UNITS

SCRIPT ANALYSIS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course covers the principles, theories, and techniques of play script analysis for theatre production.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: THTR 114

THART 110 3 UNITS

VOICE AND DICTION FOR ACTORS

LECTURE: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides techniques of voice production for the stage.

Theory and practice in developing vocal skills for performance such as relaxation, breathing, pitch, rate, articulation, volume, quality, characterization, and the use of dialects are included.

Associate Degree Applicable Course credit transfers to CSU and UC

THART 114x4 4 UNITS

REHEARSAL AND PERFORMANCE

LABORATORY: 216 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides supervised rehearsal and performance of a college musical and/or play production. It focuses on all aspects of theatre presentation, acting, and production.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: THTR 191

THART 120 3 UNITS

ACTING FUNDAMENTALS I

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligibility for ENGL 101 or ENGL 101H*

This course provides an introduction to basic acting theory and technique. Students will develop performance skills, including relaxation, interpretation of text, memorization, stage movement, and vocal production.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: THTR 151

THART 121 3 UNITS

ACTING FUNDAMENTALS II

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: THART 120

This course follows THART 120 and provides further exploration of acting theory and technique. Emphasis is placed on the development of character through script analysis and the performance of monologues and scenes.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: THTR 152

THART 131 3 UNITS

SOUND FOR STAGE AND SCREEN

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

DEPARTMENTAL ADVISORY:

ENGL 015 or eligible for ENGL 101 or ENGL 101H*

This course is an introductory course in the equipment and techniques used in theatrical and studio sound design, utilizing hands-on and computer training methods.

Associate Degree Applicable Course credit transfers to CSU and UC

THART 132 3 UNITS

LIGHTING DESIGN FUNDAMENTALS

LECTURE: 36 contact hours per semester and

LABORATORY: 54 contact hours per semester

PREREQUISITE: None

This course involves the study and execution of stage lighting with emphasis on equipment, control, color and their relationship to design.

Associate Degree Applicable Course credit transfers to CSU and UC
C-ID: THTR 173

THART 135	3 UNITS	THART 165	3 UNITS
DIRECTING FUNDAMENTALS		STAGE MAKEUP	
LECTURE: 36 contact hours per semester and		LECTURE: 18 contact hours per semester and	
LABORATORY: 54 contact hours per semester		LABORATORY: 108 contact hours per semester	
PREREQUISITE: THART 120		PREREQUISITE: None	
This course is an introductory study of techniques in the theory, process and development of directorial skills for the stage.		DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*	
Associate Degree Applicable	Course credit transfers to CSU and UC	This course is an introduction to the theory, design, and application of makeup for the stage.	
		Associate Degree Applicable	Course credit transfers to CSU and UC
		C-ID: THTR 175	
THART 136	3 UNITS	THART 166	3 UNITS
INTRODUCTION TO THEATRE DESIGN		IMPROVISATIONAL ACTING	
LECTURE: 54 contact hours per semester		LECTURE: 36 contact hours per semester and	
PREREQUISITE: None		LABORATORY: 54 contact hours per semester	
This course offers a survey of scenery, lighting, sound, costumes, makeup, properties, theatrical equipment, and construction techniques. Information is applicable to all theatrical applications.		PREREQUISITE: None	
Associate Degree Applicable	Course credit transfers to CSU and UC	This is a course of instruction in the art of improvisational acting to include theatrical presentation, history of the form, dramatic structure, elements of comedy, audition and rehearsal techniques, collaboration with other performers, and interaction with the audience.	
C-ID: THTR 172		Associate Degree Applicable	Course credit transfers to CSU and UC
THART 139	3 UNITS	THART 167	3 UNITS
FUNDAMENTALS OF COSTUME DESIGN		ADVANCED IMPROVISATIONAL ACTING	
LECTURE: 36 contact hours per semester and		LECTURE: 36 contact hours per semester and	
LABORATORY: 54 contact hours per semester		LABORATORY: 54 contact hours per semester	
PREREQUISITE: None		PREREQUISITE: THART 166	
DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*		This course follows THART 166 and provides further exploration in the art of advanced improvisational acting. Emphasis is placed on characterization, audience interaction, and the performance of long form improvisation.	
Students will study costume history, design, and basic construction techniques as an introduction to basic theatrical costuming. Fabrics and their various uses will be investigated.		Associate Degree Applicable	Course credit transfers to CSU and UC
Associate Degree Applicable	Course credit transfers to CSU and UC		
C-ID: THTR 174			
THART 147	3 UNITS	THART 222	1-3 UNITS
THEATRE MOVEMENT		INDEPENDENT STUDY IN THEATRE	
LECTURE: 36 contact hours per semester and		INDEPENDENT STUDY: 18 - 54 contact hours per semester	
LABORATORY: 54 contact hours per semester		PREREQUISITE: None	
PREREQUISITE: None		Students with previous coursework in theatre may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of theatre. Prior to registration, a written contract must be prepared jointly by the instructor and the student. See instructor for details.	
This course is an introduction to the theory and fundamentals of stage movement. Students will develop physical awareness, range, and clarity. The course guides student work on physical characterization for modern and period-style plays.		Associate Degree Applicable	Course credit transfers to CSU and UC
Associate Degree Applicable	Course credit transfers to CSU and UC	Limited transfer to UC; credit determined after transfer to UC	
THART 160x4	3 UNITS	THART 295 A-Z	0.5 - 3 UNITS
TECHNICAL THEATRE IN PRODUCTION		SPECIAL TOPICS IN THEATRE	
LABORATORY: 162 contact hours per semester		LABORATORY: 144 - 162 contact hours per semester	
PREREQUISITE: None		PREREQUISITE: None	
DEPARTMENTAL ADVISORY: ENGL 015 or eligibility for ENGL 101 or ENGL 101H*		This course will cover current and relevant topics in the field of Theatre Arts. Possible topics include Musical Theatre or New Plays Workshop, Experimental Theatre, Stage Combat, Children's Theatre, Playwriting, Puppetry, The Business of Acting, and Performance Studies.	
Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews.		Associate Degree Applicable	Course credit transfers to CSU
Associate Degree Applicable	Course credit transfers to CSU and UC		
C-ID: THTR 192			

VOCATIONAL EDUCATION

Applied Technology, Transportation, and Culinary Arts Division
 DIVISION OFFICE: Technical (T) 108
 DIVISION DEAN: Patricia Quach, M.Ed.

The Economic Development and Corporate Training (EDCT) is collaborating with SBVC to develop noncredit workforce readiness courses and certificates of completion. These courses and certificates are designed to prepare students to be successful in the workforce. They are also designed for as a pathway to credit courses and certificates for students who have not previously considered college an option. Students will gain exposure to the wide variety of opportunities offered at San Bernardino Valley College and gain confidence in their learning skills.

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.

JOB READINESS SKILLS CERTIFICATE

This noncredit Job Readiness Skills Certificate prepares students to enter workforce through career exploration, resume development, and interview skills. The certificate includes training for the newly employed including time management, reading paychecks, office etiquette, and customer service skills.

REQUIRED COURSES:		HOURS
VOCED 600	Blueprint for Workplace Success	18
VOCED 601	Blueprint for Customer Service	18
VOCED 602	Job Search Strategies	18
VOCED 603	Positive Strategies for the New Employee	18
TOTAL HOURS		72

WORKFORCE LITERACY CERTIFICATE

This non-credit certificate is designed to prepare students for entry into the work force by: researching careers, developing a resume and learning interview skills.

REQUIRED COURSES:		HOURS
VOCED 600	Blueprint for Workplace Success	18
VOCED 603	Positive Strategies for the New Employee	18
VOCED 602	Job Search Strategies	18
VOCED 601	Blueprint for Customer Service	18
VOCED 631	Fundamentals of Business English	36
CIT 601	Introduction to Basic Computer Skills	24
MATH 601	Independent Lab for Fundamental Mathematical Skills	5-10
TOTAL HOURS		204

NONCREDIT COURSES**VOCED 600 NONCREDIT****BLUEPRINT FOR WORKPLACE SUCCESS**

LECTURE: 18 contact hours per semester.

PREREQUISITE: None.

This accelerated noncredit course is designed to provide students with the necessary tools and skills in order for them to create a "blueprint" for themselves with respect to the workplace. The topics covered include, but are not limited to, self-discovery, time management, job market realities, workplace skills (in-depth), effective communication, contacting employers, preparing for the interview, getting hired, and keeping your job. Each week there will be two topics covered.

Not Associate Degree Applicable

VOCED 601 NONCREDIT**BLUEPRINT FOR CUSTOMER SERVICE**

LECTURE: 18 contact hours per semester

PREREQUISITE: None

This short-term noncredit vocational education course is designed to provide new and incumbent workers with the customer service skills required in getting to know their customer or client and in order to increase their employability. The topics covered but are not limited to know what customers want, listening to customers, and telephone customer service. After completing this course, the student has an option to continue their education or become gainfully employed.

Not Associate Degree Applicable

VOCED 602 NONCREDIT**JOB SEARCH STRATEGIES**

LECTURE: 18 contact hours per semester

PREREQUISITE: None

This noncredit course is designed to provide prospective employees with a support system that will assist them in preparation for the workforce. The topics covered but are not limited to planning their job search, utilizing outside resources, the "hidden" job market, and job market research. After completing this course, the student has an option to continue their education or become gainfully employed. *Not Associate Degree Applicable*

VOCED 603 NONCREDIT**POSITIVE STRATEGIES FOR THE NEW EMPLOYEE**

LECTURE: 18 contact hours per semester

PREREQUISITE: None

This noncredit short-term vocational education course is designed to provide new and incumbent workers with the knowledge to increase their level of customer service and colleague relations. The topics covered will include the new employee, understanding the workplace culture and dealing with change. *Not Associate Degree Applicable*

VOCED 631 NONCREDIT**FUNDAMENTALS OF BUSINESS ENGLISH**

LECTURE: 36 contact hours per semester

PREREQUISITE: None

This noncredit course is a review of effective business communication in the workplace. Emphasis is placed on basic grammar, punctuation, capitalization, vocabulary, and spelling in common business documents. *Not Associate Degree Applicable*

WATER SUPPLY TECHNOLOGY

Applied Technology, Transportation, and Culinary Arts Division

DIVISION OFFICE: Technical (T) 108

FACULTY CHAIR: Melita Caldwell-Betties, M.P.A.

The Water Supply Technology Program is designed to serve students who are employed or interested in employment in water/wastewater occupations. The program provides technical classes in water distribution, water treatment, wastewater collection, and wastewater treatment. The courses prepare students to upgrade their skills and/or prepare them for licensing examinations and certifications from the California Department of Public Health, the California State Water Resource Control Board, the American Water Works Association, and the California Water Environment Association.

The certificate program is designed to prepare students for entry-level jobs in water treatment, water distribution, and wastewater reclamation industries. The associate of science degree graduates often work in city, county, or state agencies in positions such as plant operator, engineering technician, surface water manager, environmental laboratory coordinator, and industrial pre-treatment coordinator.

DEGREE

WATER TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Water Technology, students must complete the following required courses in addition to the general breadth requirements for Associate of Science degree (total = 60 units).

REQUIRED COURSES

COURSE	UNITS
WST 075 Water/Wastewater Chemistry and Analysis	4

18 UNITS FROM THE FOLLOWING WATER SUPPLY TECHNOLOGY COURSES:

WST 031	Water Use Efficiency Practitioner I	3
WST 045	Backflow Prevention Devices	3
WST 048	Cross-Connection Control	3
WST 061	Water Distribution I	3
WST 062	Water Distribution II	3
WST 063	Water Distribution III	3
WST 071	Water Treatment I	3
WST 072	Water Treatment II	3
WST 073	Water Treatment III	3
WST 081	Wastewater Collection I	3
WST 082	Wastewater Collection II	3
WST 091	Wastewater Treatment I	3
WST 092	Wastewater Treatment II	3
WST 093	Wastewater Treatment III	3

TWO COURSES FROM THIS LIST OF RECOMMENDED COURSES:

CIT 101	Introduction to Computer Literacy	3
GIS 130	Introduction to Geographic Information Systems (GIS)	3
WST 032	Water Use Efficiency Practitioner II	3
WST 034	Introduction to Water Resource Management	3
WST 036	Water Utility Management	3

TOTAL UNITS	27 - 28
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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.

WATER SUPPLY TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the water supply technology field. [Note: the Water Supply Technology Certificate is not equivalent to the State License in Water Distribution, Water Treatment or Wastewater Treatment]. Work Experience course, WST 098, is highly recommended for students not currently employed in the field.

REQUIRED COURSES:

COURSE	UNITS
CIT 031 Business English OR	3
ENGL 015 Preparation for College Writing OR	4

*Eligibility for ENGL 101 or ENGL 101H**

AND

WST 052 Water Technology Math OR	3
WST 053 Wastewater Technology Math OR	3

*Eligibility for MATH 090**

AND

WST 075 Water/Wastewater Chemistry and Analysis	4
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18 UNITS FROM THE FOLLOWING WATER SUPPLY TECHNOLOGY COURSES:

WST 031	Water Use Efficiency Practitioner I	3
WST 045	Backflow Prevention Devices	3
WST 048	Cross-Connection Control	3
WST 061	Water Distribution I	3
WST 062	Water Distribution II	3
WST 063	Water Distribution III	3
WST 071	Water Treatment I	3
WST 072	Water Treatment II	3
WST 073	Water Treatment III	3
WST 081	Wastewater Collection I	3
WST 082	Wastewater Collection II	3
WST 091	Wastewater Treatment I	3
WST 092	Wastewater Treatment II	3
WST 093	Wastewater Treatment III	3

RECOMMENDED COURSES:

CIT 101	Introduction to Computer Literacy	3
WST 098	Water Supply Technology Work Experience	1 - 4

TOTAL UNITS	22 - 29
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This is a Gainful Employment Program

NONCREDIT COURSES

WST 601 NONCREDIT**TEST REVIEW FOR WATER DISTRIBUTION D1**

LECTURE: 8 - 9 contact hours per semester

PREREQUISITE: None

This non-credit course is designed to familiarize students with the expected Range of Knowledge (ROK) required to pass the State Water Resources Control Board (SWRCB) Distribution Operator test at level D1. The review topics include distribution system operations, disinfection, related mathematics and safety. The course may also be used to earn continuing education units required to renew the certificate. *Not Associate Degree Applicable*

WST 602 NONCREDIT**TEST REVIEW FOR WATER DISTRIBUTION D2**

LECTURE: 9 contact hours per semester

PREREQUISITE: None

This non-credit course is designed to familiarize students with the expected Range of Knowledge (ROK) required to pass the State Water Resources Control Board (SWRCB) Distribution Operator test at level D2. The review topics include distribution system operations, disinfection, related mathematics and safety. The course may also be used to earn continuing education units required to renew the certificate. *Not Associate Degree Applicable*

WST 603 NONCREDIT**TEST REVIEW FOR WATER DISTRIBUTION OPERATIONS D3**

LECTURE: 9 contact hours per semester

PREREQUISITE: None

This non-credit course is a review of the expected Range of Knowledge (ROK) required to obtain the State Water Resources Control Board (SWRCB) Distribution Operator certification at the Distribution Operator III level. The review topics include distribution system operations, disinfection, related mathematics, and safety. *Not Associate Degree Applicable*

WST 611	NONCREDIT
TEST REVIEW FOR WATER TREATMENT T1	
LECTURE:	9 contact hours per semester
PREREQUISITE:	None

This course is a review of the expected Range of Knowledge (ROK) required to obtain the California State Water Resources Control Board (SWRCB) Water Treatment Operator License at level T1. The review topics include conventional treatment techniques, flocculation, sedimentation, filtration, system pressures, and related math. *Not Associate Degree Applicable*

WST 612	NONCREDIT
TEST REVIEW FOR WATER TREATMENT T2	
LECTURE:	8 contact hours per semester
PREREQUISITE:	None

This noncredit course is a review of the expected Range of Knowledge (ROK) required to obtain the State Water Resources Control Board (SWRCB) Water Treatment Operator II certification. The review topics include conventional treatment techniques, source water supply and storage, water quality regulation and related math. *Not Associate Degree Applicable*

WST 625	NONCREDIT
TEST REVIEW FOR WASTEWATER TREATMENT PLANT OPERATIONS GRADES ONE AND TWO	
LECTURE:	8 contact hours per semester
PREREQUISITE:	None

This noncredit course is a review of the expected knowledge for a minimally competent Wastewater Treatment Plant Operator as determined by State Water Resources Control Board (SWRCB) treatment operator certification at the Grades I and II level. The review topics include wastewater treatment operations, disinfection, related mathematics, and safety. *Not Associate Degree Applicable*

WST 626	NONCREDIT
TEST REVIEW FOR WASTEWATER TREATMENT PLANT OPERATIONS GRADES THREE, FOUR AND FIVE	
LECTURE:	8 contact hours per semester
PREREQUISITE:	None

This noncredit course is a review of the expected knowledge for a minimally competent Wastewater Treatment Plant Operator as determined by State Water Resources Control Board (SWRCB) treatment operator certification at the Grades III, IV and V level. The review topics include wastewater treatment operations, administration, process control, regulations, disinfection, related mathematics, and safety. *Not Associate Degree Applicable*

WST 629	NONCREDIT
INTRODUCTION TO WATER SUPPLY TECHNOLOGY	
LECTURE:	8 contact hours per semester
PREREQUISITE:	None

This noncredit course introduces students to entry-level training in water conservation, treatment, supply, delivery, and waste collection systems. The goal of this course is to offer students better-defined opportunities for career selection in the field of water technology. Regulations licensing and the certification process will be discussed as a part of this course. *Not Associate Degree Applicable*

WST 652	NONCREDIT
BASIC WATERWORKS MATH TEST PREPARATION	
LECTURE:	8 contact hours per semester
PREREQUISITE:	None

This noncredit course prepares students for the quantitative and algebraic questions typically encountered on water distribution and water treatment operations licensing examinations. This course is also recommended for students currently enrolled in water technology course(s) who desire refresher training in the applied math skills that are unique to water operations. Topics include, but are not limited to, unit conversion, volume, velocity, flow rates, chemical dosages, percent strength, and dilution calculations. Also included are some basic test-taking techniques to increase proficiency on the state exam. *Not Associate Degree Applicable*

WST 653	NONCREDIT
WASTEWATER TECHNOLOGY MATH TEST PREPARATION	
LECTURE:	16 contact hours per semester
PREREQUISITE:	None

This noncredit course prepares students for the quantitative and algebraic questions typically encountered on wastewater collections and wastewater treatment operations licensing examinations. This course is also recommended for students currently enrolled in water technology course(s) who desire refresher training in the applied math skills that are unique to wastewater collections and treatment operations. Topics include, but are not limited to, unit conversion, volume, velocity, flow rates, chemical dosages, process control, and solids handling. Also included are some basic test-taking techniques to increase proficiency on the state exam. *Not Associate Degree Applicable*

CREDIT COURSES

WST 031	3 UNITS
WATER USE EFFICIENCY PRACTITIONER I	
LECTURE:	54 contact hours per semester
PREREQUISITE:	None

This introductory water conservation course is designed for students interested in working as a water use efficiency practitioner. It includes the expected range of knowledge required for the American Water Works Association (AWWA) Water Use Efficiency Practitioner I Certificate. *Associate Degree Applicable*

WST 032	3 UNITS
WATER USE EFFICIENCY PRACTITIONER II	
LECTURE:	54 contact hours per semester
PREREQUISITE:	WST 031

DEPARTMENTAL ADVISORY:
ENGL 015 or eligibility for ENGL 101 or ENGL 101H*
This is an intermediate water conservation course designed for students interested in working as a Water Use Efficiency Practitioner. It includes the expected range of knowledge required for the American Water Works Association (AWWA) Water Use Efficiency Practitioner 2 Certification. *Associate Degree Applicable*

WST 034	3 UNITS
INTRODUCTION TO WATER RESOURCE MANAGEMENT	
LECTURE:	54 contact hours per semester
PREREQUISITE:	None

This course explores the history and development of California water resources. In addition, the course covers the impact of environmental and economic water usage as well as water quality, water pollution and water resource regulations affecting our public drinking water. The basics of watershed management, water supply availability, ground and surface water hydrology as well as alternative sources of water such as the use of water conservation methods will be covered. *Associate Degree Applicable*

WST 036	3 UNITS
WATER UTILITY MANAGEMENT	
LECTURE:	54 contact hours per semester
PREREQUISITE:	WST 092 or WST 062 or WST 072

DEPARTMENTAL ADVISORY:
ENGL 015 or eligibility for ENGL 101 or ENGL 101H* and WST 052.
This course is designed for students interested in managing water and/or wastewater utilities. Topics will include personnel management, organizational management, financial management, training, problem-solving/decision-making, regulatory compliance, health and safety programs, community relations, personal and professional skills. *Associate Degree Applicable*

WST 045	3 UNITS	BACKFLOW PREVENTION DEVICES LECTURE: 45 contact hours per semester and LABORATORY: 27 contact hours per semester PREREQUISITE: None This course provides instruction in theory, testing, and maintenance of backflow prevention assemblies. It prepares journeyman plumbers and utility operators to take the American Water Work Association Backflow Prevention Certification test. <i>Associate Degree Applicable</i>	WST 063	3 UNITS	WATER DISTRIBUTION III LECTURE: 54 contact hours per semester PREREQUISITE: WST 062 This advanced level course prepares students for work in a highly skilled or supervisory position in the operation of a water distribution system. It includes the Expected Range of Knowledge (ERK) required for the California State Water Resources Control Board (SWRCB) water distribution exam at D4 and D5 levels. Successful completion of this course fulfills the requirements for specialized training covering fundamentals of water supply principles required to apply for SWRCB D4 examination. <i>Associate Degree Applicable</i>
WST 048	3 UNITS	CROSS-CONNECTION CONTROL LECTURE: 54 contact hours per semester PREREQUISITE/ COREQUISITE: WST 045 This course is a study of the administrative and technical procedures required to establish a cross-connection control program, including a review of applicable local, state and federal regulations. The course includes the identification and study of backflow devices required to mitigate hazards of actual or potential connections between a potable water supply and any source of contamination. It also prepares students to become certified as cross-connection control program specialists. <i>Associate Degree Applicable</i>	WST 071	3 UNITS	WATER TREATMENT I LECTURE: 54 contact hours per semester DEPARTMENTAL ADVISORY: WST 052 This introductory course is designed for students interested in the field of water treatment. It includes processes required to treat source water into potable water and includes the Expected Range of Knowledge (ERK) required to pass the California State Water Resource Control Board (SWRCB) water treatment certification test at T1 level. Successful completion of this course fulfills the requirements for the specialized training covering drinking water treatment required to apply for SWRCB T2 certification test. <i>Associate Degree Applicable</i>
WST 052	3 UNITS	WATER TECHNOLOGY MATH LECTURE: 54 contact hours per semester PREREQUISITE: None This vocational math course is recommended for students who are currently enrolled in water technology course(s). The course includes application of math to solve problems commonly encountered in water technology. <i>Associate Degree Applicable</i>	WST 072	3 UNITS	WATER TREATMENT II LECTURE: 54 contact hours per semester PREREQUISITE: WST 071 This intermediate level course prepares students for apprenticeship or entry-level position in the field of water treatment. The course covers the Expected Range of Knowledge (ERK) required to pass the California State Water Resources Board (SWRCB) treatment examination at T2 level. Successful completion of this course fulfills the specialized training, covering fundamentals of water supply principles, required to apply for the California Water Resources Control Board (SWRCB) T3 and D3 examination. <i>Associate Degree Applicable</i>
WST 053	3 UNITS	WASTEWATER TECHNOLOGY MATH LECTURE: 54 contact hours per semester PREREQUISITE: None This vocational math course is recommended for students who are currently enrolled in wastewater treatment course(s). The course includes math required to solve problems commonly encountered in the primary, secondary, and tertiary treatment of wastewater. <i>Associate Degree Applicable</i>	WST 073	3 UNITS	WATER TREATMENT III LECTURE: 54 contact hours per semester PREREQUISITE: WST 072 This advanced level course prepares students for journeyman level plant operator in the field of water treatment. The course covers the Expected Range of Knowledge (ERK) required to pass the State Water Resources Control Board (SWRCB) water treatment examination at T3 and T4 level. Successful completion of this course fulfills the requirements for specialized training covering fundamentals of water supply principles required to apply for SWRCB T4 and D4 examinations. <i>Associate Degree Applicable</i>
WST 061	3 UNITS	WATER DISTRIBUTION I LECTURE: 54 contact hours per semester DEPARTMENTAL ADVISORY: WST 052 This introductory course is designed for students interested in the field of water distribution. It covers the configuration, operation and maintenance of a water distribution system, and includes the Expected Range of Knowledge (ERK) required for the State Water Resource Control Board (SWRCB) water distribution certification tests at D1 and D2 levels. Successful completion of this course fulfills the requirements for specialized training covering fundamentals of water supply principles required to apply for the SWRCB D2 certification test. <i>Associate Degree Applicable</i>	WST 075	4 UNITS	WATER/WASTEWATER CHEMISTRY AND ANALYSIS LECTURE: 54 contact hours per semester and LABORATORY: 54 contact hours per semester PREREQUISITE/COREQUISITE: WST 071 or WST 091 This course introduces students to the physical and chemical properties of substances commonly used in the treatment of water/wastewater and the role of laboratory analysis in the treatment processes. The course includes procedures and techniques used by plant operators in physical, chemical, and bacteriological examination of water/wastewater. <i>Associate Degree Applicable</i>
WST 062	3 UNITS	WATER DISTRIBUTION II LECTURE: 54 contact hours per semester PREREQUISITE: WST 061 This intermediate level course prepares students for apprentice or journey person positions in the field of water distribution. The course covers the Expected Range of Knowledge (ERK) required to pass California State Water Resources Control Board (SWRCB) water distribution examination at D3 level. Successful completion of this course fulfills the requirements for specialized training covering the fundamentals of water supply principles required to apply for SWRCB D3 examination. <i>Associate Degree Applicable</i>			

WST 081**3 UNITS****WASTEWATER COLLECTION I****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** WST 053

This course is designed to train operators in the practical aspects of operating and maintaining wastewater collector systems, emphasizing safe practices and procedures. The course focuses on the knowledge, skills, and abilities required to perform the essential duties of an entry-level collection system maintenance technologist and prepares students to take the California Water Environment Association (CWEA) Collection System Certification exam at the Grade I level. *Associate Degree Applicable*

WST 082**3 UNITS****WASTEWATER COLLECTION II****LECTURE:** 54 contact hours per semester**PREREQUISITE:** WST 081

This course is designed to provide an in-depth understanding of the operation and maintenance of wastewater collector systems. The course focuses on the knowledge, skills, and abilities required to perform the essential duties of a skilled or journey level collection system maintenance technologist and prepares students to take the California Water Environment Association (CWEA) Collection System Certification exam at Grade II. *Associate Degree Applicable*

WST 091**3 UNITS****WASTEWATER TREATMENT I****LECTURE:** 54 contact hours per semester**PREREQUISITE:** None**DEPARTMENTAL ADVISORY:** WST 053

This is an introductory course in wastewater treatment. The course covers material included in the State Water Resources Control Board (SWRCB) grade I certification exam. *Associate Degree Applicable*

WST 092**3 UNITS****WASTEWATER TREATMENT II****LECTURE:** 54 contact hours per semester**PREREQUISITES:** WST 091**DEPARTMENTAL ADVISORY:** WST 053

This is a second course in a series on wastewater treatment. It includes material usually found in the State Water Resources Control Board (SWRCB) Grade II Certificate exam. *Associate Degree Applicable*

WST 093**3 UNITS****WASTEWATER TREATMENT III****LECTURE:** 54 contact hours per semester**PREREQUISITES:** WST 092**DEPARTMENTAL ADVISORY:** WST 053

This is the third course in a series on wastewater treatment. It includes material usually found in the State Water Resources Control Board (SWRCB) grade III certificate examination. *Associate Degree Applicable*

WST 098**1-4 UNITS****WATER SUPPLY TECHNOLOGY WORK EXPERIENCE****WORK EXPERIENCE:** 18 - 72 contact hours per semester**PREREQUISITE:** WST 061 or WST 071 or WST 081 or WST 091

This course involves supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students **MUST** be working for pay or volunteer before registering for a Work Experience class. **NOTE:** Only one section of Work Experience may be taken during a semester. *Associate Degree Applicable*

**WELDING TECHNOLOGY**

Applied Technology, Transportation, and Culinary Arts Division

DIVISION OFFICE: Technical (T) 108

FACULTY CHAIR: Joshua Milligan, A.S.

The Welding Technology program prepares men and women for employment in welding occupations and occupations where welding is required. Our program provides students with an understanding of the welding industry's requirements for employment, and helps them to acquire entry-level job skills. Hands-on experience is emphasized in addition to a strong background in theory. Courses are held in two well-equipped welding labs. Upon successful completion of the program, a student will be able to weld with SMAW, FCAW, GMAW, GTAW, OAW and OFC in all positions with a variety of metals and alloys. The student will be able to certify in one or more of the following codes: API, AWS, and ASME depending on the individual skills. We also offer classes to become a Certified Welding Inspector.

DEGREE**WELDING TECHNOLOGY
ASSOCIATE OF SCIENCE DEGREE**

This degree is designed to provide students with an understanding of the terminology, concepts, procedures and skills used in the welding field to equip them with the fundamental skills necessary for entry- and intermediate-level employment in structural steel construction, maintenance of industrial equipment, strengthening and repair of infrastructure. To graduate with a specialization in Welding Technology, students must complete the following required courses for the certificate plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units)

REQUIRED COURSES:		UNITS
WELD 010	Introduction to Welding	2
WELD 012	Oxy-Acetylene Welding	2
WELD 015	Gas Tungsten Arc Welding-Beginning	3
WELD 016	Gas Tungsten Arc Welding-Intermediate	4
WELD 027	Inspection of Welds: Destructive Tests OR	3
WELD 028	Inspection of Welds: Non-Destructive Examination	3
WELD 045	Beginning Shielded Metal Arc Welding (SMAW)	3
WELD 046	Intermediate Shielded Metal Arc Welding (SMAW)	4
WELD 060	Layout Fitter I	4
WELD 066	Preparation for Los Angeles City Welding Certification	3
WELD 080	Gas Metal Arc Welding-Beginning	3
WELD 081	Gas Metal Arc Welding-Intermediate	4
WELD 090	Flux Cored Arc Welding-Gas Shielded	4
WELD 091	Flux Cored Arc Welding-Self Shielded	4
TECALC 087	Technical Calculations	4
TOTAL UNITS		47

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.

FLUX CORED ARC WELDING (FCAW) CERTIFICATE

This certificate is designed to provide students with training in Flux Cored Arc Welding (FCAW-G and FCAW-S). This is the semi-automatic welding process often used to replace Shielded Metal Arc Welding (SMAW) in many industrial applications. Industry certifications are stressed.

REQUIRED COURSES:	UNITS
WELD 010 Introduction to Welding	2
WELD 090 Flux Cored Arc Welding-Gas Shielded	4
WELD 091 Flux Cored Arc Welding-Self Shielded	4
WELD 092 Flux Cored Arc Welding-Advanced	3
TOTAL UNITS	13

GAS METAL ARC WELDING (GMAW) CERTIFICATE

This certificate is designed to provide students with training in Gas Metal Arc Welding (GMAW). Metals will include Steel and Aluminum. Industry Certifications for both plate and pipe will be stressed.

REQUIRED COURSES:	UNITS
WELD 010 Introduction to Welding	2
WELD 080 Gas Metal Arc Welding-Beginning	3
WELD 081 Gas Metal Arc Welding-Intermediate	4
WELD 082 Gas Metal Arc Welding-Advanced	3
TOTAL UNITS	12

GAS TUNGSTEN ARC WELDING (GTAW) CERTIFICATE

This certificate is designed to provide students with training in Gas Tungsten Arc Welding (GTAW). GTAW is commonly known as TIG (Tungsten Inert Gas Welding). Students will work with Steel, Stainless Steel and Aluminum in both plate and pipe applications. Industry Certifications are stressed.

REQUIRED COURSES:	UNITS
WELD 012 Oxy-Acetylene Welding	2
WELD 015 Gas Tungsten Arc Welding-Beginning	3
WELD 016 Gas Tungsten Arc Welding-Intermediate	4
WELD 017 Gas Tungsten Arc Welding-Advanced	3
TOTAL UNITS	12

PIPE WELDING CERTIFICATE

This certificate will give students an introduction into pipe welding with all of the four major welding processes used in the industry. These include SMAW, GMAW, FCAW-G/FCAW-S, and GTAW.

REQUIRED COURSES:	UNITS
WELD 017 Gas Tungsten Arc Welding-Advanced	3
WELD 047 Power Plant and Field Pipe Welding I	3
WELD 048 Power Plant and Field Pipe Welding II	4
WELD 082 Gas Metal Arc Welding-Advanced	3
WELD 092 Flux Cored Arc Welding-Advanced	3
TOTAL UNITS	16

SHIELDED METAL ARC WELDING (SMAW) CERTIFICATE

This certificate is designed to train students in the use of Shielded Metal Arc Welding (SMAW) often known as Arc or Stick Welding. Electrode identification, welding symbols, and joint design are stressed. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

Students must complete ALL the REQUIRED COURSES plus pass the SMAW Welding Certification either through the City of San Bernardino or Los Angeles. The practical welding certification test for both cities is administered by SBVC Welding Department.

REQUIRED COURSES:	UNITS
WELD 012 Oxy-Acetylene Welding	2
WELD 045 Beginning Shielded Metal Arc Welding (SMAW)	3
WELD 046 Intermediate Shielded Metal Arc Welding (SMAW)	4
WELD 066 Preparation for Los Angeles City Welding Certification	3
TOTAL UNITS	12

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.

WELDING INSPECTION TECHNOLOGY CERTIFICATE

This certificate is designed to prepare students for the American Welding Society (AWS) and/or International Conference of Building Officials (ICBO) Welding Inspector examination.

REQUIRED COURSES:	UNITS
WELD 010 Introduction to Welding	2
WELD 027 Inspection of Welds: Destructive Tests	3
WELD 028 Inspection of Welds: Non-Destructive Examination	3
WELD 045 Beginning Shielded Metal Arc Welding (SMAW)	3
WELD 060 Layout Fitter I	4
WELD 065 Welding Inspection Visual	4
WELD 067 Structural Steel Special Inspection (ICBO)	2
TOTAL UNITS	21

This is a Gainful Employment Program



WELDING TECHNOLOGY CERTIFICATE

This certificate is designed to provide students with an understanding of the terminology, concepts, procedures and skills used in the welding field to equip them with the fundamental skills necessary for entry- and intermediate-level employment in structural steel construction, maintenance of industrial equipment, strengthening and repair of infrastructure.

REQUIRED COURSES:	UNITS
WELD 010 Introduction to Welding	2
WELD 012 Oxy-Acetylene Welding	2
WELD 015 Gas Tungsten Arc Welding-Beginning	3
WELD 016 Gas Tungsten Arc Welding-Intermediate	4
WELD 027 Inspection of Welds: Destructive Tests OR	3
WELD 028 Inspection of Welds: Non-Destructive Examination	3
WELD 045 Beginning Shielded Metal Arc Welding (SMAW)	3
WELD 046 Intermediate Shielded Metal Arc Welding (SMAW)	4
WELD 060 Layout Fitter I	4
WELD 066 Preparation for Los Angeles City Welding Certification	3
WELD 080 Gas Metal Arc Welding-Beginning	3
WELD 081 Gas Metal Arc Welding-Intermediate	4
WELD 090 Flux Cored Arc Welding-Gas Shielded	4
WELD 091 Flux Cored Arc Welding-Self Shielded	4
TECALC 087 Technical Calculations	4
TOTAL UNITS	47

This is a Gainful Employment Program

COURSES**WELD 010 2 UNITS****INTRODUCTION TO WELDING**

LECTURE: 18 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This is an introductory course for students in any field that utilizes welding processes. The course provides exploration of various techniques by demonstration and through hands on practice. Emphasis will be on thermal cutting and Gas Metal Arc Welding in flat and horizontal positions. This course fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 1 (Occupational Orientation) and 2 (Safety).

Applicable to Associate Degree

WELD 012 2 UNITS**OXY-ACETYLENE WELDING**

LECTURE: 18 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: None

This course provides training to develop the skills necessary to produce a quality weld using oxy-acetylene welding, in all positions, and thermal cutting that are essential in many welding applications. This course fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 2 (Safety) and 8 (Thermal Cutting). *Associate Degree Applicable*

WELD 015 3 UNITS**GAS TUNGSTEN ARC WELDING - BEGINNING**

LECTURE: 18 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE: WELD 012

This is an introductory course in the Gas Tungsten Arc Welding (GTAW) or Tungsten Inert Gas (TIG) welding process. Welding safety, equipment, and joint construction on mild steel are stressed. This course fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 2 (Safety) and 7 (GTAW). *Associate Degree Applicable*

WELD 016 4 UNITS**GAS TUNGSTEN ARC WELDING - INTERMEDIATE**

LECTURE: 18 contact hours per semester and
LABORATORY: 162 contact hours per semester
PREREQUISITE: WELD 015

This is a second course to continue to meet American Welding Society SENSE Entry-Level welder program for Entry Welder Certification for Gas Tungsten Arc Welding (GTAW) or Tungsten Inert Gas (TIG) welding process that develops gas tungsten arc welding on carbon steel, stainless steel, and aluminum. Welding safety, equipment, basic welding-joint design, expansion, contraction, and residual stress in welding of metals are covered. *Associate Degree Applicable*

WELD 017 3 UNITS**GAS TUNGSTEN ARC WELDING - ADVANCED**

LABORATORY: 162 contact hours per semester
PREREQUISITE: WELD 016

This is a third course in GTAW that introduces basic theory and application of pipe welding. Procedures leading to skillfulness in pipe weld-joint design, pre-weld fit up, basic metallurgy, weld symbols, and related codes and standards are emphasized. This course develops gas tungsten arc welding on pipe in 1G, 2G, 5G, and 6G as well as welding safety, equipment, basic welding-joint design, expansion, contraction, and residual stress in welding of metals. *Associate Degree Applicable*

WELD 027 3 UNITS**INSPECTION OF WELDS: DESTRUCTIVE TESTS**

LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITES: WELD 010 or WELD 012

DEPARTMENTAL ADVISORIES:

*TECALC 087 and ENGL 914 or eligibility for ENGL 015**

This course covers destructive tests commonly used to determine the physical properties of a weld. Destructive tests include bend tests, tensile tests, hardness tests, fatigue tests, hydrostatic tests, tensile shear tests and impact tests. Fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Module 9: Welding Inspection and Testing. *Associate Degree Applicable*

WELD 028 3 UNITS**INSPECTION OF WELDS: NON-DESTRUCTIVE EXAMINATION**

LECTURE: 36 contact hours per semester and
LABORATORY: 54 contact hours per semester
PREREQUISITE: WELD 010 or WELD 012

DEPARTMENTAL ADVISORY:

*TECALC 087 and ENGL 914 or eligibility for ENGL 015**

This course covers non-destructive techniques used to determine the soundness of welds and their fitness for service. It includes visual examination, dye penetrant testing, radiographic interpretation, magnetic particle testing, ultra-sonic testing, eddy current inspection, and hydrostatic pressure testing. Fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Module 9: Welding Inspection and Testing.

Associate Degree Applicable

WELD 045 3 UNITS**BEGINNING SHIELDED METAL ARC WELDING (SMAW)**

LECTURE: 18 contact hours per semester and
LABORATORY: 108 contact hours per semester
PREREQUISITE/ COREQUISITE: WELD 010

Shielded Metal Arc Welding (SMAW) or stick welding is the most commonly used welding process. This course is designed to teach correct welding techniques, cutting and preparation of material, and safe practices to industry standards. This course partially fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 1, 2, 3, and 4: SMAW.

Associate Degree Applicable

WELD 046 4 UNITS**INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW)****LECTURE:** 18 contact hours per semester and**LABORATORY:** 162 contact hours per semester**PREREQUISITE:** WELD 045

This course is a continuation of training and development skills for shielded metal arc welding in all positions including vertical and overhead. This course fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 1, 2, 3, and 4: SMAW.

*Associate Degree Applicable***WELD 047 3 UNITS****POWER PLANT AND FIELD PIPE WELDING I****LECTURE:** 18 contact hours per semester and**LABORATORY:** 108 contact hours per semester**PREREQUISITE:** WELD 046**DEPARTMENTAL ADVISORY:**

ENGL 914 or eligibility for ENGL 015*

This course prepares students in Shielded Metal Arc Welding (SMAW) for pipe welding to American Petroleum Institute (API) standards. Upon completion of this course, students will be prepared for an entry-level position in oil/power industry. This is the first of a two-course sequence to prepare students in power plant and field pipe welding. This course deals with shop safety, oxy-acetylene cutting, air carbon arc cutting, shielded metal arc welding and pipe welding. *Associate Degree Applicable*

WELD 048 4 UNITS**POWER PLANT AND FIELD PIPE WELDING II****LECTURE:** 18 contact hours per semester and**LABORATORY:** 162 contact hours per semester**PREREQUISITE:** WELD 047**DEPARTMENTAL ADVISORY:** TECALC 087

This is the second course of a two-course sequence, which prepares students in Shielded Metal Arc Welding (SMAW) for pipe welding to American Welding Society (AWS) and American Petroleum Institute (API) standards. Upon completion of this course, students will be prepared for an entry-level position in the power plant and field pipe welding industry. Other topics include shop safety, oxy-acetylene cutting, air carbon arc cutting, shielded metal arc welding and pipe welding. Partial fulfillment of AWS SENSE Level 2 - Advanced Welder Certification.

*Associate Degree Applicable***WELD 060 4 UNITS****LAYOUT FITTER I****LECTURE:** 36 contact hours per semester and**LABORATORY:** 108 contact hours per semester**PREREQUISITE:** WELD 010

This course is designed to provide the training needed to read blueprints, fabricate parts to be assembled, and tack weld the parts together. Fulfills American Welding Society SENSE Level 1 - Entry Welder, 3.2.1.3 Module 3: Drawing and Welding Symbol Interpretation. *Associate Degree Applicable*

WELD 061 3 UNITS**LAYOUT FITTER II****LECTURE:** 36 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** WELD 060

This course is 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; plate and pipe. *Associate Degree Applicable*

WELD 065 4 UNITS**WELDING INSPECTION VISUAL****LECTURE:** 72 contact hours per semester**PREREQUISITES:** WELD 027 and WELD 028

This course is designed to prepare students for the certified welding inspector examination offered by the American Welding Society (AWS). Focus on welding process, welding procedures, code specifications and standards covering topics in materials and their limitations of weld testing, as well as record keeping and report preparations. FIVE YEARS OR MORE EXPERIENCE IN WELDING OR RELATED CONSTRUCTION FIELD IS REQUIRED PRIOR TO TESTING FOR THE INSPECTION LICENSE. *Associate Degree Applicable*

WELD 066 3 UNITS**PREPARATION FOR LOS ANGELES CITY****WELDING CERTIFICATION****LECTURE:** 54 contact hours per semester**PREREQUISITE:** WELD 045**DEPARTMENTAL ADVISORY:**

ENGL 914 or eligibility for ENGL 015*

This course is designed to prepare students for the written Structural Steel examination offered by the Department of Building and Safety in the City of Los Angeles with a focus on the codes used in the structural steel industry.

*Associate Degree Applicable***WELD 067 2 UNITS****STRUCTURAL STEEL SPECIAL INSPECTION (ICBO)****LECTURE:** 36 contact hours per semester**PREREQUISITE:** WELD 060

This course is designed to prepare students for the International Conference of Building Officials (ICBO) Inspector Certifications examinations and to provide training for employment in the quality control or construction inspection industry. Topics include a review of the technical aspects on inspection and quality control in the area of structural steel and welding preparation, materials applications, plan reading, and related codes and report writing. *Associate Degree Applicable*

WELD 068 3 UNITS**LOS ANGELES CITY REINFORCING STEEL AND STRUCTURAL SHEET STEEL (LIGHT GAUGE)****LECTURE:** 36 contact hours per semester and**LABORATORY:** 54 contact hours per semester**PREREQUISITE:** WELD 045

This class will prepare students for the Los Angeles Reinforcing Steel and Structural Sheet Steel written examination with emphasis on the American Welding Society (AWS) D1.3 and AWS D1.4 Welding Code. The laboratory will enable students to prepare for the performance (weld test) that can be taken at an approved testing facility registered with the City of Los Angeles Building and Safety Department. *Associate Degree Applicable*

WELD 077 3 UNITS**INTRODUCTION TO CONTINUOUS WIRE WELDING****LECTURE:** 18 contact hours per semester and**LABORATORY:** 108 contact hours per semester**PREREQUISITE:** WELD 010

This course covers techniques and methods of Gas Metal Arc Welding (GMAW) and Flux-cored Arc Welding (FCAW) in all positions and on various thicknesses of mild steel. Fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 5: Gas Metal Arc Welding (GMAW-S, GMAW Spray Transfer and 6: Flux Cored Arc Welding (FCAW-G/GM, FCAW-S).

Associate Degree Applicable

WELD 080	3 UNITS	WELD 091	4 UNITS
GAS METAL ARC WELDING - BEGINNING		FLUX CORED ARC WELDING - SELF SHIELDED	
LECTURE: 18 contact hours per semester and		LECTURE: 18 contact hours per semester and	
LABORATORY: 108 contact hours per semester		LABORATORY: 162 contact hours per semester	
PREREQUISITE: WELD 010		PREREQUISITE: WELD 010	
This course introduces techniques and methods of Gas Metal Arc Welding (GMAW-S, GMAW Spray Transfer) in all positions and on various thicknesses of mild steel. It fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 5: Gas Metal Arc Welding (GMAW-S, GMAW Spray Transfer).		DEPARTMENTAL ADVISORY: WELD 090	
Associate Degree Applicable		This course introduces techniques and methods of Flux Cored Arc Welding- Self shielded (FCAW-S) in all positions and on various thicknesses of carbon steel. It fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 6: Flux Cored Arc Welding (FCAW-S). Associate Degree Applicable	
WELD 081	4 UNITS	WELD 092	3 UNITS
GAS METAL ARC WELDING - INTERMEDIATE		FLUX CORED ARC WELDING - ADVANCED	
LECTURE: 18 contact hours per semester and		LABORATORY: 162 contact hours per semester	
LABORATORY: 162 contact hours per semester		PREREQUISITE: WELD 090 and WELD 091	
PREREQUISITE: WELD 080		This is a third course in FCAW Flux Cored Arc Welding Advanced that introduces basic theory and application of pipe welding. Procedures leading to skillfulness in pipe weld-joint design, pre-weld fit up, basic metallurgy, weld symbols, and related codes and standards are emphasized. The course develops FCAW Flux Cored Arc Welding Advanced on pipe in 1G, 2G, 5G, and 6G as well as welding safety, equipment, basic welding-joint design, expansion, contraction, and residual stress in welding of metals.	
This second course is the study of intermediate techniques and methods of Gas Metal Arc Welding (GMAW) and Metal-Cored Arc Welding (MCAW) in all positions and on various thicknesses of mild steel and aluminum. It fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 5: Gas Metal Arc Welding (GMAW-S, GMAW Spray Transfer).		Associate Degree Applicable	
Associate Degree Applicable			
WELD 082	3 UNITS	WELD 098	1-4 UNITS
GAS METAL ARC WELDING - ADVANCED		WELDING WORK EXPERIENCE	
LABORATORY: 162 contact hours per semester		WORK EXPERIENCE: 18 - 72 contact hours per semester	
PREREQUISITE: WELD 081		PREREQUISITE: None	
This is a third course in Gas Metal Arc Welding Advanced (GMAW) that introduces basic theory and application of pipe welding. Procedures leading to skillfulness in pipe weld-joint design, pre-weld fit up, basic metallurgy, weld symbols, and related codes and standards are emphasized. The course develops Gas Metal Arc Welding Advanced (GMAW) on pipe in 1G, 2G, 5G, and 6G as well as welding safety, equipment, basic welding-joint design, expansion, contraction, and residual stress in welding of metals.		Supervised training in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students MUST be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester. Associate Degree Applicable	
Associate Degree Applicable			
WELD 090	4 UNITS	WELD 099	1-3 UNITS
FLUX CORED ARC WELDING - GAS SHIELDED		INDEPENDENT STUDY IN WELDING TECHNOLOGY	
LECTURE: 18 contact hours per semester and		INDEPENDENT STUDY: 18 - 54 contact hours per semester	
LABORATORY: 162 contact hours per semester		PREREQUISITE: None	
PREREQUISITE: WELD 010		Students with previous course work in Welding Technology may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Welding Technology. Prior to registration, a written contract must be prepared jointly by the instructor and the student. See instructor for details.	
This course introduces techniques and methods of Flux Cored Arc Welding- Gas shielded (FCAW-G, FCAW-Gm) in all positions and on various thicknesses of carbon steel. It fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 6: Flux Cored Arc Welding (FCAW-G, FCAW-GM).		Associate Degree Applicable	
Associate Degree Applicable			

WORK EXPERIENCE

Applied Technology, Transportation, and Culinary Arts Division
 DIVISION OFFICE: Technical (T) 108
 DIVISION DEAN: Albert Maniaol, M.B.A.

OCCUPATIONAL COOPERATIVE WORK EXPERIENCE

Work experience education credit can be earned in each of the occupational disciplines. (See appropriate program area under course number 098 or 198 for specific information.)

WKEXP 099

1-3 UNITS

GENERAL WORK EXPERIENCE

WORK EXPERIENCE: 18 - 54 contact hours per semester

PREREQUISITE: None

Supervised general work experience education to assist students in acquiring desirable work habits, career awareness, and job attitudes consistent with contemporary community standards.

Associate Degree Applicable

COOPERATIVE WORK EXPERIENCE

The concept of issuing college credit for work experience is based on the premise that a student with well-defined job-oriented objectives will find his/her work an educational experience. To be effective it must be approached cooperatively and with enthusiasm by the student, the employer, and the college coordinator. The student will gain college credit, a new appreciation of the responsibilities he/she has to his/her employer, greater awareness and improved job skills.

There are two classifications of Cooperative Work Experience Education at San Bernardino Valley College.

- In *Occupational Cooperative Work Experience*, students may earn four units per semester for a maximum of sixteen units.
- In *General Cooperative Work Experience* students may earn three units per semester with a maximum of six allowable during their college career; and they need not be enrolled in a related course. Seventy-five hours of paid work experience (or 60 hours volunteer work) equal one unit of college credit.

San Bernardino Valley College offers two formats for Cooperative Work Experience:

- In *Parallel Format*, students take a Cooperative Work Experience class concurrently with other college courses.
- In *Alternate Format* students alternate between taking a Cooperative Work Experience class one semester and other college courses the previous and/or following semesters.

Units earned through Work Experience do not apply toward units in a major unless such courses are specifically required for a degree in that department. However, course credit earned through work experience can apply as elective units in any associate degree. Refer to the specific department section of this catalog for a list of specific courses required for a major.

FOR INFORMATION ON A SPECIFIC DISCIPLINE, CONTACT THE DEPARTMENT OR THE DIVISION OFFICE.



PART V - ADMINISTRATION AND FACULTY

ADMINISTRATION

Diana Z. Rodriguez

President

M.B.A., M.A., California State University,
San Bernardino
A.A., Palo Verde College

Scott Stark

Vice President, Administrative Services
B.S., Chapman University

Terri Long

Interim Vice President, Instruction

Ed.D., M.S., B.A., University of Southern California

Scott Thayer

Vice President, Student Services

Ed.D., University of Southern California
M.A., Point Loma Nazarene University
B.A., Rollins College
A.A., Normandale Community College

Patricia Quach

Dean, Academic Success and Learning Services

M.Ed., University of La Verne
B.A., California Polytechnic University, Pomona

Albert Maniaol

Dean, Applied Technology, Transportation, and Culinary Arts

M.B.A., University of La Verne
B.S.E.E., FEATI University, Manila, Philippines

Kathryn Weiss

Dean, Arts and Humanities

Ed.D., University of Southern California
M.A., California State University, Pomona
B.S., University of Southern California

Marco Cota

Dean, Counseling and Matriculation

M.A., B.A., California State University,
San Bernardino
A.A., College of the Desert

Stephanie Briggs

Dean, Mathematics, Business and Computer Technology

Ph.D., University of California, Riverside
Ed.S., Wayne State University
M.A., Alabama State University, Montgomery
B.A., Michigan State University, E. Lansing

James Smith

Dean, Research, Planning and Institutional Effectiveness

Ph.D., M.A., University of California, Irvine
M.A., B.A., B.A., California State University,
Dominguez Hills

Lorrie Burnham

Interim Dean, Science

M.S., California Polytechnic University, Pomona
B.S., California State University,
San Bernardino
A.A., San Bernardino Valley College

Wallace Johnson

Dean, Social Sciences, Human Development and Physical Education

Ed.D., University of Texas, Austin
M.A., University of California, Riverside
M.A., California State University,
San Bernardino
B.A., University of California, Riverside

Maria Del Carmen Rodriguez

Dean, Student Equity and Success

M.A., B.A., California State University,
San Bernardino

Carol Wells

Associate Dean, Director of Nursing

M.S.N., B.S.N., California State University,
Dominguez Hills
A.D.N., Riverside City College

April Dale-Carter

Director, Admissions and Records

M.B.A., University of La Verne
B.S., DeVry University, Long Beach

David Rubio

Director, Athletics

M.A., Azusa Pacific University
B.A., California State University,
San Bernardino

Rick Hrdlicka

Director, Campus Technology Services

M.A., B.S., California State University,
San Bernardino
A.A., San Bernardino Valley College

Mark Merjil

Director, Child Development Center

M.A., University of La Verne
B.A., Pacific Oaks College
A.A., Rio Hondo College

Paul Dennis

Director, Police Academy

M.A., B.A. Azusa Pacific University

To Be Determined

Director, Extended Opportunity Programs and Services

Robert Jenkins

Director, Facilities, Maintenance and Operations

M.P.A., Brigham Young University
B.S., University of Utah
A.S., Southwestern Community College

Ernesto Nery

Director, Financial Aid

B.A., California State University, Los Angeles

Sharaf Williams

Director, First Year Experience

M.Ed., University of Nevada, Las Vegas
B.S., St. Joseph's University

Stephen Villaseñor

Director, Grant Development and Management

Ph.D., Claremont Graduate University
M.A., University of Southern California
B.A., Claremont McKenna College

Ron Hastings

Director, Library and Learning Support Services

M.L.S., University of Arizona
M.F.A., University of California, Irvine
B.A., University of California, Riverside

Paul Bratulin

Director, Marketing and Public Relations

B.A., University of North Florida

Karen Childers

Director, Resource Development

M.B.A., University of La Verne
M.S., B.A., California State University, San Bernardino

Raymond Carlos

Director, Student Life

Ed.D., University of Southern California
M.A., Indiana State University
B.A., California State University, Fullerton

Marty Milligan

Director, Disabled Students Programs and Services

M.A., Chapman University
B.A., California State University, Fullerton
A.A., Fullerton College

Cindy Huerta

Coordinator, Outreach and Relations with Schools

M.A., San Diego State University
B.A., University of California, Irvine

Deanne Rabon

Coordinator, STAR Program

M.A., California State University, San Bernardino
B.A., University of California, Los Angeles

Elaine Akers

Coordinator, Student Health Services

D.N.P., Case Western Reserve University
M.S., San Jose State University, San Jose
B.S., Excelsior College
A.D.N., Mt. Hood Community College

Oscar Rodriguez

Coordinator, Student Success and Programs

M.A., B.A., California State University, Northridge

Kathy Kafela

Coordinator, Transfer and Career Services

M.S., B.S., Iowa State University

Erik Morden

Manager, Food Services

M.P.A., California State University, San Bernardino
B.A., California State University, Fullerton
A.A., San Bernardino Valley College

Shalita Tillman

Manager, CalWORKs/Workforce Development

B.S., Azusa Pacific University

Christopher Hylton

Maintenance and Operations, Supervisor,

Maintenance and Grounds

B.S., California Coast University

Albert Camacho

Maintenance and Operations, Custodial Supervisor

FACULTY

The dates in parentheses indicate the year of appointment to the San Bernardino Community College District

Ababat, Anthony (2016)
Instructor, Electricity/Electronics
B.S., Cebu Institute of Technology University

Adams, Kathryn (1997)
Professor, Child Development
M.S., University of La Verne
B.S., California State University, Fullerton
A.A., Citrus College

Adler, Dawn (1997)
Associate Professor, Physical Education
M.S., B.S., University of Utah

Aguilar-Kitibutr, Ailsa (1989)
Professor, Counseling Center
Psy.D., M.S., University of La Verne
M.A., Ateneo University
B.S., University of Santo Tomas

Alblinger, Diana (1990)
Associate Professor, Communication Studies
M.A., California State University, Northridge
B.A., University of Illinois
A.A., Parkland Jr. College

Allen, Tammy Brown (2015)
Instructor, Reading & Study Skills
M.S., California State University, Fullerton
B.S., Azusa Pacific University

Alexander, Horace (1998)
Associate Professor, English
Ed.D., Ed.S., Loma Linda University
M.A., B.A., Andrew University

Alfano-Wyatt, Marcia T. (1997)
Associate Professor, Psychiatric Technology
M.A., Pepperdine University, Irvine
B.A., Wayne State University, Detroit

Algattas, Daniel (2017)
Instructor, Kinesiology/Head Football Coach
M.A., New Mexico Highlands University
B.A., California State University, Los Angeles

Al-Husseini, Maha (2001)
Associate Professor, Computer Information Technology
M.A., Central Michigan University
B.A., Kuwait University

Alvarez, Vicente (2009)
Assistant Professor, Mathematics
Ph.D., M.S., B.S., University of California, Riverside

Anemelu, Victoria (2006)
Associate Professor, Mathematics
Ph.D., M.Ed., B.Sc., University of Nigeria

Assumma, Michael J. (2002)
Assistant Professor, Business
M.B.A., California State University, San Bernardino
B.S., California Polytechnic University, Pomona

Avelar, Amy (2009)
Associate Professor, Chemistry
Ph.D., M.S., B.S., University of California, Riverside
A.A., San Bernardino Valley College

Babin, Daniel (2018)
Instructor, Culinary Arts
M.B.A., California State University, Dominguez Hills
B.A., Colorado Technical University
A.A., Le Cordon Bleu

Banola, Erwin (John) (2009)
Assistant Professor, Physical Education
M.S., B.A., California State University, Northridge
A.S., Pierce College

Barnett, Kellie (2004)
Associate Professor, Child Development
M.S., University of La Verne
B.S., California State University, San Diego

Bastedo, David (1992)
Professor, Biology
M.S., Chapman University
M.A., University of Redlands

Batalo, Mandi (2006)
Professor, Art
Ed.D., Fielding Graduate University
M.A., California Polytechnic University, Pomona
B.A., California State University, San Bernardino

Beebe, Yvonne (1999)
Associate Professor, Mathematics
M.S., B.S., University of California, Riverside

Bjerke, Jennifer (2016)
Instructor, Geography
M.A., Rutgers, the State University of New Jersey
B.S., California State Polytechnic University, Pomona
A.A., College of the Sequoias

Blacksher, Anthony (2016)
Instructor, Sociology
M.A., B.A., California State University, San Marcos

Blecka, Lori Ann (1991)
Associate Professor, Mathematics
M.S., B.S., University of California, Riverside

Brewer, Quincy (2007)
Assistant Professor, Physical Education/Head Coach Men's Basketball
M.A., University of Phoenix
M.A., Azusa Pacific University
B.A., Arizona State University

Buckley, Patrick M. (2006)
Assistant Professor, Administration of Justice
B.S., University of La Verne
A.A., Barstow College

Burnham, Lorrie (2011)
Assistant Professor, Biology
M.S., California Polytechnic University, Pomona
B.S., California State University, San Bernardino
A.A., San Bernardino Valley College

Burns-Peters, Davena (2014)
Assistant Professor, Modern Languages (American Sign Language)
B.V.E., California State University, San Bernardino
A.S., Riverside City College
A.A., Loma Linda University

Cacho, Bryce (2017)
Instructor, Welding
M.A., B.S., California State University, San Bernardino
A.S., Victor Valley Community College

Calderon, Colleen (1995)
Professor, History
M.A., University of California, Riverside
B.A., Macalester College

Caldwell-Betties, Melita (2012)
Assistant Professor, Water Supply Technology
M.P.A., California State University, San Bernardino
B.S., University of Redlands

Carter, Yancie (2015)
Instructor/Counselor, Counseling Center
M.A., Argosy University
B.A., Roosevelt University
A.A., Southeastern College

Casillas, David (2017)
Instructor, Aeronautics
B.S., Embry-Riddle Aeronautical University
B.A., California State University, San Bernardino
A.A., A.S., Chaffey College

Castro, Anthony (2015)
Instructor, Mathematics
M.S., University of California, Riverside

Che, Yon (2004)
Assistant Professor, Modern Languages (Spanish)
M.A., B.A., University of California, Los Angeles

Cisneros, Maribel (2016)
Instructor/Counselor, EOPS/CARE
M.A., University of Redlands
B.A., University of California, Riverside
A.A., Riverside City College

Copeland, Mary (2007)
Associate Professor, English
M.F.A., University of California, Riverside
B.A., California State University, San Bernardino
A.S., A.A., Riverside City College

Courts, Janet (1995)
Assistant Professor, Accounting
M.B.A., C.P.A., California State University, San Bernardino

Curasi, Gina N. (2012)
Assistant Professor, Counseling Center
M.S., University of La Verne

Danley, Jay (2003)
Associate Professor, Communication Studies
M.A., B.A., California State University, Long Beach
J.D., Western State University
A.A., San Bernardino Valley College

Demsky, Jeffrey (2011)
Associate Professor, History
Ph.D., University of Florida
M.A., American University
B.A., S.U.N.Y., Albany

Drewes, Glenn (1994)
Professor, Biology
M.S., B.S., University of California, Riverside

Dubois-Eastman, Kim (2015)
Assistant Professor, Nursing
M.S.N., C.N.S., Loma Linda University, Loma Linda
B.S., California State University, Dominguez Hills
A.D.N., Saddleback College

Dulgeroff, James (1986)
Professor, Economics
Ph.D., M.A., University of Southern California
B.A., University of Illinois, Champaign-Urbana

- Dunn, Frank (1999)
Assistant Professor, Counseling Center
M.A., University of La Verne
- El-Sherif, Tahirah (2016)
Instructor/Counselor, Counseling Center
M.S., National University
B.A., California State University, San Bernardino
A.A., San Bernardino Valley College
- Evans-Perry, Ginny (2005)
Assistant Professor, Library and Learning Support Services
M.L.I.S., San Jose State University
B.A., Chapman University
- Ferri-Milligan, Paula (1999)
Professor, English
Ed.D., California State University, Fullerton
M.A., B.A., California State University, San Bernardino
- Fogle, Melinda (2012)
Assistant Professor, Theatre Arts
Ph.D., Bowling Green State University
M.A., University of Kentucky
B.F.A., Miami University
- Fozouni, Daihim (2014)
Assistant Professor, English
M.A., B.A., California State University, San Bernardino
- Free, Sheela (2002)
Associate Professor, English
Ph.D., M.A., Andhra University
M.A., B.A., University of Madras
- Gibbons, Ann (1991)
Associate Professor, Mathematics
M.A., B.A., California State University, Fullerton
- Gilbert, Jeremiah (2005)
Professor, Mathematics
Ph.D., Capella University
M.A., University of California, Riverside
B.A., California State University, San Bernardino
- Giles, Keenan (2015)
Instructor/Counselor, EOPS/CARE
M.S., B.S., San Diego State University
- Gomez, Edward (1998)
Associate Professor, History
M.A., University of California, Riverside
B.A., California State University, Los Angeles
A.A., Los Angeles City College
- Gregory, Leslie (2004)
Associate Professor, Counselor/CalWORKS
M.A., Point Loma Nazarene University
B.A., California State University, San Bernardino
- Halabi, Tarif H. (2013)
Instructor, Electricity/Electronics
M.S., California State University, Fullerton
B.S., California State University, Los Angeles
- Hamdy, Rania (2013)
Coordinator, Professional & Organizational Development
M.A., B.A., California State University, San Bernardino
A.A., San Bernardino Valley College
- Hauge, Kristin (2008)
Assistant Professor, Physical Education/Head Coach, Women's Soccer
M.A., Azusa Pacific University
B.S., California State Polytechnic University, Pomona
A.A., Pasadena City College
- Hecht, Andrea (2016)
Instructor/Counselor, Counseling Center
M.S., University of La Verne
B.A., California State University, San Bernardino
- Hector, Leticia (2001)
Associate Professor, Communication Studies
M.A., B.A., California State University, Fullerton
A.A., Mt. San Antonio College
- Heibel, Todd (2004)
Professor, Geography
Ph.D., B.S., Pennsylvania State University, University Park
M.A., University of Missouri, Columbia
- Henkle, Lisa (2016)
Instructor, Political Science
D.P.A., University of La Verne
M.P.A., California Baptist University
B.S.A., California Baptist University
- Herrera, Jamie (2013)
Assistant Professor/Counselor, Counseling Center
M.S., University of La Verne
B.S., California State University, San Bernardino
A.S., Chaffey College
- Hill, June (1995)
Professor, Nursing
M.N., University of California, Los Angeles
M.S.G., University of La Verne
- Hinrichs, Sr., Guy (2000)
Associate Professor, Automotive Technology
B.S., Southern Illinois University
A.A., Crafton Hills College
- Holder, Patricia (2008)
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M.A., Azusa Pacific University
B.S., San Diego Christian College
Fitness Specialist, San Diego City College
- Hunter, Diane (1998)
Professor, English
M.A., B.A., California Polytechnic University, Pomona
- Huston, Celia J. (1998)
Professor, Library and Learning Support Services
Ph.D., Capella University
M.L.S., California State University, San Jose
B.A., California State Polytechnic University, Pomona
- Hutchason, Jacob (2018)
Instructor, Nursing
M.S.N., B.S.N., Grand Canyon University
A.S., Victor Valley College
- Israeli, Abier (2005)
Assistant Professor, Mathematics
Ph.D., Capella University
M.A., B.A., California State University, San Bernardino
- Jacobo, Magdalena (2006)
Assistant Professor, Reading/Study Skills
M.A., California State University, San Bernardino
B.A., University of California, Riverside
- Jakpor, Riase (2013)
Assistant Professor, Political Science
Ph.D., M.A., B.A., University of Michigan, Ann Arbor
- Jaramillo, Richard (1999)
Assistant Professor, Automotive Technology
A.A., Cerritos College
- Jefferson, Kimberly D (2008)
Assistant Professor, Reading/Study Skills
M.A., Pepperdine University
M.A., California State University, San Bernardino
B.A., University of Southern California
A.A., Compton College
- Jones, Carol (2016)
Instructor, Chemistry
Ph.D., B.S., University of California, Riverside
- Jones, Edward E. (2006)
Associate Professor, English
M.A., B.A., University of California, Riverside
- Jones, Patricia (2007)
Assistant Professor/Counselor, Counseling Center
M.A., B.A., California State University, San Bernardino
- Jorgensen, Judy L. (2005)
Assistant Professor, Architecture and Environmental Design
B.S., California Polytechnic State University, San Luis Obispo
- Joshua, Judy (2016)
Instructor, English
Ph.D., University of California, Irvine
M.A., California State University, Los Angeles
B.S., University of California, Berkeley
- Kanawati, Moustafa (2007)
Assistant Professor, Mathematics
M.S., B.A., Southern Illinois University at Edwardsville
- King, Melissa (2013)
Assistant Professor, Anthropology
Ph.D., M.A., University of California, Riverside
M.A., Fuller Theological Seminary
B.A., University of Alabama at Birmingham
- Klingstrand, Marianne (1994)
Professor, Psychiatric Technology
M.A., California State University, San Bernardino
B.A., University of Karachi, Pakistan
- Knight, Denise (1995)
Assistant Professor, Child Development
B.A., Pacific Oaks College
A.A., Monterey Peninsula College
- Lamore, Joel (1998)
Professor, English
M.F.A., M.A., Chapman University
B.A., Loyola Marymount University
- Lawler, Kenneth (2013)
Assistant Professor, Kinesiology
B.S., A.A., Excelsior College
- Lee, Dirkson (2006)
Professor, English/ESL
Ed.D., California State University, Fullerton
M.A., California State University, San Bernardino
B.A., University of California, Riverside
- Lee, Chongui Keith (1998)
Assistant Professor, Mathematics
Ed.D., California State University, Fullerton
M.S., Claremont Graduate University
M.S., California State University, Long Beach
B.S., University of California, Los Angeles
- Lee, Steven (2016)
Instructor, Philosophy/Religious Studies
M.B.A., California State University, San Bernardino

Lee, Yvette (1999)
Associate Professor, English
M.A., Andrew University
B.A., University of Colorado at Boulder

Lemieux, Jessy (2015)
Instructor, Chemistry
Ph.D., M.S., B.S., University of California, Riverside

Levine, Michael (2016)
Instructor, Economics
Ph.D., University of California, Riverside
M.A., University of California, Riverside
B.S., University of California, Santa Barbara

Lillard, Sheri (2007)
Associate Professor, Chemistry
Ph.D., Iowa State University
B.S., San Diego State University

Loera, Manuel (1980)
Associate Professor, Automotive Technology
A.S., Crafton Hills College

López, Alma Guadalupe (2012)
Assistant Professor, English
M.A., University of California, Riverside
B.A., University of California, Santa Cruz
A.A., San Bernardino Valley College

López, Leonard (2001)
Associate Professor, Philosophy/Religious Studies
J.D., Stanford University
B.A., University of California, Los Angeles

Luke, Sr., Craig (2015)
Instructor/Counselor, First Year Experience
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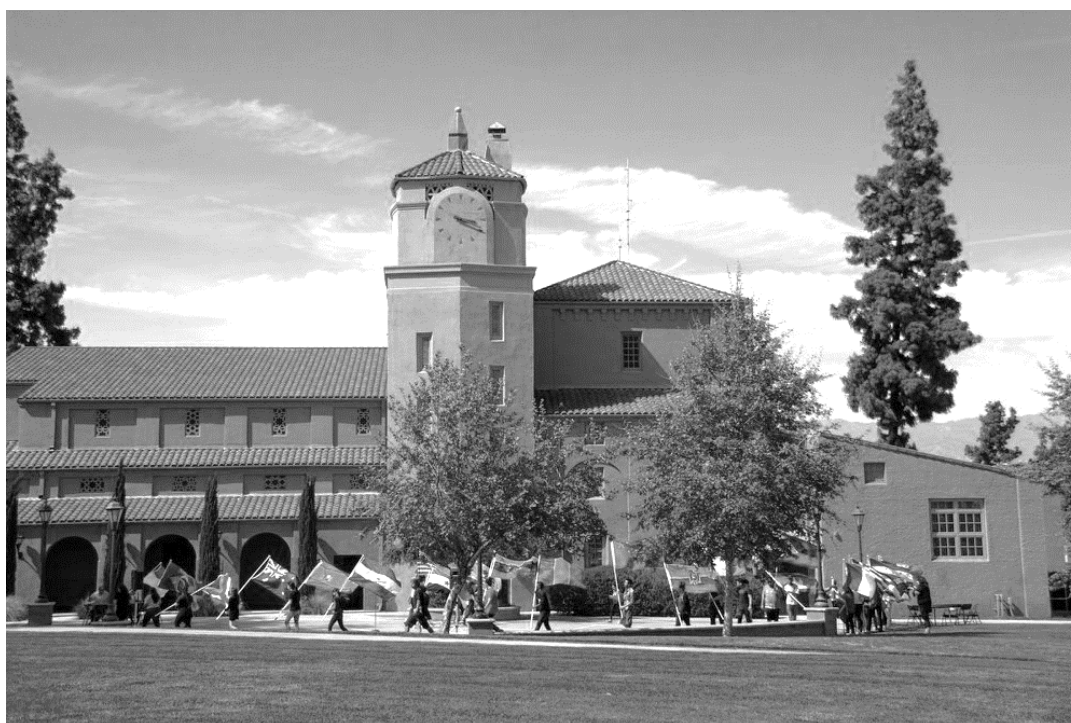
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San Bernardino Community College District 2018-2019

June 2018

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In Service Days



Instruction Begins



Holidays



Semester Grades Due



Flex Days



Semester Ends



CHC/SBVC
Commencements



Final Exams



Classes Not In Session-
All Offices Open

This side is for quick reference only.

July 2018

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January 2019

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February 2019

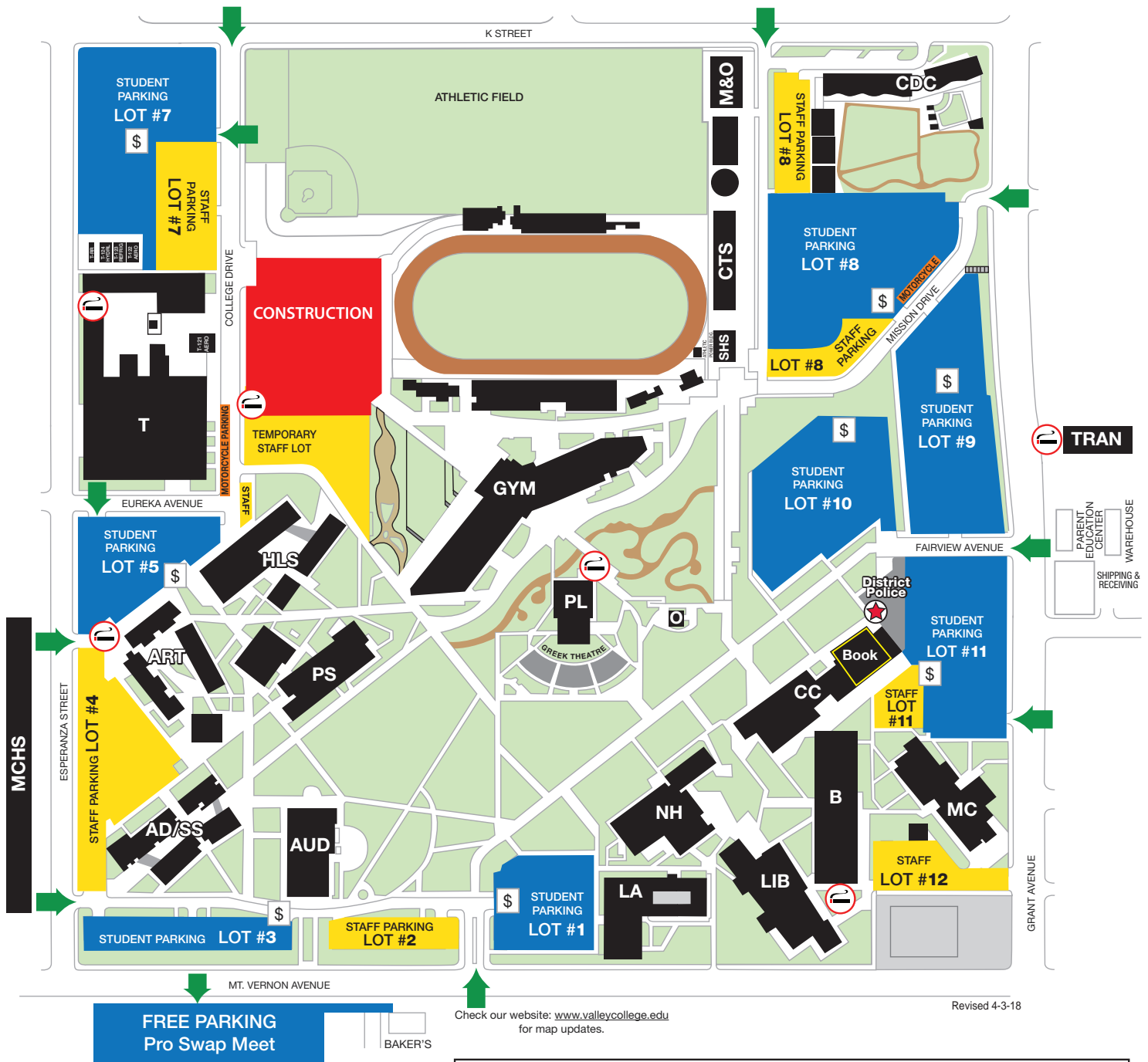
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San Bernardino Valley College

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Check our website: www.valleycollege.edu for map updates.

Revised 4-3-18

Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	LIB Library
ART Art Center	MC Media/Communications
AUD Auditorium	MCHS Middle College High School
B Business	M&O Maintenance & Operations
BOOK Bookstore	MP Motor Cycle Parking
CC Campus Center	NH North Hall
CDC Child Development Center	O Observatory
CTS Computer Technology Services	PL Planetarium
GYM Gym	PS Physical Sciences
HLS Health & Life Science	SHS Student Health Services
LA Liberal Arts	T Technical
	TRAN Transportation Center

 INDICATES CONSTRUCTION AREAS

➔ ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

\$ INDICATES PARKING PERMIT DISPENSER

No Smoking INDICATES APPROVED SMOKING AREAS (6)
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

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(909) 384-4491

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Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.

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